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: August 19, 2019
TIME: 4:30 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 4:30 p.m./ a.m. on Monday, August 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
(Member Hill arrived at 5:46 p.m.)

ADMINISTRATION PRESENT (all or part of the meeting)
Mrs. Carletta Counts, Superintendent, West Village Academy
Mr. Brad Miller, 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
Ms. Sonya Pollard, Accounting Supervisor, Provision

Mr. Jonathan Trout, The Center for Charters

The proposed agenda was distributed.

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 sec or any successor law. Should you require specific accommodations, please contact the CAO at 313.274.9200 prior to meeting.
III. PUBLIC COMMENT

None.

IV. APPROVAL OF AGENDA.

MOTION: TREASURER PAUL SERWINEK MADE A MOTION TO APPROVE THE August 19, 2019 AGENDA.
☐ AS PRESENTED.
☒ WITH ADDITIONS/CHANGES – ADD APPROVAL OF CONTINUED EMPLOYMENT OF TANIA D. DANFORTH AS ITEM F. UNDER NEW BUSINESS, AND APPROVAL OF ADDING A POSITION TO THE ORGANIZATION CHART AS ITEM G. UNDER NEW BUSINESS.
SUPPORT: SECRETARY 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 Monday, September 16, 2019 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 4:30 ☒ p.m./☐ a.m.

V. APPROVAL OF THE June 17, 2019 MEETING MINUTES.

MOTION: TREASURER PAUL SERWINEK MADE A MOTION TO APPROVE THE June 17, 2019 MEETING MINUTES.
☒ AS PRESENTED.
☐ WITH CHANGES.
SUPPORT: SECRETARY RANDALL PINER SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

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

VII. TREASURER'S REPORT


Mrs. Williams reviewed the July financials with the Board and elaborated on the following:
- Cash as of July 31, 2019 was $230,451.70 as compared to July 31, 2018 when the cash in the bank was $593,456.93. Mrs. Williams informed the Board that a recent request for reimbursement has been submitted which will help with cash flow.
• The ability of the Academy to pay all of its financial obligations in one year is 3.61 which means for every dollar that WVA owes, they have 3.61 dollars to pay the debt. In 2018, the Academy’s ratio to pay its debt was 5.46 and in 2017 it was 3.55.

• The Days’ Cash on Hand in 2019 was 20.59 as compared to 52.10 in 2018 and 33.70 in 2017.

• WVA’s Fund Balance was 13.43 percent of its total budgeted expenses for the fiscal year. In 2018, WVA’s Fund Balance percentage was 24.79 and in 2017 it was 13.78 percent.

• 1/12th of the budget is 8 percent. WVA’s YTD Actual Expenses equals 3 percent of its total budgeted expenses. Accrued expenditures are not included.

• The Projected cash balance at June 30, 2020 is $313,860 versus $182,227 at June 30, 2019.

Mrs. Williams informed the Board that the audit has taken place and is being wrapped up.

The Academy’s SAN borrowing is for $429k.

President Hogan remarked that she no longer wants to see the Academy being charged late fees for not paying bills on time.

VIII. CAO REPORT

a. Enrollment
Enrollment is currently at 340 and there is a contingency plan in place if it becomes necessary. We have a waiting list for the 6th grade and may have to open up a third 6th grade class.

b. Staffing
WVA currently has no open positions.

c. Building Updates
The parking lot has been completed.

d. CAO Evaluation
Mrs. Counts requested a Growth Plan meeting with the Committee. In the event that schedules do not permit, she will prepare the plan for Board approval at the September Board meeting.
e. **Summer School Update**  
   Summer school was open to all students.

f. **After School Tutoring/Enrichment**  
The 21st Century Grant team will present at the September Board meeting.

g. **Strategic Planning**  
   Leadership has reviewed the strategy map and defined what the areas mean as well as the expected outcomes.

h. **CMU Annual Meeting**  
The entire CMU staff will attend the CMU annual meeting to participate in the PD.

i. **Board Policy Update**  
   A planning session needs to take place to review/update the Board policies. Mrs. Hollins will reach out to the National Charter School Institute for a blank template.

j. **Marketing**  
   WVA has done a lot when it comes to marketing.  
   - The staff has canvassed the neighborhood and gone through the Malls.  
   - WVA is advertising on Facebook as well as in the Dearborn Town Money Saver.  
   - Two postcard drops have taken place.  
   - Phase II of the marketing plan is the referral plan.

k. **Changes to the Organizational Chart**  
The Dean of Intervention job description is in the process of being written. Mrs. Counts would like to add a speech pathologist to the Organization chart.

l. **3rd Grade Reading Law**  
   Per conversation regarding WVA’s plan to address this issue, Mrs. Counts reported that the Academy has 30 days from the start of school to have all Kindergarten through 3rd grade students tested. Mrs. Counts added that information concerning this issue will be reported out at every Board meeting.

**IX. CAO EVALUATION**

a. **Approval of Mrs. Counts’ Evaluation**

**MOTION: TREASURER PAUL SERWINEK MADE A MOTION TO APPROVE CAO CARLETTA COUNTS’ EVALUATION.**
SUPPORT: MEMBER KERRI HILL SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

b. Approval of Mrs. Counts’ Bonus

MOTION: TREASURER PAUL SERWINIKA MADE A MOTION TO APPROVE CAO CARLETTA COUNTS’ BONUS OF $1,500 FOR ACHIEVING THE ACADEMIC CRITERIA AS OUTLINED IN HER CONTRACT.
SUPPORT: SECRETARY RANDALL PINER SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

c. Discussion/Approval of Mrs. Counts 2019-2021 Contract

MOTION: TREASURER PAUL SERWINIKA MADE A MOTION TO APPROVE CAO CARLETTA COUNTS’ TWO YEAR CONTRACT.
SUPPORT: SECRETARY RANDALL PINER SECONDED.
DISCUSSION: Maintain the student enrollment count at 425 and replace the academic criteria with CMU’s Educational Goal.
MOTION CARRIED.

X. STRATEGIC PLANNING PROGRESS

a. Strategic Objective
b. Objective Descriptions

Mrs. Counts briefly shared a description and added that she will make them available to the Board.

President Hogan added that the Strategic Planning session that took place with Facilitator Vanessa Gulley on July 27th went well and a Board Retreat is in the planning stages.

XI. OLD BUSINESS

a. Approval of Organizational Chart

MOTION: SECRETARY RANDALL PINER MADE A MOTION TO APPROVE THE ORGANIZATIONAL CHART WITH THE TWO PRINCIPAL POSITIONS.
SUPPORT: TREASURER PAUL SERWINIKA SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

XII. NEW BUSINESS

a. Approval of the 2019-2020 Sylvan Contract

SUPPORT: SECRETARY RANDALL PINER SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY

b. Approval of the 2019-2020 Total Education Solutions Contract

SUPPORT: TREASURER PAUL SERWINEK SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY

c. Approval of School Safety Liaison Resolution

MOTION: SECRETARY RANDALL PINER MADE A MOTION TO TABLE THE APPROVAL OF THE SCHOOL SAFETY LIAISON RESOLUTION TO THE SEPTEMBER BOARD MEETING.
SUPPORT: TREASURER PAUL SERWINEK SECONDED.
DISCUSSION: None.
MOTION CARRIED UNANIMOUSLY.

d. Board Member Application – Michael Thomas, Sr.

Mr. Trout informed the Board that he had a conversation with Mr. Thomas who would like to become a WVA Board member; however, he needed to check his teaching schedule to see if he would be available. Mr. Trout added that once he heard from Mr. Thomas, he would let the Board know.

President Hogan stated that she would do her due diligence by reaching out to Mr. Thomas.

e. Transparency Reporting Certification Form
Mrs. Hollins informed the Board that the form confirms that WVA’s website is in compliance and Mrs. Counts has confirmed that it is.

f. Approval of Tania D. Danforth Employment
Mrs. Counts explained the situation surrounding Ms. Danforth and requested approval of the Board for her continued employment.

**MOTION: TREASURER PAUL SERWINEK MADE A MOTION TO APPROVE THE EMPLOYMENT OF TANIA D. DANFORTH AT WEST VILLAGE ACADEMY. SUPPORT: SECRETARY RANDALL PINER SECONDED. DISCUSSION: None. MOTION CARRIED UNANIMOUSLY**

g. Approval of Speech Pathologist Position to the Organization Chart

**MOTION: TREASURER PAUL SERWINEK MADE A MOTION TO APPROVE THE ADDITION OF THE SPEECH PATHOLOGIST POSITION TO THE ORGANIZATIONAL CHART. SUPPORT: SECRETARY RANDALL PINER SECONDED. DISCUSSION: None. MOTION CARRIED UNANIMOUSLY.**

XIII. COMMITTEE REPORTS

a. Governance Committee

President Hogan remarked that the working session for Strategic Planning took place on July 27th and while it was an excellent session, there is still work to do. President Hogan inquired about a good time to have the Board retreat.

b. Academic Committee

No meeting took place.

c. Finance Committee

Secretary Piner updated the Board on the marketing efforts and distributed a copy of the Dearborn Town Money Saver which includes a one page WVA ad. Secretary Piner also mentioned that they are working on developing a new WVA logo.

XIV. FOLLOW UP/ACTION ITEMS

None.
XV. OTHER BUSINESS

a. CMU – Jonathan Trout

Mr. Trout informed the Board that he was encouraged to see that the Board/Academy were moving forward with their Strategic Planning

XVI. EXTENDED PUBLIC COMMENT

None.

XVII. CORRESPONDENCE

None.

XVIII. ADJOURNMENT

MOTION: MEMBER KERRI HILL MADE A MOTION TO ADJOURN THE MEETING AT 6:25 p.m. / ☒ a.m.
SUPPORT: SECRETARY RANDALL PINER SECONDED.
DISCUSSION: None
MOTION CARRIED UNANIMOUSLY.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

[Signature]
Alma S. Hallias
Recording Secretary
8/28/19
Date

Approved by the West Village Academy
Board of Directors:

[Signature]
Board Secretary
9/16/19
Date

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