

**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:** November 19, 2019  
**TIME:** 7:30  p.m./  a.m.  
**LOCATION:** West Village Academy  
 3530 Westwood  
 Dearborn, MI 48124

**Approved**

**MINUTES**

**MEETING TYPE:**  REGULAR     SPECIAL     PROPOSED     APPROVED

**I. CALL TO ORDER**

**PRESIDENT CARLA HOGAN** called the meeting to order at 7:34  p.m./  a.m. on Tuesday, November 19, 2019.

**II. ROLL CALL**

Mrs. Carla Hogan, President, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Robert VanEvery, Vice President, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Randall Piner, Secretary, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Paul Serwinek, Treasurer Board of Directors	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Mrs. Kerri Hill, Member, Board of Directors	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> 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

The proposed agenda was distributed.

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**III. PUBLIC COMMENT**

None.

**IV. APPROVAL OF AGENDA.**

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO APPROVE THE November 19, 2019 AGENDA.**

AS PRESENTED.

WITH ADDITIONS/CHANGES. ELECTION OF TREASURER AS ITEM C 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, December 17, 2019 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30  p.m./ a.m.

**V. APPROVAL OF THE October 15, 2019 MEETING MINUTES.**

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO APPROVE THE October 15, 2019 MEETING MINUTES.**

AS PRESENTED.

WITH CHANGES.

**SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

**VI. EPICENTER COMPLIANCE – Mrs. Hollins shared the upcoming documents and deadlines with the Board.****VII. TREASURER'S REPORT**a. October Financial Report

Mrs. Williams reviewed the September financials with the Board and elaborated on the following:

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- Cash as of October 31, 2019 was \$397,520.24 as compared to October 31, 2018 when the cash in the bank was \$827,278.98. A drawdown has not been taken as yet this year. We are continuing to monitor the cash.
  - Mrs. Counts informed the Board that the students and staff have been fundraising.
- The ability of the Academy to pay all of its financial obligations in one year is 2.42 which means for every dollar that WVA owes, they have 2.42 dollars to pay the debt. In 2018, the Academy's ratio to pay its debt was 2.48 and in 2017 it was 2.25.
- The Days' Cash on Hand in 2019 was 35.51 as compared to 62.12 in 2018 and 48.72 in 2017.
- WVA's Fund Balance was 16.40 percent of its total budgeted expenses for the fiscal year. In 2018, WVA's Fund Balance percentage was 19.49 and in 2017 it was 17.88 percent.
- 4/12th of the budget is 33 percent. WVA's YTD Actual Expenses equals 24% percent of its total budgeted expenses. Accrued expenditures are not included.
- The Projected cash balance at June 30, 2020 is \$337,875 versus \$182,273 at June 30, 2019.
- Some of the line items that are over will be addressed during the budget revision. The goal is to present the amended budget for approval at the December Board meeting.

## VIII. CAO REPORT

a. Enrollment

Enrollment is currently at 377.

b. Staffing

Mr. Miller will be fulfilling a dual role as math teacher and principal. Mr. Miller will be preparing the math lesson plans as well as delivering the instruction. A parapro will also be in the classroom to assist when Mr. Miller has to step out of the classroom.

c. CAO Growth Plan

Mrs. Counts remarked that changes were made to the Growth Plan as discussed at the Academic Committee meeting.

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d. 21<sup>st</sup> Century Grant Update

Ms. Michelle Hadous and Mr. Wasim Younis provided an update of the 21<sup>st</sup> Century program hitting on some of the highlights enjoyed by the participants thus far.

e. Christmas Bonuses

Mrs. Counts discussed Christmas bonuses for the staff and informed the Board that the amount had already been placed in the budget.

**President Hogan** expressed concern about dipping into the Fund Balance and discussed having to cut back elsewhere in the budget.

**Secretary Piner** responded that he sat in on the budget meeting and added that a whole lot of effort was made to reduce line items.

**President Hogan** reiterated that she wants Administration and the Board to be mindful of the Academy's budget and good stewards over what we have.

**Secretary Piner** added that in an effort to reduce costs, he will be training WVA staff in the art of screening (i.e. tee-shirts, hoodies) so that this process can be done in-house.

f. 3<sup>rd</sup> Grade Reading Law Updates

Mrs. Counts informed the Board of the following:

- IRIPS are required for all students falling below the 50<sup>th</sup> percentile.
- Meetings took place with teachers to prepare IRIPS. Homework plans were developed.
- Letters were sent home to the parents of students who fell into that category. One-on-one information meetings with parents took place as well.

g. Grants

Mrs. Counts informed the Board that WVA is applying for the Early Literacy Grant as well as the Title III ELL grant.

h. Strategic Plan

Mrs. Counts informed the Board that a PD was held with the staff on November 5<sup>th</sup> which allowed them to give input into the work that has been accomplished thus far. Mrs. Counts added that progress is taking place. The Strategic Plan, including the monitoring, should be ready for full implementation next year.

i. Security Updates

Mrs. Counts informed the Board that security doors have been installed in the elementary classrooms.

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**IX. STRATEGIC PLANNING PROGRESS**

- a. Strategic Planning  
Previously discussed.

**X. OLD BUSINESS**

- a. Approval of Emergency Operation Plan

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE THE MOTION TO APPROVE THE EMERGENCY OPERATION PLAN.**

**SUPPORT: SECRETARY RANDALL PINER SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

**XI. NEW BUSINESS**

- a. Approval of Maintenance Company

**MOTION: SECRETARY RANDALL PINER MADE THE MOTION TO APPROVE ADMINISTRATION'S RECOMMENDATION TO ENGAGE DRC CLEANING SOLUTIONS FOR THE 2019-2020 SCHOOL YEAR.**

**SUPPORT: PRESIDENT CARLA HOGAN SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

- b. Acceptance of Board Member Paul Serwinek's Resignation

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO ACCEPT THE RESIGNATION OF BOARD MEMBER PAUL SERWINEK EFFECTIVE DECEMBER 4, 2019.**

**SUPPORT: SECRETARY RANDALL PINER SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY**

- c. Election of Board Treasurer

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO NOMINATE RANDALL PINER AS BOARD SECRETARY.**

**SUPPORT: PRESIDENT CARLA HOGAN SECONDED.**

**DISCUSSION: None.**

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**MOTION CARRIED UNANIMOUSLY****XII. COMMITTEE REPORTS**a. Governance Committee

**President Hogan** informed the Board/Administration that the Governance Committee did not meet; however, there was a meeting on Saturday, November 16<sup>th</sup> with Mark Weinberg from the National Charter School Institute to review the Board Policy manual.

Mrs. Hollins remarked that six sections of the manual still required review and added that while Mr. Weinberg would not be able to attend the next session, he and Dr. Esch would be available to answer any questions via phone.

The Board suggested a work session in January to continue reviewing the Board Policy manual.

b. Academic Committee

**Vice President VanEvery** provided a status update from the Academic Committee's November 13<sup>th</sup> meeting.

c. Finance Committee

**Secretary Piner** informed the Board/Administration that he attended the Finance Committee meeting on October 21<sup>st</sup> and going forward will be attending all Finance Committee meetings. **Secretary Piner** discussed the efforts that were made to reduce line items and touched on several fundraisers that he was looking into. As mentioned earlier, branding items that students wear with the WVA logo is an excellent marketing tool.

Mrs. Counts added that WVA is really utilizing Facebook as well.

**XIII. FOLLOW UP/ACTION ITEMS**a. CAO Counts' Growth Plan

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE MRS. COUNTS' GROWTH PLAN.**

**SUPPORT: SECRETARY RANDALL PINER SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

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**XIV. OTHER BUSINESS**

a. **CMU – Jonathan Trout**

Mr. Trout had a meeting conflict and was unable to attend.

**XV. EXTENDED PUBLIC COMMENT**

None.

**XVI. CORRESPONDENCE**

None.

**XVII. ADJOURNMENT**

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO ADJOURN THE MEETING AT 9:11  p.m. /  a.m.**

**SUPPORT: VICE PRESIDENT ROBERT VANEVERY SECONDED.**

**DISCUSSION: None**

**MOTION CARRIED UNANIMOUSLY.**

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

*Alma S. Hollins*

Recording Secretary

11/27/19

Date

Approved by the West Village Academy Board of Directors:

*[Signature]*

Board Secretary

12/17/19

Date

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