

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

Approved

In order to adhere with the Wayne County Local Public Health Department Emergency Epidemic Order (June 24, 2021) in Response to the Covid-19 Pandemic under MCL 333.2453,
This meeting will be held via Zoom

MINUTES

MEETING TYPE: REGULAR SPECIAL PROPOSED APPROVED

I. CALL TO ORDER

PRESIDENT RANDALL PINER called the meeting to order at 7:30 p.m./ a.m. on Tuesday, November 16, 2021.

II. ROLL CALL

| | | |
|--|---|---------------------------------|
| Mr. Randall Piner, President, Board of Directors Participating remotely from Ferndale, MI | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Mrs. Kerri Hill, Vice President, Board of Directors Participating remotely from Inkster, MI | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Mrs. Bridie Mayo, Secretary, Board of Directors Participating remotely from Detroit, MI | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Mr. Robert VanEvery, Treasurer, Board of Directors Participating remotely from Commerce Township, MI | <input checked="" type="checkbox"/> Present | <input type="checkbox"/> Absent |
| Mrs. Santoria Shepherd, Board Member, Board of Directors Participating remotely from 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
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

A copy of the meeting minutes is 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.

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The proposed agenda was distributed.

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

None.

IV. APPROVAL OF NOVEMBER 16, 2021 AGENDA.

MOTION: PRESIDENT RANDALL PINER MADE A MOTION TO APPROVE THE November 16, 2021 **AGENDA.**

AS PRESENTED.

WITH ADDITIONS/CHANGES = ADD HAZARD PAY AND STAFF BONUSES AS ITEMS B AND C UNDER NEW BUSINESS.

SUPPORT: SECRETARY 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, December 21, 2021 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30 a.m./ p.m.

V. APPROVAL OF OCTOBER 19, 2021 MEETING MINUTES

MOTION: TREASURER ROBERT VANEVERY MADE A MOTION TO APPROVE THE October 19, 2021 **MEETING MINUTES.**

AS PRESENTED.

WITH ADDITIONS/CHANGES

SUPPORT: PRESIDENT RANDALL PINER 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. October Financials

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

- Cash as October 31, 2021 was \$116,174.96 as compared to October 31, 2020 when the cash in the bank was \$462,585.58. Mrs. Williams reported that reimbursements for expenses will assist in replenishing the cash.

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- The ability of the Academy to pay all of its financial obligations in one year is 1.84. In 2020, the Academy's ratio to pay its debt was 2.13 and in 2019 it was 2.42.
- The Days' Cash on Hand in 2021 was 10.89. In 2020 it was 45.87 and in 2019 it was 35.51.
- WVA's Fund Balance was 9.20% of its total budgeted expenses for the fiscal year. In 2020, WVA's Fund Balance was 16.44% and in 2019, the Fund Balance was 16.40%.
- 4/12th of the budget is 33%. WVA's YTD Actual Expenses equals 59% of its total budgeted expenses. Accrued expenditures are not included.
- The projected cash balance at June 30, 2022 is \$127,445 versus the projected June cash balance at June 30, 2021 which was \$251,417.

Mrs. Williams reported that work has begun on the revised budget, and the goal is to present it to the Board for approval at the December or January Board meeting.

VIII. CAO REPORT

Mrs. Counts shared her report and elaborated on the following:

Strategic Objective: Increase Student Achievement

- **Intervention Needs Based on Data Analysis**
 - All students receive Individual Learning Plans
 - Small group push-ins and pull-outs
 - Learning Coordinators
 - Michigan Virtual for high performing students who are at risk of not meeting their growth target. This program which is slated to start in January, 2022, will provide the students with high school credit.
 - Sylvan Learning Center
 - Ongoing parent feedback

Strategic Objective: Improve Instructional Delivery and Teacher Effectiveness

- The Leadership and Administrative Team will meet at least three times a month to review assessments.

Strategic Objective: Align Resources with Strategic Priorities

- A diverse team of leaders will meet at least three times each week to align district goals, initiatives, and resources into action.
 - PLC's have started which include:
 - Weekly monitoring of standards
 - Alignment of assessments
 - Targeted interventions

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Strategic Objective: Ensure Fiscal Stability

- The Academy's cash flow is low due to the Federal funds not being released because of the transition to and from the MEGS and NEXYS systems.
- Maintain Academy enrollment of 350 students. The budget was based on 315 students.

Strategic Objective: Optimize Technology

- All students have access to a device at home with the following exceptions:
 - Broken devices are being sent out for repairs and/or replacement.
 - Large Families – Providing each student with a device is the goal.
- Website Problems
 - The Academy is having a huge issue with its website.
 - A new developer has been engaged.
 - New Domain: WVAVILDCATS. Mrs. Counts reported that the Academy is attempting to get their old Domain back.
 - The goal is to have a temporary website up by Friday, November 19, 2021 with the transparency requirements.

Strategic Objective: Improve Governance and Oversight (Board and CAO)

- Committee Meetings
 - Every Committee met.
 - President Piner and Mrs. Counts attended the Presidents' Roundtable.
 - Vice President Hill and Mrs. Counts attended the ESSER Funds workshop.
- Strategic Planning Reports – CAO Growth Area
 - Mrs. Counts' growth plan needs to be discussed in a committee meeting.

Strategic Objective: Improve Efficiency and Effectiveness of District Processes

- Strategic Planning
 - Strategic planning sessions need to be scheduled.
- Compliance with Covid Plans and ECLP Reporting:
 - The CAO will report out on compliance with ECLP plan.

Strategic Objective: Improve Stakeholders Capacity and Leadership

- Celebration of Success (Parents)
 - Ms. Hillary Harris is being recognized for providing reinforcement to the WVA staff. She volunteers in her daughter's classroom, has consistently donated water throughout the Pandemic, and has supported Mrs. Henry during morning arrival by helping with sign-in and sanitizing. She also was a tremendous help during Picture Day.
- Vaccination Bonus – Celebration of Success (Staff)
 - Mrs. Steelman is being recognized for her outstanding leadership and support of the Collaborative Services Department. In addition to her responsibilities as a special teacher, she coordinates the IEP meetings, supports the child find process, assists in passing out

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breakfasts, and works with the SPED department as well as Read by Grade Three. Mrs. Steelman is a tireless advocate for the children and families of WVA.

Strategic Objective: Improve Culture of Alignment and Accountability

- Engagement: At least 75% of the student body will be engaged weekly.

IX. STRATEGIC PLANNING

As previously mentioned, Strategic Planning sessions need to be scheduled. Mrs. Counts added that the Academy is still moving forward with the Strategic Plan that was developed with some minor tweaks.

X. OLD BUSINESS

None.

XI. NEW BUSINESS

- a. Approval of Fall 2021 Board Policy Updates

MOTION: VICE PRESIDENT KERRI HILL MADE A MOTION TO APPROVE THE FALL 2021 BOARD POLICY UPDATES.

SUPPORT: TREASURER ROBERT VANEVERY SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

- b. Approval of Hazard Pay for Staff

MOTION: TREASURER ROBERT VANEVERY MADE A MOTION TO APPROVE THE HAZARD PAY FOR WVA STAFF.

SUPPORT: PRESIDENT RANDALL PINER SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

- c. Approval of Bonus for Staff

MOTION: MEMBER SANTORIA SHEPHERD MADE A MOTION TO APPROVE THE BONUS FOR STAFF WHO ARE INSTRUCTING BOTH VIRTUALLY AND IN-PERSON.

SUPPORT: VICE PRESIDENT KERRI HILL SECONDED.

DISCUSSION: Mrs. Counts explained that the bonus is geared towards those teachers who are conducting instruction both virtually and in-person.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

XII. COMMITTEE REPORTS

Governance Committee – **Secretary Bridie Mayo** reported that she and Mrs. Counts met to discuss policies and procedures.

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Academic Committee – **Treasurer VanEvery** reported on the following:

- Current status of laptops for students
- Teacher Shortage and losing teachers to other districts

Finance Committee – **Member Shepherd** reported that she attended her first Finance Committee meeting and found it enlightening. **Member Shepherd** added that she is looking forward to further indoctrination.

XIII. FOLLOW UP/ACTION ITEMS

None.

XIV. OTHER BUSINESS

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

- Mr. Trout thanked the Board and Mrs. Counts for their attendance at the CMU workshops and added that he is glad that they found them beneficial. Mr. Trout added that the information that was shared by President Piner and Mrs. Count was very informative.
- The Board Treasurer roundtable will be held on December 2, 2021 at 12:00 noon and on December 8, 2021 at 4:00 p.m. Both sessions will be virtual.
- WVA Website – Mr. Trout requested that Mrs. Counts update CMU with the website information.
- Mr. Trout extended congratulations to the parent and staff member who were recognized.

XV. EXTENDED PUBLIC COMMENT

None.

XVI. CORRESPONDENCE/FOR YOUR INFORMATION

None.

XVII. ADJOURNMENT

MOTION: PRESIDENT RANDALL PINER MADE A MOTION TO ADJOURN THE MEETING AT 8:11
p.m. / a.m.

SUPPORT: SECRETARY BRIDIE MAYO SECONDED.

DISCUSSION: None

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

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MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Alma S. Hollins

Recording Secretary

Approved by the West Village Academy
Board of Directors

Bridie Mayo

Recording Secretary

11-23-2021

Date

12-21-2021

Date

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