West Village Academy
3530 Westwood Ave., Dearborn, MI 48124
Telephone: (313) 274-9200  Facsimile: (313) 274-0062

REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

DATE: January 21, 2020
TIME: 7:30 □ p.m./ □ a.m.
LOCATION: West Village Academy
3530 Westwood
Dearborn, MI 48124

MINUTES
MEETING TYPE: □ REGULAR □ SPECIAL □ PROPOSED □ APPROVED

I. CALL TO ORDER
PRESIDENT CARLA HOGAN called the meeting to order at 7:46 □ p.m./ □ a.m. on Tuesday, January 21, 2020.

II. ROLL CALL
Mrs. Carla Hogan, President, Board of Directors  □ Present □ Absent
Mr. Robert VanEvery, Vice President, Board of Directors  □ Present □ Absent
Mr. Randall Piner, Secretary/Treasurer, Board of Directors  □ Present □ Absent
Mrs. Kerri Hill, Member, Board of Directors  □ Present □ Absent

ADMINISTRATION PRESENT (all or part of the meeting)
Mrs. Carletta Counts, Superintendent, West Village Academy
Mr. Brad Miller, Principal, West Village Academy
Mrs. Ernestine Howard, Principal, West Village Academy
Ms. Susan Mosely, Business Manager, West Village Academy

OTHERS PRESENT (all or part of the meeting)
Mrs. Alma Hollins, Board Liaison, Provision
Mrs. Felicia Williams, Director of Finance, Provision
Mr. Ralph Cunningham, MM1

Mr. Jonathan Trout, Central Michigan University Charter Schools Office

The proposed agenda was distributed.
III. PUBLIC COMMENT

None.

IV. APPROVAL OF ACTING SECRETARY

MOTION: PRESIDENT CARLA HOGAN MADE A MOTION TO APPOINT MEMBER KERRI HILL AS ACTING SECRETARY IN SECRETARY/TREASURER PINER’S ABSENCE.
SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF AGENDA.

MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE January 21, 2020 AGENDA.
☐ AS PRESENTED.
☒ WITH ADDITIONS/CHANGES. ADD APPROVAL OF MERAKI CONTRACT AS ITEM F. UNDER NEW BUSINESS.
SUPPORT: PRESIDENT CARLA HOGAN SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

NEXT MEETING:
The next regularly scheduled meeting for the West Village Academy Board of Directors, will be held on Tuesday, February 18, 2020 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30 ☒ p.m. / ☐ a.m.

VI. APPROVAL OF THE December 17, 2019 MEETING MINUTES.

MOTION: MEMBER KERRI HILL MADE A MOTION TO APPROVE THE December 17, 2019 MEETING MINUTES.
☒ AS PRESENTED.
☐ WITH CHANGES.
SUPPORT: PRESIDENT CARLA HOGAN SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

VII. EPICENTER COMPLIANCE – Mrs. Hollins informed the Board that both the School and the Board were at 100% compliance and shared the upcoming documents and deadlines.

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VIII. TREASURER'S REPORT


Mrs. Williams informed the Board that adjustments still needed to be made to the financials; therefore, they are not available for this Board meeting. Additionally, Mrs. Williams informed the Board that the approved increase of $240 per student will be included in the budget.

IX. CAO REPORT

a. Enrollment
   Enrollment is currently at 376.
   - We closed down one of the 8th grade classes as we only have 29 8th grade students.
   - We created a 6th/7th grade split because we had an influx of students in those grades.
   - We created a 4th/5th grade split. We still have a traditional 4th grade class as well as a 5th grade class.

b. CAO Evaluation
   Mrs. Counts requested a meeting with the Evaluation Committee for a refresher review on what needs to be done.

   President Hogan and Member Hill will meet with Mrs. Counts after the Work Session scheduled for Saturday, January 25th.

c. 21st Century Grant Update
   We are still reviewing and weighing the advantages to WVA.

d. Strategic Plan
   Mrs. Counts informed the Board that strategic planning is moving slower than expected; however, WVA is still pushing through it. Mrs. Counts added that they are working on putting what they have thus far into the system.

e. Food Service Bidding
   WVA is required to bid out food services this year; therefore, an RFP will be placed in the paper soon.

f. 3rd Grade Reading Law Updates
   Ms. Howard explained to the Board that after the K-3 grade students test, they will take a look at the scores to see where the students are at and adjust their plans as needed.
Mrs. Counts added that they are also putting additional resources into this effort. About 50% of WVA’s 3rd grade students look to be affected by the 3rd Grade Reading Law.

g. **DRC Cleaning Contract**
Mrs. Counts informed the Board that WVA’s part-time cleaning person resigned and rather than hire another employee, DRC agreed, at an additional cost of $360.73 per month, to schedule in the additional work through June, 2020.

h. **Sylvan Learning Contract**
Mrs. Counts explained that Sylvan will come in to work primarily with the 2nd and 3rd grade students from now until testing.

i. **E-rate Category 2**
Mr. Young explained to the Board that WVA never applied for Category 2 for E-rate and as such, WVA is eligible for $90,000. Category 2 covers the infrastructure and cabling. Mr. Young added that WVA is looking to have a wireless access point in every classroom. If awarded the $90,000, WVA is responsible for 15% of whatever is spent.

Mrs. Counts informed the Board that in addition to the 15% that WVA would be required to pay, to submit the request for Category 2 will cost an additional $9,000.

**President Hogan** requested that Mr. Young provide a summary for the Board to review.

Mr. Trout suggested that WVA secure quotes on the cost of Category 2 so that WVA will know what 15% looks like.

j. **Security Grant**
Mrs. Counts will be applying for the Security Grant again this year. WVA will be applying as a district which makes the Academy eligible for $240k.

**X. STRATEGIC PLANNING PROGRESS**

a. **Strategic Planning**
Previously discussed in Mrs. Counts’ report.

**XI. OLD BUSINESS**
None.
XII. NEW BUSINESS

a. Approval of Revised DRC Cleaning Contract

   MOTION: MEMBER KERRI HILL MADE A MOTION TO APPROVE THE REVISED DRC CLEANING CONTRACT.
   SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.
   DISCUSSION: None.
   MOTION CARRIED UNANIMOUSLY

b. Approval of Additional Sylvan Contract

   MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE ADDITIONAL SYLVAN LEARNING CONTRACT.
   SUPPORT: PRESIDENT CARLA HOGAN SECONDED.
   DISCUSSION: None.
   MOTION CARRIED UNANIMOUSLY

c. Approval of E-Rate Category 2 Contract

   MOTION: MEMBER KERRI HILL MADE A MOTION TO TABLE APPROVAL OF THE E-RATE CATEGORY 2 CONTRACT PENDING ADDITIONAL INFORMATION.
   SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.
   DISCUSSION: None.
   MOTION CARRIED UNANIMOUSLY

d. Approval of Industry Specific Staffing Contract

   MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE INDUSTRY SPECIFIC STAFFING CONTRACT.
   SUPPORT: PRESIDENT CARLA HOGAN SECONDED.
   DISCUSSION: None.
   MOTION CARRIED UNANIMOUSLY

e. Approval of Designated Signatories Resolution

   MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE REVISED DESIGNATED SIGNATORIES RESOLUTION.
   SUPPORT: PRESIDENT CARLA HOGAN SECONDED.
   DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY

MOTION: MEMBER KERRI HILL MADE A MOTION TO ADD SECRETARY/TREASURER RANDALL PINER AS A SIGNER ON THE WVA COMERICA BANK ACCOUNT. SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED. DISCUSSION: None. MOTION CARRIED UNANIMOUSLY

XIII. COMMITTEE REPORTS

a. Governance Committee
   President Hogan informed the Board/Administration that she contacted the Doubletree Hotel in Dearborn as a possible venue to hold the Board/Administration retreat. President Hogan requested that the Board check their schedules for availability on April 17th and 18th. More discussion will take place at the February Board meeting.

b. Academic Committee
   Vice President VanEvery reported that the Academic Committee met on January 15th and mostly discussed testing/scores. Vice President VanEvery added that WVA is making progress.

c. Finance Committee
   There is no Finance Committee report as Secretary/Treasurer Piner was unavailable for this Board meeting.
   Superintendent Counts briefly addressed the marketing efforts of WVA.

XIV. FOLLOW UP/ACTION ITEMS

a. Staff Review Results Follow-up
   Superintendent Counts and Mr. Cunningham spoke to the Conditional Employment Form finding.

b. Recruitment of Board Members
   President Hogan informed the Board/Administration that Mr. Halabi, whom the Board had nominated to fill former Member Serwinek’s seat, was no longer available to serve on the Board based on his lack of capacity.
President Hogan remarked that the Board needs to search for another candidate and added that they should take a look at what skill set(s) need to be added to the Board.

c. **Board Self-Assessment**

The Board discussed the survey and indicated that they would rather fill it out less frequently than every Board meeting. The Board felt that it needed to be a meatier survey.

**XV. OTHER BUSINESS**

a. **CMU – Jonathan Trout**

Mr. Trout thanked the Academy for their celebration of the Board and applauded the working relationship of the Board and Administration.

Mr. Trout reminded the Board of the February 27th Board Development session on Assessing Academic Progress.

Mr. Trout suggested that the Board might want to send their reviews/changes of the Board Policies to the National Charter School Institute in sections rather than wait until they review and change the entire Board Policy manual.

**XVI. EXTENDED PUBLIC COMMENT**

President Hogan thanked the Leadership Team and Staff for their work and expressed appreciation on behalf of the Board for today’s celebration.

**XVII. CORRESPONDENCE**

None.

**XVIII. ADJOURNMENT**

**MOTION:** VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO ADJOURN THE MEETING AT 8:52 p.m. / a.m.

**SUPPORT:** MEMBER KERRI HILL SECONDED.

**DISCUSSION:** None

**MOTION CARRIED UNANIMOUSLY.**

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Proposed minutes respectfully submitted,

Alma D. Hollins

Recording Secretary

Approved by the West Village Academy
Board of Directors:

Board Secretary

1/28/2020
Date

2/18/2020
Date

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