

**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

**Approved**

**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	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Robert VanEvery, Vice President, Board of Directors	<input type="checkbox"/> Present	<input checked="" 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mrs. Kerri Hill, Member, Board of Directors	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> 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.

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**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**a. July Financial 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.

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- 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 6<sup>th</sup> grade and may have to open up a third 6<sup>th</sup> 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.

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- e. Summer School Update  
Summer school was open to all students.
- f. After School Tutoring/Enrichment  
The 21<sup>st</sup> 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~~  
WVA 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. 3<sup>rd</sup> 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 3<sup>rd</sup> 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.**

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**SUPPORT: MEMBER KERRI HILL SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

b. Approval of Mrs. Counts' Bonus

**MOTION: TREASURER PAUL SERWINEK 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 SERWINEK 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 27<sup>th</sup> 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 SERWINEK SECONDED.**

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**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

## **XII. NEW BUSINESS**

- a. Approval of the 2019-2020 Sylvan Contract

**MOTION: TREASURER PAUL SERWINEK MADE A MOTION TO APPROVE 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

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO APPROVE 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

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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 27<sup>th</sup> 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.

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**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,

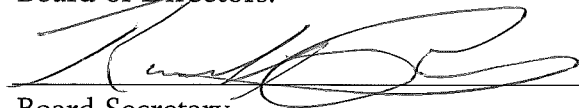


Recording Secretary

8/28/19

Date

Approved by the West Village Academy  
Board of Directors:



Board Secretary

9/16/19

Date

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