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

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    □ Present    □ Absent
   Mr. Robert VanEvery, Vice President, Board of Directors    □ Present    □ Absent
   Mr. Randall Piner, Secretary, Board of Directors    □ Present    □ Absent
   Mr. Paul Serwinek, 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 Moseley, 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.
  
  o 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.
d. **21st Century Grant Update**
   Ms. Michelle Hadous and Mr. Wasim Younis provided an update of the 21st 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. **3rd Grade Reading Law Updates**
   Mrs. Counts informed the Board of the following:
   - IRIPS are required for all students falling below the 50th 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-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 5th 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.
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 16th 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 13th meeting.

c. Finance Committee

Secretary Piner informed the Board/Administration that he attended the Finance Committee meeting on October 21st 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.
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 A. Hallinan  
Recording Secretary  
11/27/19  
Date

Approved by the West Village Academy Board of Directors:

Board Secretary  
12/17/19  
Date

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