

West Village Academy
3530 Westwood
Dearborn, Michigan 48124
Telephone: (313) 274-9200

REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: August 19, 2019
Time: 4:30 p.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of August 19, 2019 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of June 17, 2019 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (1 of 1)
 - b. School – 100% (3 of 3)
 - i. **Upcoming Deadlines:**
 - 1. 8-26-19 – Transparency Reporting Certification Form
 - 2. 9-04-19 – MAP Schedule – Fall
 - 3. 9-19-19 – School Administrator Verification Form
 - 4. 9-26-19 – Annual Nonprofit Corp. Info Update
 - 5. 10-15-19 – School Safety Liaison Resolution
- VII. Treasurer's Report
 - a. July Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE

A copy of the meeting minutes are available for public inspection at West Village Academy - 3530 Westwood, Dearborn, Michigan 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes. The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact the CAO at (313) 274-9200 prior to the meeting.

Vision Statement

We strive to be recognized as a learning community for developing well-rounded productive citizens of the world.

Mission Statement

West Village Academy, teaming with family and community, will support a nurturing and respectful environment that develops independent thinkers and productive members of society while focusing on core academic values and problem solving.

- iv. Check Register
- v. Cash Flow
- VIII. CAO Report
- IX. CAO Evaluation
 - a. Approval of Mrs. Counts' Evaluation
 - b. Approval of Mrs. Counts' Bonus
 - c. Discussion/Approval of 2019-2020 Contract
- X. **Strategic Planning Progress**
 - a. Strategic Objective
 - b. Objective Descriptions
- XI. Old Business
 - a. Approval of Organization Chart
- XII. New Business
 - a. Approval of the 2019-2020 Sylvan Contract
 - b. Approval of the 2019-2020 Total Education Solutions Contract
 - c. Approval of School Safety Liaison Resolution
 - d. Board Member Application-Michael Thomas, Sr.
 - e. Transparency Reporting Certification Form
- XIII. Committee Reports
 - a. Governance Committee
 - b. Academic Committee
 - c. Finance Committee
 - i. Marketing Update
- XIV. **REAUTHORIZATON**
- XV. **Follow Up/Action Items**
- XVI. Other Business
 - a. **CMU – Jonathan Trout**
- XVII. Extended Public Comment (limited to 3 minutes per person)
- XVIII. Correspondence/For Your Information
- XIX. Adjournment

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3530 Westwood
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SPECIAL MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: September 16, 2019
Time: 6:00 p.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of September 16, 2019 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of August 19, 2019 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (3 of 3)
 - b. School – 100% (6 of 6)
 - i. **Upcoming Deadlines:**
 - 1. 9-19-19 – School Administrator Verification Form
 - 2. 10-08-19 – WVA MAP Assessment Coordinator Verification-Fall
 - 3. 10-15-19 – School Safety Liaison Resolution
- VII. Treasurer's Report
 - a. Plante Moran Audit Presentation – Thomas Marchese, CPA
 - b. August Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow

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VIII. CAO Report

IX. Strategic Planning Progress

- a. Strategic Objectives
- b. Strategic Map

X. Old Business

- a. Approval of School Safety Liaison Resolution
- b. Late Fees
 - i. Payment of Superintendent's Raise

XI. New Business

- a. 21st Century Grant Presentation
- b. Approval of Emergency Operation Plan
- c. Approval of CAO Counts' Growth Plan
- d. Discussion/Approval of Revised Board Meeting Schedule
- e. Ratification of Contract for Academy Phone System
- f. Approval of Konica Minolta Contract
- g. Board Member Application – Mr. Ahmad I Al Halabi

XII. Committee Reports

- a. Governance Committee
- b. Academic Committee
- c. Finance Committee
 - i. Marketing Update

XIII. Follow Up/Action Items

XIV. Other Business

- a. **CMU – Jonathan Trout**

XV. Extended Public Comment (limited to 3 minutes per person)

XVI. Correspondence/For Your Information

- a. Organization Chart
- b. Board Member Appointment Information
- c. ESP Final Review Letter from CMU

XVII. Adjournment

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REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: October 15, 2019
Time: 7:30 a.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of October 15, 2019 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of September 16, 2019 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (6 of 6)
 - b. School – 100% (9 of 9)
 - i. **Upcoming Deadlines:**
 - 1. 10-15-19 – Deadline for Public Presentation of the 18-19 AER
 - 2. 10-28-19 – Staff Review Certification Form
 - 3. 10-28-19 – Staff Review MDE Permit Report
 - 4. 10-28-19 – Staff Review Roster
 - 5. 10-28-19 – Staff Review Survey
 - 6. 10-31-19 – 1st Quarter Financial Statements
 - 7. 11-01-19 – Audited Financial Statements, A-133 Audit Single Audit and Other Audit Letters
 - 8. 11-01-19 – Board Approved Response to Audited Financial Statement Findings and Recommendations (if required)
 - 9. 11-01-19 – 2018-2019 Financial Information Database Data Files (CEPI)

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10. 11-01-19 – Immunization Records Report (Local Health Dept.)

11. 11-15-19 – Board Member Nomination Materials

VII. Treasurer's Report

- a. September Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow

VIII. CAO Report

IX. Strategic Planning Progress

X. Old Business

- a. Approval of 2018-2019 Audit

XI. New Business

- a. Nomination of Board Member Candidate
- b. Approval of Opposition to Governor's Budget Cut Resolution

XII. Committee Reports

- a. Governance Committee
 - i. Risk Assessment Review
- b. Academic Committee
- c. Finance Committee
 - i. Marketing Update

XIII. Follow Up/Action Items

- a. CAO Carletta Counts' Growth Plan

XIV. Other Business

- a. **CMU – Jonathan Trout**

XV. Extended Public Comment (limited to 3 minutes per person)

XVI. Correspondence/For Your Information

XVII. Adjournment

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REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: November 19, 2019
Time: 7:30 a.m.
Location: **West Village Academy**
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Dearborn, MI 48124

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- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of November 19, 2019 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of October 15, 2019 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board - 100% (8 of 8)
 - b. School - 100% (15 of 15)
 - i. **Upcoming Deadlines:**
 1. 12-15-19 - Academy Emergency Operation Plan or Statewide Safety Information Policy
- VII. Treasurer's Report
 - a. October Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow
- VIII. CAO Report
 - a. Third Grade Reading Law

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IX. Strategic Planning Progress

X. Old Business

- a. Approval of Emergency Operations Plan

XI. New Business

- a. Approval of Maintenance Company/Contract
- b. Acceptance of Paul Serwinek's Resignation

XII. Committee Reports

- a. Governance Committee
- b. Academic Committee
- c. Finance Committee
 - i. Marketing Update

XIII. Follow Up/Action Items

- a. CAO Carletta Counts' Growth Plan

XIV. Other Business

- a. **CMU - Jonathan Trout**

XV. Extended Public Comment (limited to 3 minutes per person)

XVI. Correspondence/For Your Information

XVII. Adjournment

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REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: December 17, 2019
Time: 7:30 a.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of December 17, 2019 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of November 19, 2019 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (11 of 11)
 - b. School – 100% (15 of 15)
 - i. **Upcoming Deadlines:**
 - 1. 1-03-20 – Transparency Reporting Certification Form
 - 2. 1-22-20 – Application and Enrollment Information Form
- VII. Treasurer's Report
 - a. November Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow
 - b. 1st Budget Amendment

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- VIII. CAO Report
 - a. Third Grade Reading Law
- IX. Strategic Planning Progress**
- X. Old Business
 - a. Board Policy Review Meeting
 - i. Suggestion: Review Section after each Board meeting
- XI. New Business
 - a. Recruitment of Board Member
 - b. Winter Transparency Reporting Form
 - c. Approval of 1st Budget Amendment
- XII. Committee Reports
 - a. Governance Committee
 - b. Academic Committee
 - c. Finance Committee
 - i. Marketing Update
- XIII. Follow Up/Action Items**
- XIV. Other Business
 - a. **CMU – Jonathan Trout**
- XV. Extended Public Comment (limited to 3 minutes per person)
- XVI. Correspondence/For Your Information
- XVII. Adjournment

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REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: January 21, 2020
Time: 7:30 a.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

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- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of January 21, 2020 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of December 17, 2019 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (13 of 13)
 - b. School – 100% (17 of 17)
 - i. **Upcoming Deadlines:**
 - 1. 01-17-20 – Annual Education Report
 - 2. 01-28-20 – WVA Staff Review Response Submission for Compliance
 - 3. 01-31-20 – 2nd Quarter Financial Statements
 - 4. 02-27-20 – 2020-2021 Contract Amendment Request Resolution
- VII. Treasurer's Report
 - a. December Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow

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- VIII. CAO Report
 - a. Third Grade Reading Law
- IX. Strategic Planning Progress**
- X. Old Business
- XI. New Business
 - a. Approval of Revised DRC Cleaning Contract
 - b. Approval of Sylvan Contract
 - c. Approval of E-Rate Category 2 Contract
 - d. Approval of Sub Company Contract
 - e. Approval of Designated Signatories Resolution
 - i. Adding Secretary/Treasurer Piner as Signer on Bank Accounts
- XII. Committee Reports
 - a. Governance Committee
 - b. Academic Committee
 - c. Finance Committee
 - i. Marketing Update
- XIII. Follow Up/Action Items**
 - a. Staff Review Results Follow-up
 - b. Recruitment of Board Member
 - c. Board Self-Assessment
- XIV. Other Business
 - a. **CMU – Jonathan Trout**
- XV. Extended Public Comment (limited to 3 minutes per person)
- XVI. Correspondence/For Your Information
- XVII. Adjournment

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REGULAR MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: February 18, 2020
Time: 7:30 a.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

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- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of February 18, 2020 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of January 21, 2020 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (15 of 15)
 - b. School – 100% (22 of 22)
 - i. **Upcoming Deadlines:**
 - 1. 02-27-20 – 2020-2021 Contract Amendment Request Resolution
 - 2. 03-25-20 – Transparency Reporting Certification Form
 - 3. 03-27-20 – Board Member Nomination Materials
- VII. Treasurer's Report
 - a. January Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow

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- VIII. CAO Report
 - a. Third Grade Reading Law
- IX. Strategic Planning Progress**
- X. Old Business
 - a. Approval of E-Rate Category 2 Contract
- XI. New Business
 - a. Nomination of Member Kerri Hill
 - b. Approval of Fresh Nation Contract
 - c. 2020-2021 Contract Amendment Request Resolution
- XII. Committee Reports
 - a. Governance Committee
 - i. Board Retreat
 - b. Academic Committee
 - c. Finance Committee
 - i. Marketing Update
- XIII. Follow Up/Action Items**
 - a. Recruitment of Board Member
- XIV. Other Business
 - a. **CMU – Jonathan Trout**
- XV. Extended Public Comment (limited to 3 minutes per person)
- XVI. Correspondence/For Your Information
- XVII. Adjournment

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SPECIAL MEETING
WEST VILLAGE ACADEMY BOARD OF DIRECTORS

Date: March 2, 2020
Time: 5:30 p.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of March 2, 2020 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of February 18, 2020 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (17 of 17)
 - b. School – 100% (24 of 24)
 - i. **Upcoming Deadlines:**
 1. 03-25-20 – Transparency Reporting Certification Form
- VII. Old Business
- VIII. New Business
 - a. Expulsion Hearing for Student E
- IX. Extended Public Comment (limited to 3 minutes per person)
- X. Correspondence/For Your Information
- XI. Adjournment

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

Date: April 14, 2020
Time: 7:30 a.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

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- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of April 14, 2020 Agenda (*if items are added, they should be included under Other Business*)
- V. Approval of March 2, 2020 Meeting Minutes
- VI. Epicenter Compliance
 - a. Board – 100% (19 of 19)
 - b. School – 100% (25 of 25)
 - i. **Upcoming Deadlines:**
 - 1. 04-28-20 – Continuity of Learning and COVID-19 Response Plan
 - 2. 04-29-20 – Transparency Posting of Continuity of Learning and COVID-19 Response Plan
 - 3. 04-30-20 – Quarterly Financial Statements – 3rd Quarter
 - 4. 05-29-20 – Approval/Ratification of Continuity of Learning and COVID-19 Response Plan
 - 5. 06-10-20 – Annual Calendar of Regularly Scheduled Meetings
- VII. Treasurer's Report
- VIII. CAO Report
 - a. Third Grade Reading Law
 - b. Updates on the Coronavirus (COVID-19)

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Mission Statement

West Village Academy, teaming with family and community, will support a nurturing and respectful environment that develops independent thinkers and productive members of society while focusing on core academic values and problem solving.

IX. Strategic Planning Progress

X. Old Business

XI. New Business

- a. Approval of Continuity of Learning and COVID-19 Response Plan
- b. Approval of Fall 2019 Board Policy Updates
- c. Cleaning/Supplies for WVA
- d. WVA Website
- e. Election of Officer
 - i. Secretary

XII. Committee Reports

- a. Governance Committee
 - i. Board Retreat
- b. Academic Committee
- c. Finance Committee
 - i. Marketing Update

XIII. Follow Up/Action Items

XIV. Other Business

- a. **CMU – Jonathan Trout**

XV. Extended Public Comment (limited to 3 minutes per person)

XVI. Correspondence/For Your Information

XVII. Adjournment

A copy of the meeting minutes are available for public inspection at West Village Academy - 3530 Westwood, Dearborn, Michigan 48124 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes. The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact the CAO at (313) 274-9200 prior to the meeting.

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

Date: May 19, 2020
Time: 8:30 a.m.
Location: **West Village Academy**
3530 Westwood
Dearborn, MI 48124

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Ms. Kerri Hill Oath of Office
- II. Call To Order
- III. Roll Call
- IV. Public Comment (*reserved for agenda items only*)
- V. Approval of May 19, 2020 Agenda (*if items are added, they should be included under Other Business*)
- VI. Approval of April 14, 2020 Meeting Minutes
- VII. Epicenter Compliance
 - a. Board – 100% (19 of 19)
 - b. School – 100% (25 of 25)
 - i. **Upcoming Deadlines:**
 1. 06-01-20 – Oath of Office – Kerri Hill
 2. 06-01-20 – ESP Agreement, Information Sheet, Draft Legal Opinion
 3. 06-04-20 – MAP Optional Student Assessment Form
 4. 06-10-20 – 2020-2021 School Calendar/School Day Schedule
 5. 06-10-20 – Annual Calendar of Regularly Scheduled Meetings
 6. 06-30-20 – Annual Expulsion Report and Website Report on Criminal Incidents
 7. 06-30-20 – Annual Operating Budget-General Fund and Special Revenue Fund(s)
 8. 06-30-20 – General Appropriations Resolution

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Treasurer's Report

- c. April Financials
 - i. Dashboard
 - ii. Balance Sheet
 - iii. SRE
 - iv. Check Register
 - v. Cash Flow

VIII. CAO Report

- a. 21st Century Grant Update

IX. Strategic Planning Progress

X. Old Business

XI. New Business

- a. Review/Approval of MM1 Agreement
- b. Approval to Participate in SAN Note Borrowing Program
- c. Approval of SAN Note Resolution
- d. Resolution Granting Emergency Powers to School Leader
- e. Approval of Annual Calendar of Regularly Scheduled Board Meetings
- f. Approval of 2020-2021 School Calendar/School Day Schedule
- g. Discussion/Approval of Trinity Bus Payment
- h. Discussion of Mrs. Counts' Stipend
- i. Approval of \$75.00 Food Gift Card for Students
- j. Interview/Nomination of Board Members:
 - i. Ms. Mayo
 - ii. Dr. Mason

XII. Committee Reports

- a. Governance Committee
 - i. Board Retreat
- b. Academic Committee
- c. Finance Committee
 - i. Marketing Update

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XIII. Follow Up/Action Items

XIV. Other Business

a. CMU – Jonathan Trout

XV. Extended Public Comment (limited to 3 minutes per person)

XVI. Correspondence/For Your Information

XVII. Adjournment

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

Date: June 23, 2020
Time: 8:30 a.m.
Location: ZOOM Virtual Meeting

To Join Zoom Meeting: <https://zoom.us/j/96383159485> Meeting ID: 963 8315 9485

AGENDA

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

- I. Call To Order
- II. Roll Call
- III. Public Comment (*reserved for agenda items only*)
- IV. Approval of June 23, 2020 Agenda (*if items are added, they should be included under Other Business*)
- V. Election of Officers
- VI. Approval of June 23, 2020 Consent Agenda
 - a. Approval of May 19, 2020 Meeting Minutes
 - b. Account Designation
 - c. Designated Signatory
 - d. Facsimile Signature
 - e. Legal Representative
 - f. Audit Representative
 - g. Official Posting Designation
 - h. Title IX Representative
 - i. Civil Rights Representative
 - j. Board Corresponding Agent
 - k. FOIA Representative
 - l. Newspaper Designation
 - m. Homeless Representative
 - n. CAO/Budget Timeline Resolution
- VII. Epicenter Compliance
 - a. Board – 100% (28 of 28)
 - b. School – 100% (31 of 31)
 - i. **Upcoming Deadlines:**
 1. 06-25-20 – WVA Board Meeting Minutes Resolution-Approval of Continuity of Learning Plan and Contract Amendment
 2. 06-30-20 – Annual Expulsion Report and Website Report on Criminal Incidents
 3. 06-30-20 – Annual Operating Budget-General Fund and Special Revenue

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Fund(s)

4. 06-30-20 – General Appropriations Resolution

VIII. Treasurer’s Report

- a. May Financials

IX. CAO Report

X. CAO Evaluation

XI. Strategic Planning Progress

XII. Old Business

XIII. New Business

- a. Approval of 2019-2020 Final Budget Amendment
- b. Approval of 2020-2021 Operating Budget
- c. Approval of Continuity of Learning Plan and Contract Amendment
- d. Approval of Spring 2020 Board Policy Updates
- e. Approval of 19-20 Contracts
 - i. Midwest Employee Management Agreement
 - ii. EMC Insurance
 - iii. Edibles Rex
 - iv. Trinity Transportation
 - v. IC Datacom
 - vi. Detroit Institute of Children
 - vii. Total Education Solutions
 - viii. DRC Cleaning Solutions
 - ix. Language Adventures

XIV. Committee Reports

- a. Governance Committee
- b. Academic Committee
- c. Finance Committee
 - i. Marketing Update

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