

**West Village Academy**

3530 Westwood Ave., Dearborn, MI 48124  
 Telephone: (313) 274-9200 Facsimile: (313) 274-0062

**SPECIAL MEETING  
 WEST VILLAGE ACADEMY BOARD OF DIRECTORS**

**DATE:** September 16, 2019  
**TIME:** 6:00  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 6:01  p.m./  a.m. on Monday, September 16, 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 checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

**ADMINISTRATION PRESENT (all or part of the meeting)**

Mrs. Carletta Counts, Superintendent, 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. Ralph Cunningham, MM1

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: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE September 16, 2019 AGENDA.**

AS PRESENTED.

WITH ADDITIONS/CHANGES

**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 Tuesday, October 15, 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 August 19, 2019 MEETING MINUTES.**

**MOTION: MEMBER KERRI HILL MADE A MOTION TO APPROVE THE August 19, 2019 MEETING MINUTES WITH CORRECTIONS.**

AS PRESENTED.

WITH CHANGES. On page 4 under CMU Annual Meeting, change, CMU staff to WVA staff.

**SUPPORT: SECRETARY RANDALL PINER 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. August Financial Report**

Ms. Pollard reviewed the August financials with the Board and elaborated on the following:

- Cash as of August 31, 2019 was \$213,070.58 as compared to August 31, 2018 when the cash in the bank was \$464,276.60.

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- The ability of the Academy to pay all of its financial obligations in one year is 4.13 which means for every dollar that WVA owes, they have 4.13 dollars to pay the debt. In 2018, the Academy's ratio to pay its debt was 14.49 and in 2017 it was 1.61.
- The Days' Cash on Hand in 2019 was 19.03 as compared to 40.76 in 2018 and 81.37 in 2017.
  - Ms. Pollard informed the Board that the August Title grant reimbursement was not received until September which is why the Current Ratio and the Days Cash on Hand was down.
- WVA's Fund Balance was 10.70 percent of its total budgeted expenses for the fiscal year. In 2018, WVA's Fund Balance percentage was 13.48 and in 2017 it was 9.26 percent.
- 2/12th of the budget is 17 percent. WVA's YTD Actual Expenses equals 6% percent of its total budgeted expenses. Accrued expenditures are not included.
- The Projected cash balance at June 30, 2020 is \$412,778 versus \$182,273 at June 30, 2019.

Ms. Pollard informed the Board that the SAN borrowing funds in the amount of \$429k have been received.

Ms. Pollard informed the Board that budget meetings will take place the Monday following the Board meeting. Mr. Piner added that he will also be attending those meetings.

## VIII. CAO REPORT

### a. Enrollment

Enrollment is currently at 358, but students are still being enrolled.

- WVA will have only one section for both the 2<sup>nd</sup> grade and the 8<sup>th</sup> grade students. Every grade with the exception of the 2<sup>nd</sup> and 8<sup>th</sup> grades will have two classrooms.
- Another section has been opened in the middle school.
- WVA will have a 6<sup>th</sup>/7<sup>th</sup> grade split.
- WVA is operating with only one front office person instead of two. This will result in a savings. Additionally, during the 2018-2019 school year, WVA operated with two full-time janitorial staff and one part-time; however, this year we are operating with one full-time position and two part-time positions.

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- b. Staffing  
The Academy was able to retain its entire staff with the exception of one individual who was promoted out.
- c. Building Updates  
We experienced flooding that came up from the ground in the building this past Friday (9/13). The areas experiencing the flooding were cleaned and disinfected.
- d. Grade 3 Reading Law  
Mrs. Counts informed the Board that they have until October 27<sup>th</sup> to test the students. We have one week to get all the K-3<sup>rd</sup> grade students tested, and that is when we will get our benchmark. The benchmark is students that are below the 50<sup>th</sup> percent threshold. We will have to write a plan for them and prepare them so that they are not retained.
- e. Strategic Planning  
Mrs. Counts informed the Board that there will be a November professional development which will involve the staff.

## IX. STRATEGIC PLANNING PROGRESS

- a. Strategic Objectives
- b. Strategic Map

Mrs. Hollins informed the Board that the Strategic Objectives and the Strategic Map are for their information and are the documents that Mrs. Counts referred to in the August meeting.

## X. OLD BUSINESS

- a. Approval of School Safety Liaison Resolution

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO APPROVE THE SCHOOL SAFETY LIAISON RESOLUTION**

**SUPPORT: MEMBER KERRI HILL SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

- b. Late Fees

Mrs. Counts explained to the Board some of the reasons why the Academy is being charged late fees on payment of invoices:

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- Mail had not been checked every day.
- New accounting system
- Solidification of invoice pick-up schedule

Mrs. Counts informed the Board that they are creating a master calendar of when things are due.

i. Payment of Superintendent's Raise

Mrs. Counts expressed concern about the payout of her raise.

Mrs. Hollins explained the changes that needed to take place in Mrs. Counts' contract per the advice of the Academy's legal counsel.

**President Hogan** added that she wanted to make sure that the contract was solid which is why it was forwarded to legal counsel. **President Hogan** executed the salary change document but requested that Mrs. Hollins touch base with legal counsel as to the required effective date of the contract/raise.

## XI. NEW BUSINESS

a. 21<sup>st</sup> Century Grant Presentation

Ms. Michelle Hadous, Program Director, reviewed the Program with the Board and elaborated as follows:

- The Program will start on September 30<sup>th</sup>.
- The grant will extend enrichment.
- Expenditure reports will be provided.
- Detroit Mercy students will come in to help the students.
- We will run an 8-week summer program.
- Forgotten Harvest will provide dinner for any student in the building even those not enrolled in the 21<sup>st</sup> Century Program.

b. Approval of the Emergency Operation Plan

Mrs. Counts requested that approval of the Emergency Operation Plan (EOP) be tabled until the October Board meeting. Mrs. Counts added that they are currently working on the plan, and as of today, a deadline for its submission has not been released.

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**MOTION: MEMBER KERRI HILL MADE A MOTION TO TABLE APPROVAL OF THE EMERGENCY OPERATION PLAN UNTIL THE OCTOBER BOARD MEETING.**

**SUPPORT: SECRETARY RANDALL PINER SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY**

c. Approval of CAO Counts' Growth Plan

Mrs. Counts provided a draft and reviewed her Growth Plan with the Board. Mrs. Counts requested Board input and asked that approval of her Growth Plan be tabled until the Board has an opportunity to review it and provide input.

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO TABLE APPROVAL OF MRS. COUNTS' GROWTH PLAN UNTIL THE OCTOBER BOARD MEETING.**

**SUPPORT: MEMBER KERRI HILL SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

d. Discussion/Approval of Revised Board Meeting Schedule

After much discussion, the Board decided to meet every 3<sup>rd</sup> Tuesday at 7:30 a.m.

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO APPROVE THE REVISED BOARD MEETING SCHEDULE.**

**SUPPORT: MEMBER KERRI HILL SECONDED.**

**DISCUSSION: None.**

Mrs. Hogan - Yes

Mr. Piner - Yes

Ms. Hill - Yes

Mr. VanEvery - No

**MOTION CARRIED.**

e. Ratification of Contact for Academy BCS.NEC Phone System

**MOTION: SECRETARY RANDALL PINER MADE A MOTION TO RATIFY APPROVAL OF THE BCS.NEC TELEPHONE SYSTEM CONTRACT AND EMPOWER PRESIDENT HOGAN TO EXECUTE THE CONTRACT PENDING HER REVIEW.**

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

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY.**

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f. Approval of Konica Minolta Contract

**MOTION: PRESIDENT CARLA HOGAN MADE A MOTION TO APPROVE THE 48-MONTH KONICA MINOLTA CONTRACT**

**SUPPORT: SECRETARY RANDALL PINER SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY**

g. Potential Board Member, Mr. Ahmad Halabi

Mr. Halabi shared his background with the Board and responded to their questions.

**President Hogan** inquired about the conviction that was mentioned in his application and Mr. Halabi explained the circumstances to the Board.

**XII. COMMITTEE REPORTS**a. Governance Committee

**President Hogan** remarked that she will have something at the October Board meeting about the retreat.

b. Academic Committee

No meeting took place, but the Committee will meet within the next week or two.

c. Finance Committee

**Secretary Piner** remarked that he will start attending the Budget meetings with WVA Administration and Provision Finance.

**XIII. FOLLOW UP/ACTION ITEMS**

None.

**XIV. OTHER BUSINESS**a. **CMU – Jonathan Trout**

Mr. Trout informed the Board that the M-STEP embargo has been lifted, and he discussed the October 8<sup>th</sup> Board Development session entitled Building a Board Legacy.

**XV. EXTENDED PUBLIC COMMENT**

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**President Hogan** expressed her pleasure at WVA’s turnout for the CMU Annual Conference.

**Secretary Piner** introduced Mr. Ken Woody as a potential Board member candidate.

Mrs. Hollins informed the Board of the dates for the 2020 National Charter School Conference being held in Orlando, Florida.

**XVI. CORRESPONDENCE**

None.

**XVII. ADJOURNMENT**

**MOTION: MEMBER KERRI HILL MADE A MOTION TO ADJOURN THE MEETING AT 7:55**   
p.m. / a.m.

**SUPPORT: SECRETARY RANDALL PINER SECONDED.**

**DISCUSSION: None**

**MOTION CARRIED UNANIMOUSLY.**

**MINUTES CERTIFICATION**

Proposed minutes respectfully submitted,

*Alma S. Hollins*

Recording Secretary

9/25/19

Date

Approved by the West Village Academy  
Board of Directors:

Board Secretary

10/15/19

Date

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