

**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: March 16, 2021  
 TIME: 7:30  p.m./  a.m.  
 LOCATION: ZOOM Virtual Meeting

**Approved**

**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, March 16, 2021.

**II. ROLL CALL**

Mrs. Carla Hogan, President, Board of Directors, Detroit, MI	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Robert VanEvery, Vice Pres., Board of Directors, Commerce Township MI	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mr. Randall Piner, Treasurer, Board of Directors, Detroit, MI	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Mrs. Kerri Hill, Secretary, Board of Directors, Inkster, MI	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Ms. Bridie Mayo, Board Member, Board of Directors, Farmington Hills, MI	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

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

Mrs. Carletta Counts, Superintendent, West Village Academy  
 Mr. Brad Miller, Building Principal, West Village Academy  
 Mrs. Ernestine Howard, Elementary Principal, West Village Academy  
 Mr. Torrence Greene, Dean of Students, West Village Academy  
 Ms. Susan Mosely, 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. Jonathan Trout, Central Michigan University Charter Schools Office

The proposed agenda was distributed.

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**III. PUBLIC COMMENT** *(For Agenda Items Only)*

None.

**IV. APPROVAL OF AGENDA.**

**MOTION: VICE PRESIDENT ROBERT VANEVERY MADE A MOTION TO APPROVE THE March 16, 2021 AGENDA.**

AS PRESENTED.

WITH ADDITIONS/CHANGES

**SUPPORT: MEMBER BRIDIE MAYO SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.**

**NEXT MEETING:**

The next regularly scheduled meeting for the West Village Academy Board of Directors, will be held on Tuesday, April 20, 2021 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30  a.m./ p.m.

**V. APPROVAL OF THE February 16, 2021 MEETING MINUTES**

**MOTION: TREASURER RANDALL PINER MADE A MOTION TO APPROVE THE February 16, 2021 MEETING MINUTES**

AS PRESENTED.

WITH ADDITIONS/CHANGES.

**SUPPORT: SECRETARY KERRI HILL SECONDED.**

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.**

**VI. EPICENTER COMPLIANCE** – Mrs. Hollins spoke to the compliance percentages and provided detail about the upcoming deadlines.**VII. TREASURER'S REPORT**a. February Financials

Mrs. Williams reviewed the Financial Dashboard with the Board and reported on the following:

- Cash as of February 28, 2021 was \$275,741.01 as compared to February 28, 2020 when the cash in the bank was \$257,142.65.
- There are some lines that still require attention. This may include reclasses or adjustments in the next budget revision.

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- The ability of the Academy to pay all of its financial obligations in one year is 4.02. In 2020, the Academy's ratio to pay its debt was 3.11 and in 2019 it was 3.54.
- The Days' Cash on Hand in 2021 was 25.25. In 2020 it was 23.59, and in 2019 it was 42.06.
- WVA's Fund Balance was 23.01 of its total budgeted expenses for the fiscal year. In 2020, WVA's Fund Balance was 18.64 and in 2019, the Fund Balance was 23.16.
- 8/12th of the budget is 67%. WVA's YTD Actual Expenses equals 53% of its total budgeted expenses. Accrued expenditures are not included.
- The projected cash balance at June 30, 2021 is \$264,986 versus the projected June cash balance at June 30, 2020 which was \$270,170.

b. WayneResa Accounting Software Accounting Contract

Mrs. Williams reported as follows:

- We need to switch the accounting software because of the price increase on the current software being used. Mrs. Williams reported that she started researching for a more economical software.
- The contract with WayneResa was sent to the attorneys for review after receiving permission from WVA's Board President.
- Mrs. Williams stated that she will confirm the fees with WayneResa as she understood that as WVA is a member of the consortium that they would only be responsible for the set-up fee. Mrs. Williams remarked that she will confirm and report back.

## VIII. CAO REPORT

Mrs. Howard reported on the following Strategic Objective:

- Increase Student Achievement

NWEA – The NWEA goal is that 50% of WVA students reach growth target fall to fall.

Fall scores – Reading was 39% and Math was 29.2%

Winter scores – Reading was 32% and Math was 29.6%

All of the winter testing was done online.

WVA is preparing for in-building testing for Spring 2021.

3<sup>rd</sup> Grade Proficiency – At least 50% of 3<sup>rd</sup> grade students will be proficient (projected)

Fall scores – 66.7% (Dean of Intervention)

Winter Scores – 18.1% proficient in reading

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- Improve Instructional Delivery and Teacher Effectiveness
  - During the month of March, the Principals and Superintendent Counts will meet weekly to review lessons, assessments and/or unpacked standards.
  
- Ensure Healthy Culture and Environment
  - WVA teamed up with 21<sup>st</sup> Century – Confinement Chronicles  
WVA has five students in the program that have authored audio books.
  - Sylvan Learning has been offered to all students.
  - Concerning student immunizations, Ms. Henry has been in contact with the Health Department. There is a huge waiting list. WVA will be complete by Friday.
  - Opening Building Preparation
    - CDC guidelines for school openings are being complied with.
    - New ventilation system is being installed the week of April 5<sup>th</sup>.
    - Water fountains will be turned off and WVA will be providing bottled water to students.
    - Touchless faucets and hand dryers
    - Touchless sanitizing stations will be in the hallways.
    - Classrooms will be set up with 6-8 student areas.
    - Researching steps for new flooring
    - Need guidance on the disposal of old furniture.
      - Mrs. Williams responded that from an audit standpoint, a list needs to be maintained of what and where. Only items over \$5k require depreciation, but she will confirm with the auditors.
  
- Resource Stewardship
  - Ensure Fiscal Stability
    - Enrollment – Maintain enrollment of 350 students. Current enrollment is 360.
  
- Monthly ECLP Update
  - WVA plans to remain virtual for students and also open Learning Centers one day a week for students who wish to attend.
    - 132 completed surveys (representing approximately 200 students). 56.1% wish to come into the building while 43.9% wish to remain remote.
    - 32 students have enrolled to come into the building on Mondays.
    - 32 students have enrolled to come into the building on Wednesdays.
    - 18 students have enrolled to come into the building on Fridays.

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- For the 2021-2022 School year:
  - Of the 132 completed surveys, 75.8% (representing 200 students) stated that they want to return to the building at least one day a week while 24.2% want to remain virtual.
- WVA will research the possibility of being virtual for the 2021-2022 school year.

Two-way student interaction during the following weeks:

- February 3 – February 9 - 92%
  - February 10 – February 16 - 100%
  - February 17 – February 23 - 100%
  - February 24 – March 2 - 100%
- People, Tools, and Technology
    - Improve Stakeholders Capacity and Leadership
      - Celebration of Success (Parents)
        - Yvonne Glass – Continuously texts uplifting messages and makes sure that her son participates regularly in school lessons, after school events, and activities.
        - Marketta Dorris – manages two children, one of which attends WVA. She contacts the Academy with any schedule changes and makes adjustments to keep her child involved in his academics.
      - Celebration of Success – Staff
        - Ms. Laura Keel, a gifted and inspiring kindergarten teacher, has high standards of excellence and fosters an environment of academic success. She provides her students with a sure foundation of growth and the necessary skills needed to thrive.
        - Lisabeth Mikolajczyk – dependable team member who has been given multiple tasks and has successfully led initiatives. She consistently demonstrates professional dedication and deep commitment to each student’s academic social growth and development.
        - Denise Henry – is being recognized for her long-term relationship with WVA and her unwavering attention to detail and managerial skills. She meets every challenge with determination and grace. She loves her work, the WVA staff, students, and families. She takes a personal interest in every individual.
        - Josh Henry has a positive attitude and a proactive approach to building maintenance. He ensures that WVA’s building is clean, safe, and operational as well as the grounds.

## IX. PUBLIC COMMENT *(Related to Extended COVID-19 Learning Plan)*

No members of the public asked any questions or made any comments.

## X. STRATEGIC PLANNING

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The WVA Board members and WVA Administration participated in a very successful Strategic Planning meeting on March 6, 2021 to discuss and plan next steps. Three additional sessions will take place prior to June 30<sup>th</sup> as well as a Summer Board retreat tentatively planned for July.

## XI. OLD BUSINESS

### a. Approval of Trinity Contract

**MOTION: PRESIDENT CARLA HOGAN** MADE A MOTION TO APPROVE THE TRINITY TRANSPORTATION CONTRACT PENDING FINAL REVIEW BY PRESIDENT HOGAN.

**SUPPORT: SECRETARY KERRI HILL** SECONDED.

**DISCUSSION: None.**

**MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.**

## XII. NEW BUSINESS

### a. Board Member Interview/Nomination

**President Hogan** informed the Board/Administration that as a result of her new position with DPSCD, the District feels that being a member of the WVA Board of Directors presents a conflict of interest. As a result, President Hogan tendered her resignation to CMU. The April Board meeting will be her last meeting.

**President Hogan** recommended that Ms. Santoria Shepherd complete an application and attend the Board meeting. As Ms. Shepherd was unable to attend the March Board meeting, she will be invited to the April meeting.

### b. Approval of Monthly ECLP Resolution

**MOTION: VICE PRESIDENT ROBERT VANEVERY** MADE A MOTION APPROVE THE MONTHLY ECLP RESOLUTION.

**SUPPORT: PRESIDENT CARLA HOGAN** SECONDED.

**DISCUSSION: None.**

**MOTION CARRIED VIA ROLL CALL.**

### c. Scheduling of Board Strategic Planning Session

The suggested date for the next Strategic Planning session is March 27, 2021 from 9:00 – 11:00 a.m. Mrs. Hollins will confirm with Mrs. Vanessa Gulley.

## XIII. COMMITTEE REPORTS

Governance Committee – **President Hogan** reported that the Board is working on strategic planning. A potential Board member candidate will be invited to the April Board meeting. **President Hogan** once again invited interested individuals who want to sit on a Committee to contact Mrs. Counts.

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Academic Committee – **Vice President VanEvery** reported that the Academic Committee will be meeting in April and extended an invitation to Ms. Pringle to join the Committee.

Finance Committee – **Treasurer Piner** reported that the Finance Committee will participate in the next budget meeting. **Treasurer Piner** remarked that he joined the CMU webinar “Telling Your Story,” and agrees that WVA needs to tell their story.

#### XIV. FOLLOW UP/ACTION ITEMS

None.

#### XV. OTHER BUSINESS

a. **CMU – Jonathan Trout** remarked on the following:

- Acknowledged President Hogan’s dedication to the Academy and encouraged the Board to keep the momentum and the spirit going.
- There is a webinar scheduled on March 26<sup>th</sup> entitled “Direction of Michigan Education.”
- There are resources available relating to academics on CMUs website.
- Encouraged the Board to keep the momentum going with their Strategic Planning.

#### XVI. EXTENDED PUBLIC COMMENT

- Mrs. Pringle requested more information on the PSAT testing and inquired if the students will be coming into the building.
- Ms. Russell inquired if the school session will be the same as this year.

Mrs. Counts responded that WVA is looking into that and added that they will be using the survey data.

#### XVII. CORRESPONDENCE/FOR YOUR INFORMATION

None.

#### XVIII. ADJOURNMENT

**MOTION: TREASURER RANDALL PINER MADE A MOTION TO ADJOURN THE MEETING AT 9:00**   
p.m. / a.m.

**SUPPORT: SECRETARY KERRI HILL SECONDED.**

**DISCUSSION: None**

**MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.**

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MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

*Alma A. Hallina*

\_\_\_\_\_  
Recording Secretary

3-25-2021

\_\_\_\_\_  
Date

Approved by the West Village Academy  
Board of Directors

\_\_\_\_\_  
Recording Secretary

4-20-2021

\_\_\_\_\_  
Date

**Signature:** *Kerri L. Hill*  
Kerri L. Hill (Apr 20, 2021 19:22 EDT)  
**Email:** mskhill@hotmail.com

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