

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: February 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 7:30 p.m./ a.m. on Tuesday, February 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)

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
 Ms. Meagan Brown, 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 RANDALL PINER MADE A MOTION TO APPROVE THE February 16, 2021 AGENDA.

AS PRESENTED.

WITH ADDITIONS/CHANGES

SUPPORT: VICE PRESIDENT ROBERT VANEVERY 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, March 16, 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 January 19, 2021 MEETING MINUTES

MOTION: SECRETARY KERRI HILL MADE A MOTION TO APPROVE THE January 19, 2021 MEETING MINUTES

AS PRESENTED.

WITH ADDITIONS/CHANGES.

SUPPORT: TREASURER 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. January Financials

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

- Cash as of January 31, 2021 was \$376,855 as compared to January 31, 2020 when the cash in the bank was \$248,302. Mrs. Williams added that they will be doing a draw down which will increase WVA's cash.
- The ability of the Academy to pay all of its financial obligations in one year is 3.01. In 2020, the Academy's ratio to pay its debt was 2.60 and in 2019 it was 3.08.

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- The Days' Cash on Hand in 2021 was 34.51. In 2020 it was 22.78, and in 2019 it was 42.78.
- WVA's Fund Balance was 21.13 of its total budgeted expenses for the fiscal year. In 2020, WVA's Fund Balance was 16.39 and in 2019, the Fund Balance was 21.71. Mrs. Williams remarked that WVA is trending in a positive direction.
- 7/12th of the budget is 58%. WVA's YTD Actual Expenses equals 46% of its total budgeted expenses. Accrued expenditures are not included.
- The projected cash balance at June 30, 2021 is \$363,411 versus the projected June cash balance at June 30, 2020 which was \$270,170.
- Mrs. Williams reported that reclasses have been made, but as Provision Finance and WVA go back through the budget, additional reclasses may take place or amendments will be included in the next budget revision.

VIII. CAO REPORT

Mr. Miller reported on the following:

- Enrollment
Enrollment as of February 9th was 360 students.
- Strategic Planning Objectives
Mr. Miller reported on the progress of the Strategic Objectives and elaborated on:
 - Increase Student Achievement
 - NWEA: 50% of WVA's students reach growth target fall-to-fall
 - Fall Scores: Reading-39% and Math-29.2%.
 - 3rd Grade Proficiency: At least 50% of 3rd grade students will be proficient (projected)
 - Fall Scores: 66.7%
 - Improve Instructional Delivery and Teacher Effectiveness
 - The Leadership Team will review at least 4 teachers per month. The Academy is creating an assessment review process.
 - Charlotte Danielson: Staff will review components of the framework at least two times each year and/or during the evaluation period. Mid-evaluations have started. We are awaiting word to see if we are required to use testing data for final evaluations.
 - Ensure Healthy Culture and Environment
 - On February 9th, Dr. Sabrina Jackson spoke to "Effectively dealing with life during COVID."
 - On March 19, 2021, WVA will have a Title I Family Reading Night. Cornbread Reading Series.

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- Culturally Relevant Awareness
 - WVA staff will participate in monthly affirmations.
 - PBIS Elementary – Students will be able to earn and participate in at least two PBIS incentive activities per month.
 - PBIS Middle School – Students will be able to earn and participate in at least six PBIS incentive activities per month.
 - Enrichment Opportunities – all students will have the opportunity to engage in enrichment activities after 12:00 noon.
- Align Resources with Strategic Priorities
 - The Leadership Team will meet at least three times each week to align the district goals, initiatives, and resources into action.
 - Ensure Fiscal Stability – Maintain enrollment of 350. WVA’s current enrollment is 360.
- Optimize Technology
 - All technology needs of students have been addressed.
 - 322 devices have been distributed.
 - 12 parents have also picked up devices to use.
 - WVA still has more devices for interested parents.
- Improve Efficiency and Effectiveness of District Processes
 - The Leadership Team will meet at least three times each month to review and update plans
 - A Strategic Planning meeting needs to be scheduled with WVA, the Board and Provision.
- People, Tools, and Technology
 - Celebration of Success – Parents
 - William and Joy Rose are the parents of a kindergarten student and a 1st grade student. They have donated supplies and snacks and are very supportive of our teachers and administrators.
 - Michelle Pringle has been a WVA parent for 16 years. Ms. Pringle assists with communications to parents, provides feedback to the Leadership Team, and regularly attends the monthly Board meetings.
 - Ada Walker is the grandmother of an 8th grade and a 5th grade student. She is a great volunteer and provides great support to the school and the community.
 - Celebration of Success – Staff
 - Mrs. Smiley – Staff of the month due to her hard work, dedication, and support for WVA students.
 - Mr. Kirby – Noted for his outstanding performance in supporting the learning and learning opportunities for the WVA community. Additionally, he is an exceptional teacher.

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- Mr. Degraffenreid – He provides outstanding support for WVA and assists wherever he can. He has a “can do” attitude that he displayed when he co-taught middle school math last year and this year, he covered middle school science for an extended amount of time.
- ECLP Update

Mr. Miller shared that WVA wishes to continue delivering instruction virtually. Mr. Miller informed the Board that WVA surveyed parents concerning virtual learning and two-thirds of the parents stated that they were okay with remaining virtual while one-third reported that they will be happy with hybrid learning.

Two-way student interaction:

- January 6 – January 12 - 94%
- January 13 – January 19 - 93%
- January 20 – January 26 - 94%
- January 27 – February 2 - 93%

- CAO Evaluation

President Hogan reported that the CAO evaluation is in progress.

- 21st Century Update

Ms. Khatib reported that the following program goals have been established for this year:

- Leadership and Reflection Strategies
- Improve Instructor/Parent Communication
- Student Leadership – A student advisory panel for Kindergarten-8th grade students has been established. The first meeting took place in January.

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

The Board will be meeting with WVA and Provision to focus on next steps.

XI. OLD BUSINESS

- a. Re-Nomination of Mr. VanEvery

MOTION: PRESIDENT CARLA HOGAN MADE A MOTION TO RE-NOMINATE ROBERT VANEVERY TO THE BOARD OF DIRECTORS OF WEST VILLAGE ACADEMY.

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SUPPORT: TREASURER RANDALL PINER SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

b. Approval of Trinity Contract

Ms. Mosely informed the Board that the attorneys were still reviewing the contract to include the proper language.

MOTION: SECRETARY KERRI HILL MADE A MOTION TO TABLE APPROVAL OF THE TRINITY CONTRACT.

SUPPORT: MEMBER BRIDIE MAYO SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

XII. NEW BUSINESS

a. Approval of Monthly ECLP Resolution

MOTION: SECRETARY KERRI HILL MADE A MOTION TO APPROVE THE MONTHLY ECLP RESOLUTION FOR THE MONTH OF JANUARY-FEBRUARY.

SUPPORT: TREASURER RANDALL PINER SECONDED.

DISCUSSION: None.

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

b. Scheduling of Strategic Planning Session

Board Liaison Hollins will coordinate with the Board, WVA, and Provision.

XIII. COMMITTEE REPORTS

Governance Committee – **President Hogan** reported that while the Governance Committee did not meet, she will provide the flyer today seeking additional members for the three Committees and asked that interested parties email Mrs. Counts. **President Hogan** assured the parents and staff that were recognized that the certificates will also go out today.

Academic Committee – **Vice President VanEvery** reported that the Academic Committee which met on February 9th discussed the following:

- Mid-year testing is almost completed. Some retesting has been necessary.
- Appears that 50% of WVA students are hitting their growth targets.
- Recently, student attendance and participation has been in the mid-90% range.
- Current budget is meeting the needs of WVA. WVA will need to maintain its current level of student enrollment to have an effective operating budget for the 2021-2022 school year.

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- 2021-2022 School year – looking at possible virtual or in-person learning or a combination of both. Maintaining six feet apart for the students will not allow 25 students per classroom.
- Hope to have all teachers vaccinated by August 2021.

Finance Committee – **Treasurer Piner** reported that the Finance Committee information has been reported in previously discussed reports.

XIV. FOLLOW UP/ACTION ITEMS

None.

XV. OTHER BUSINESS

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

- Commended WVA on their progress.
- Informed WVA about a webinar scheduled for February 25, 2021 entitled “Sharing your Story” Mr. Trout remarked that the level of commitment that WVA gets from their staff and parents should be included in WVA’s story. Mr. Trout added that WVA needs to share its story to maintain a strong enrollment.
- Encouraged the Board to set up their Strategic Planning session and added that their Strategic Plan is a five-year look forward. What are the incremental steps to get WVA to its five-year goal? Goals need to be measured and tracked.
- As of this date, virtual Board meetings will continue through the end of March.

Mr. Trout introduced Meagan Brown, Director of Field Representatives who congratulated and applauded WVA for what they do.

XVI. EXTENDED PUBLIC COMMENT

None.

XVII. CORRESPONDENCE/FOR YOUR INFORMATION

None.

XVIII. ADJOURNMENT

MOTION: SECRETARY KERRI HILL MADE A MOTION TO ADJOURN THE MEETING AT 8:38 p.m. / a.m.

SUPPORT: PRESIDENT CARLA HOGAN SECONDED.

DISCUSSION: None

MOTION CARRIED UNANIMOUSLY VIA ROLL CALL.

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MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Alma A. Hollins

Recording Secretary

2-22-2021

Date

Approved by the West Village Academy
Board of Directors

Kerri L Hill

Recording Secretary

3-16-2021

Date

Signature: *Kerri L Hill*
Kerri L Hill (Mar 22, 2021 13:14 EDT)

Email: mskhill@hotmail.com

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