

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: September 21, 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, September 21, 2021.

II. ROLL CALL

Mr. Randall Piner, President, Board of Directors Participating remotely from Southfield, 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
Ms. Bridie Mayo, Secretary, Board of Directors	<input type="checkbox"/> Present	<input checked="" 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, Board Accountant, Provision
Mr. Ralph Cunningham, MM1
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: TREASURER ROBERT VANEVERY MADE A MOTION TO APPROVE THE September 21, 2021 AGENDA.

AS PRESENTED.

WITH ADDITIONS OF CHROME BOOK APPROVAL AS ITEM C. UNDER NEW BUSINESS.

SUPPORT: VICE PRESIDENT KERRI HILL 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, October 19, 2021 at 3530 Westwood Avenue, Dearborn, MI 48124. This meeting is scheduled to convene at 7:30 a.m./ p.m. via Zoom.

V. APPROVAL OF August 24, 2021 MEETING MINUTES

MOTION: VICE PRESIDENT KERRI HILL MADE A MOTION TO APPROVE THE AUGUST 24, 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 reported that both the Academy and the Board were at 100% compliance.**VII. TREASURER'S REPORT**a. August Financials

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

- Cash as of August 30, 2021 was \$247,750.03 as compared to August 30, 2020 when the cash in the bank was \$310,182.53.
- The ability of the Academy to pay all of its financial obligations in one year is 3.52. In 2020, the Academy's ratio to pay its debt was 45.35 and in 2019 it was 4.13.
- The Days' Cash on Hand in 2021 was 23.23. In 2020 it was 30.76 and in 2019 it was 18.85.

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- WVA's Fund Balance was 7.23% of its total budgeted expenses for the fiscal year. In 2020, WVA's Fund Balance was 13.35% and in 2019, the Fund Balance was 8.18%.
- 2/12th of the budget is .17%. WVA's YTD Actual Expenses equals .09% of its total budgeted expenses. Accrued expenditures are not included.
- The projected cash balance at June 30, 2022 is \$178,693 versus the projected June cash balance at June 30, 2021 which was \$251,417.

Mrs. Williams reported that there are line items that contain higher variances. These line items will be reclassified or adjusted during the budget amendment.

Mrs. Williams shared that the SAN Note in the amount of \$319k was received and deposited into the bank account on September 2, 2021.

b. Presentation of Audit by Thomas Marchese, CPA, Senior Manager, Plante Moran

Mr. Marchese shared the results from the 2020-2021 audit as follows:

- No single audit was required for WVA.
- The Academy received an Unmodified Opinion
- There were No Findings in the audit
- The Academy did not have any significant expenditure budget variances.

VIII. CAO REPORT

Mrs. Counts reported on the following:

Increase Student Achievement

- NWEA – 50% of WVA students will reach their growth target fall to fall and 50% of the students will be proficient. At least 50% of WVA's 3rd grade students will be proficient in reading.
- NWEA testing will start on September 27th. WVA has 66 virtual students who will be required to come into the Academy to take their test.

Improve Instructional Delivery and Teacher Effectiveness

- Aligned assessments are being provided weekly by leadership and the assessment data feedback will take place during the staff meetings.

Ensure Healthy Culture and Environment

- WVA will conduct at least one monthly community event around health and fitness, literacy, and mental health. WVA will be partnering with Oakland Community College. WVA is also looking to establish a STEM program with OCC..

PBIS Elementary

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- Elementary students will have the ability to earn and participate in at least two PBIS incentive activities per month. Elementary students will also have PBIS/social emotional support twice a week.

Ensure Fiscal Stability – Maintain Enrollment of 350.

- WVA’s current enrollment is 317. Mrs. Counts reported that WVA is working on creating split classes to accommodate the waiting list.

Improve Governance and Oversight (Board and CAO)

- Mrs. Counts reported that the Committee listing needs to be updated and added that the Governance Committee needs to meet to discuss her growth plan for the 2021-2022 school year.
- Strategic Planning sessions also need to be scheduled.

Improve Stakeholders Capacity and Leadership

Celebration of Success (Parents)

- Mr. Edward Hazel is a dedicated grandparent who consistently calls or checks in on his grandchildren’s academic progress. He makes sure that they not only complete their schoolwork but that they turn it in as well. He volunteers constantly and helps out wherever he can.

Celebration of Success (Staff)

- Ms. Kelli McDaniel is a highly valued member of the WVA team. She works and serves in whatever capacity is needed and does an excellent job. She is dedicated, hardworking, and dependable.
- Mr. Carlin Forbes has shown outstanding leadership in supporting the MS team in preparing for the beginning of the school year. He’s led meetings, assisted teachers, and met with Mr. Miller to make sure all loose ends were addressed. Mr. Forbes represents the gold standard for what an outstanding family member represents at WVA.

Increase Employee Engagement

Professional Development Mandatory Safe Schools

- All safe videos are available. Staff has until the end of September to complete the first round of videos.

IX. STRATEGIC PLANNING

Mrs. Counts reported that some of the goals need to be adjusted since WVA is now back in the building. As previously mentioned, sessions with the Board need to be scheduled. Mrs. Counts added that she will work on scheduling with Provision’s Vanessa Gulley.

X. OLD BUSINESS

None.

XI. NEW BUSINESS

- a. Approval of 2020-2021 Audit

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MOTION: PRESIDENT RANDALL PINER MADE A MOTION TO APPROVE THE 2020-2021 AUDIT.

SUPPORT: VICE PRESIDENT KERRI HILL SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

b. Approval of the Purchase of Chromebooks

MOTION: BOARD MEMBER ROBERT VANEVERY MADE A MOTION TO APPROVE THE PURCHASE OF ADDITIONAL CHROMEBOOKS.

SUPPORT: PRESIDENT RANDALL PINER SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

XII. COMMITTEE REPORTS

Governance Committee

No report this month.

Academic Committee – **Treasurer VanEvery** reported that the Academic Committee will be meeting in October.

Finance Committee – **President Piner** reported that **Member Shepherd** will be joining the Finance Committee.

Mrs. Counts reminded the Board that one of the Strategic Planning goals is that there would be at least two committee meetings per month.

XIII. FOLLOW UP/ACTION ITEMS

None.

XIV. OTHER BUSINESS

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

- Board Development on Contract 101: Founding Documents and Organizational Structure scheduled for October 21, 2021 at 6:30 p.m. It will be an “in person” event at the Four Points by Sheraton Detroit Novi.
- Board Presidents Roundtable and additional Board Development sessions are scheduled for November.
- Site and facility reviews will be starting soon. The goal is to have all CMU schools completed by December.
- Water testing will take place in CMU schools this year. There is the potential for some grant funding that will be shared once it is received.

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- Charter School Educators Award. This award is geared towards obtaining a master’s degree. CMU will cover ½ of the tuition for teachers.
- Mr. Trout congratulated WVA for their exceptional attendance.

XV. EXTENDED PUBLIC COMMENT

- Mrs. Hollins reminded the Board/Administration of the need for Chromebooks for the Board’s use once “in-person” meetings resume.
- **Vice President Hill** inquired about a meeting time change once “in-person” meetings begin as the current time would no longer work for her.

XVI. ADJOURNMENT

MOTION: PRESIDENT RANDALL PINER MADE A MOTION TO ADJOURN THE MEETING AT 8:30
p.m. / a.m.

SUPPORT: VICE PRESIDENT KERRI HILL SECONDED.

DISCUSSION: None

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Alma S. Hollins

Recording Secretary

9-28-2021

Date

Approved by the West Village Academy
Board of Directors

Bridie May
Bridie May (Oct 19, 2021 21:03 EDT)

Recording Secretary

10-19-2021

Date

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