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: December 17, 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
VICE PRESIDENT ROBERT VANEVERY called the meeting to order at 7:35 □ p.m./☒ a.m. on
Tuesday, December 17, 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/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

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.
III. PUBLIC COMMENT
None.

IV. APPROVAL OF AGENDA.

MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE December 17, 2019 AGENDA.
☐ AS PRESENTED.
☒ WITH ADDITIONS/CHANGES. ADD APPROVAL OF THE APPLICATION AND ENROLLMENT INFORMATION FORM AS ITEM D UNDER NEW BUSINESS.
SUPPORT: SECRETARY/TREASURER RANDALL PINER 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, January 21, 2020 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30 p.m./☐ a.m.

V. APPROVAL OF THE November 19, 2019 MEETING MINUTES.

MOTION: SECRETARY/TREASURER RANDALL PINER MADE A MOTION TO APPROVE THE November 19, 2019 MEETING MINUTES.
☒ AS PRESENTED.
☐ WITH CHANGES.
SUPPORT: MEMBER KERRI HILL SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

VI. EPICENTER COMPLIANCE – Mrs. Hollins shared the upcoming documents and deadlines with the Board.

VII. TREASURER’S REPORT


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

A copy of the meeting minutes are available for public inspection at West Village Academy, 3530 Westwood, MI 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42USC § 12101 et seq or any successor law. Should you require specific accommodations, please contact the CAO at 313.274.9200 prior to meeting.
Cash as of November 30, 2019 was $287,072 as compared to November 30, 2018 when the cash in the bank was $743,353.

The ability of the Academy to pay all of its financial obligations in one year is 2.11 which means for every dollar that WVA owes, they have 2.11 dollars to pay the debt. In 2018, the Academy’s ratio to pay its debt was 2.66 and in 2017 it was 2.45.

The Days’ Cash on Hand in 2019 was 25.64 as compared to 55.81 in 2018 and 39.71 in 2017.

WVA’s Fund Balance was 13.63 percent of its total budgeted expenses for the fiscal year. In 2018, WVA’s Fund Balance percentage was 19.71 and in 2017 it was 17.77 percent.

5/12th of the budget is 42 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 $234,882 versus $182,273 at June 30, 2019.

Some of the line items that are over will be addressed during the budget revision that is being presented this evening for approval.

b. 1st Budget Amendment

Mrs. Williams reviewed the changes to the budget and highlighted the following:

- Estimated change in fund equity of ($263,711) with a projected ending fund balance of $385,736 (9.3%).
- Projected foundation allowance increase has not been included in this budget.
- Total Projected FY 19-20 Revenues - $3,714,779.
- Total Projected FY 19-20 Expenditures - $3,978,490.

VIII. CAO REPORT

a. Enrollment
   Enrollment is currently at 380. We have waiting lists for some of the grades.

b. CAO Growth Plan
Mrs. Counts informed the Board that she attended the MAPSA Conference session which discussed the relationship between the Authorizer, Leadership, and the Board of Directors and the importance of working together. The training also recommended that the Board do a self-assessment after every Board meeting.

c. **21st Century Grant Update**
$140k was received from the grant; however, we are questioning whether we should continue with the grant next year. We are reviewing the advantages to WVA.

d. **Website**
Mrs. Counts remarked that WVA is experiencing huge problems with its website and are looking for a good school web developer.

e. **3rd Grade Reading Law Updates**
Mrs. Counts informed the Board of the following:
  - Students will take the NWEA in reading when they come back from the break.

f. **Strategic Plan**
Mrs. Counts provided the Board with a status update and added that WVA is still moving forward.
  - Mr. Trout remarked that getting close to the reporting phase is a critical point and added that the Board needs to have a summary understanding of the process.

g. **CAO Evaluation**
Mrs. Counts informed the Board that she is now responsible for the full rubric.

**IX. STRATEGIC PLANNING PROGRESS**

a. **Strategic Planning**
Previously discussed.

**X. OLD BUSINESS**

a. **Board Policy Review Meeting**
The Work Session will be held at 9:00 a.m. on Saturday, January 25, 2020. The session will take place at Provision.

**XI. NEW BUSINESS**

a. **Recruitment of Board Member**
The Board was informed that Mr. Halabi requested to be removed from consideration as a potential Board member. As such, the Board will need to search for another candidate.

Mr. Trout responded that he will try to provide the Board with information concerning the Dearborn Chamber of Commerce.

b. **Winter Transparency Reporting Form**
Mrs. Counts informed the Board that despite the challenges of the website, all required information is on the website.

c. **Approval of 1st Budget Amendment and Resolution**

**MOTION:** SECRETARY/TREASURER RANDALL PINER MADE A MOTION TO APPROVE THE FIRST BUDGET AMENDMENT AND RESOLUTION.
**SUPPORT:** MEMBER KERRI HILL SECONDED.
**DISCUSSION:** None.
**MOTION CARRIED UNANIMOUSLY**

XII. **COMMITTEE REPORTS**

a. **Governance Committee**

President Hogan was unavailable to provide a report; however, the Board and Board Policy Committee as mentioned earlier will be meeting on Saturday, January 25th to continue working on the Board Policy manual.

b. **Academic Committee**

Vice President VanEvery remarked that the Academic Committee will meet on Wednesday, January 15, 2020 at 4:30 p.m.

c. **Finance Committee**

Secretary/Treasurer Piner reported as follows:

- Approximately $6,000-$7,000 was saved by doing the hoodies in-house,
- There is a concerted effort to reduce the impact of expenses on the Fund Balance.

Mrs. Counts added that WVA has a Fundraising Committee, and the Committee is supplementing some of the line items (i.e., student incentives).
XIII. FOLLOW UP/ACTION ITEMS
   None.

XIV. OTHER BUSINESS

   a. CMU – Jonathan Trout
      Mr. Trout inquired about the combining of the classroom last year and if those would be the
      same students that would be in a combined classroom this year? If so, were the parents okay
      with it?

      Mr. Miller responded that when they communicate effectively with the parents and
      explain the rationale behind the decision, the parents are okay with the combining of the
      classroom.

      Mr. Trout informed the Board that there will be a Board Development session on Assessing
      Academic Progress. It is scheduled for Thursday, February 27th.

XV. EXTENDED PUBLIC COMMENT
   The Board/Administration wished Secretary/Treasurer Piner a Happy Birthday.

XVI. CORRESPONDENCE
   None.

XVII. ADJOURNMENT

   MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO ADJOURN THE
   MEETING AT 8:36 p.m. /  a.m.
   SUPPORT: SECRETARY/TREASURER RANDALL PINER SECONDED.
   DISCUSSION: None
   MOTION CARRIED UNANIMOUSLY.
MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Alma A. Hollins
Recording Secretary

1/06/2020
Date

Approved by the West Village Academy Board of Directors:

Kerrin Hild
Board Secretary

1/21/2020
Date

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