

# **Board Meeting Minutes**

## **W-A-Y Academy Detroit**

### **(Regular Board Meeting)**

**Date: Tuesday April 20, 2022**

**Members present: Michael Murray, Laura Chavez, Sheila Flanagan, Patricia Moesner, Danielle Bascomb**

**Others present: Jean Pashashakarnis, Isaiah Pettway, Trena Braswell, Cameron Nichols, Charles Hyman (attending via Zoom), Garnett Green and Alexandra Guzman.**

**Meeting Called to Order @ 6:00 pm**

#### **Roll Call Attendance**

**Michael Murray (Wayne County)**

**Laura Chavez (Wayne County)**

**Sheila Flanagan (Wayne County)**

**Patricia Moesner (Wayne County)**

**Danielle Bascomb (Wayne County)**

#### **Approval of the Agenda**

- Motioned by Patricia Moesner/2<sup>nd</sup> by Laura Chavez.
- Roll Call Vote: Laura Chavez (Y) Sheila Flanagan (Y) Patricia Moesner (Y) Danielle Bascomb (Y). Motion carries.

#### **Call to the Public:**

- Read by Michael Murray -no public present/no public comments

#### **Accept Minutes**

- Motioned by Patricia Moesner/2<sup>nd</sup> by Laura Chavez.
- Roll Call Vote: Laura Chavez (Y) Sheila Flanagan (Y) Patricia Moesner (Y) Danielle Bascomb (Y). Motion carries.

#### **Consent Agenda**

- Approval of March 15, 2022 Board Meeting Minutes
- Motioned by Laura/2<sup>nd</sup> by Danielle Bascomb
- Roll Call Vote: Laura Chavez (Y) Sheila Flanagan (Y) Patricia Moesner (Y) Danielle Bascomb (Y). Motion carries.

#### **Correspondence**

- **School Fund Service Account (Excess Fund Balance)**
  - Jean Pash informed the board about a \$998.00 purchase on equipment in June of 2021. It was not billed until July of 2021 meaning the journal entry went in the following school year. The purchase will be deducted from the School Fund

Service Account from this school year. She stated that this does not make the school out of compliance.

- Board President Murry asked What are the different components that this money is being spent on. Jean Pash answered the schools spend \$361.80 a week for lunch and breakfast.
- Supt. Pettway reassured the board that the excess money came from the allotment given to the schools to purchase equipment.
- **W-A-Y Academy LSSU Reauthorization Update-**  
Garnett Green shared the following:
  - No updates for this month. Supt Pettway has done everything that they are responsible for.
  - Jenny did ask to remind the board members to ensure their annual meeting is set on the calendar to happen.

### **Educational Service Providers Report**

Superintendent Isaiah Pettway shared the following:

- **Program Updates (W-A-Y Programs)**
  - There is a new Accountant, Dawn Petite. She started working with WAY a week ago. Dawn is succeeding Jean in her former role.
  - As of April 2021, Jean is officially the new Finance Director. She had been filling in as the Interim Finance Director.
  - The review of the new site for WAY Academy West Campus was discussed at previous meetings. The school is required by law to do due diligence anytime that the board engages in something of this magnitude, like moving the schools and spending significant amount of money. There must be a market search to look at other viable options within the area of the school (within 2 miles). This search has started and next month will be a presented to the board with all the asking prices. At this point, Supt. Pettway said they are still recommending the same facility that was looked at in 2019.
- **Enrollment/Recruitment/Marketing**
  - Currently the schools are going through the Re-Enrollment period, until April 30<sup>th</sup>.
  - Open Enrollment is the entire month of May.
  - There will soon be media postings launched through Lingo. The schools are also planning open houses and door to door visits. SWAG is being ordered (things like t-shirts and incentives for staff and families). A media campaign will also be launched in the middle of May. This will include radio ads and social media videos.
  - The schools are still working together with the marketing consultant from last year. They hope to have greater numbers for enrollment this school year.
- **Academic Updates**
  - ⊖ Focus: State testing is underway. PSAT and SAT are done. Next week there will be makeups for testing. After that it will be M-Step Testing. Students and staff will have a two week break from testing and then benchmark testing will begin. He mentioned that the staff stated that this has been the smoothest testing period.

- Board President Murry asked when will the results come back for testing. Supt. Pettway let him know that state testing results will not come back until next year. Benchmark testing results they will have at the end of May. Benchmark testing results are what the schools are contractually held responsible for the comparison of fall to spring scores.
- **Personnel Updates**
  - Looking to hire the following at WAY West: Success Coach; Special Education Teacher; Social Worker. An offer was extended for the Administrative Assistant position at West.
- **Legislative/Authorizer Updates**
  - Consolidated Grants Application has been completed and submitted. Finally, they were able to draw down grant funds. There were a couple of modifications that schools were asked to make, all not materialistic. The money was made available to draw down and Jean has started recouping some of the money for the schools.
  - Jean Pash and Supt Pettway corrected several accounting items because money spent was not applied correctly. As a result. ESSER II Funds, the district had about \$296,000 available to spend. There were several initiatives in the current budget that the budget was not going to allow for due to the dip in enrollment. With those funds, they were able to cover with the ESSER II funds.
  - ESSER III grant is the one the schools currently have for a total of 3 years. The district was given \$1.1 Million to spend over the next three years. The government gave schools the money with the condition of getting community feedback. The community feedback had to come from staff, students, parents, community members, the board members. There were 5 areas identified: staff recruitment and retention, facilities, mitigating learning loss, increasing technology and professional development. By law the 1.1 million dollars must be spent on those 5 areas.
  - If approved, every year for the next three years, every staff member will get a retention bonus at the end of the year. Any New staff that they recruit after 90 days of employment will receive a signing bonus.
  - Also included in the ESSR fund is all the money that is needed to move the West location to the new location. It will be covered under facilities. That cost will not have to come out of the general budget of moving.
  - Professional development specific to Social emotional learning. They are also looking to hire a Social/Emotional Social Worker full time as well as a Social Emotional Counselor. This person will be a certified Mental Health Specialist full time to be able to work with students at both campuses for the next three years. With positions like this, if it works for the next three years, then they can look into other fund sources to keep these positions ongoing.
  - The other major area was Technology. Every student at WAY Academy will have brand new technology over the next 3 years. New computers as well as WIFI boxes to take home with them.
  - Mitigating learning loss, they can focus efforts on student with English as a second language. The plan is to purchase equipment that is text to speech. They will be paying for everything that WAY Academy has to offer to be translated to Spanish. As well as purchasing professional development called SIOP, that is

specific to teaching students that are ESL. Solo is a device that they would like to give the newcomers that will be able to be attached to every single device they have to translate for them.

- Lastly, is the supplemental service for their core curriculum. The school is already providing them with this, but they will be able to get reimbursed for it. As of right now the balance for all of this is \$980,000. The government requires 20% of those funds to get set aside for learning loss. On Monday, they will be meeting to finalize this. Another huge focus is how to get another full time ESL teacher at the southwest campus. 80% of the student body there are ESL Students. Thanks to the ESSR funds, there will not be a deficit.
- Board President Murry asked about the drop in enrollment every year. Supt. Pettway said the enrollment last year actually went up. When he started at WAY the enrollment had dipped to about 162 students between both campuses. Between August and October enrollment went up to 226 students as a district. Realistic planning is a priority for next year. There has not been a conscious data driven way to decide what our enrollment numbers will be. He mentioned they looked at the enrollment trend from the last three years. They took the average number of students that they accept from May to October and added it to the number of students re enrolled. Once re enrollment is done at the end of this month, they will add that number to the re enrollment number and obtain a concrete enrollment number goal for next year.
- If the schools were to expand their grade levels, they would have to submit a Letter of Expansion to MDE. There have been conversations with Chris from LSSU and he thinks that it's a great idea for WAY Detroit to expand their grade levels. He suggests that the school gets through reauthorization first and to expand one grade level a year.
- **Superintendent's Highlights**
  - **Highlights:** There is a student that came in as a 9<sup>th</sup> grader. He had difficulty at his other schools and said he wanted to graduate fast. He is 15 and today he is graduating high school. It speaks to the unique nature that the school offers to students.
  - The graduation ceremony is June 22<sup>nd</sup>, and the location is to be determined. It is before the board meeting so Supt. Pettway will need to meet up with Board President Murry to sign diplomas. There will be full invitations sent out to every board member.
- **Director Report**

Director Charles Hyman shared the following about the West Campus:

  - Enrollment stayed the same at 92 students. There is a waitlist and there have been applications targeted to be accepted.
  - Credit attainment has also stayed the same this month. Average credit attainment 0.26 and target is 0.50. The target is to push these students to come in person, login to tutoring sessions, home visits and individual walkthrough of assignments. Already for the month of April, they see a difference. There has been an increase in credit and a decrease in the amount of students who have no credit.
  - Attendance stayed the same at around 30%.

- **Points of Pride:** There were two robotics competitions for the month after covid. The west campus robotics team placed in 23 and the southwest robotic team placed in 28.
- **Mr. Nichols shared the following about the Southwest Campus:**
  - Enrollment went down this month from 112 to 110. They lost 2 students that transferred out.
  - There are 21 applicants on the waiting list. There are a few students that they plan to accept to raise bring enrollment.
  - He mentioned that any student applying must wait because of the re enrollment period and spring testing. They try not to accept students during testing because of accountability purposes.
  - During this phase of re enrollment and the biggest class are 9<sup>th</sup> graders and there are 49 students. They are the ones that the staff mostly talks to them about credit attainment and attendance. The focus is to continue to engage them and try to retain them for the following 3 years.
  - Mr. Nichols spoke about focusing on the students that have zeros. He likes to target them and find out more information on them. Speaking with them, he found out that there were students that didn't know they had to submit the projects to earn credit. These students were not aware that they were not getting credit. The list went from 22 students last month to about half this month. There were also letters sent out to parents and students about this. There was progress in a week and the staff saw that these students only needed that extra push.
  - The credit for this month was at .37 on average. It was slightly higher than last month. Highlight for this month was that the juniors obtained a total of 0.65 credits on average. There is a total of 22 Juniors, and they are motivated to graduate. The seniors completed an average of 0.42. As a school the total amount of credits earned was 41. Attendance was slightly down for the month of March at 41% because of testing and spring break.
  - **Point of Pride:** There were 12 honor roll students this month. There were 3 students that warned over 2 credits. There was also a student that graduated. He was a great example to talk about with the freshman class.

#### Old Business-None

#### New Business-

- **Strategic Planning Session-**
  - President Murry mentioned that there is no free weekend that all the board members have the same. They have decided to use afternoons on a weekday like a Wednesday or Thursday. Supt. Pettway recommended that the initial session should be a good 4 hour. It can also be split up 2 hours one day and come back and do 2 hours another day.
  - ⊖ Board President Murry asked if there is a small class can it be combined. Supt. Pettway started to explain that teachers are certified in HS they are certified 6-8 and a content area, they are content specific. In elementary a teacher is certified in a grade level but for the entire content across the board. To investigate the capacity of a student teacher ratio. Accountability changes when the school changes grade levels. Grades 4 and 5 safe zone. Grade 3 is difficult because there

is the read by grade 3 law that was put into place. There is legislation that if students are not reading by 3<sup>rd</sup> grade, they can pull funding or allocate a certain amount of your general budget to that specific grade. Potential actions should be reviewed and analyzed to understand benefits and risks.

- **School Improvement Committee-**

- Board member Danielle Bascomb shared that at the last meeting the strategies and goals were discussed. For the next meeting they will be finalized for the plans.
- The ball is moving and there is already a meeting for May and June setup as well.

- **W-A-Y Academy LSSU Reauthorization Update-**

Superintendent Isaiah Pettway shared the following:

- LSSU has been a tremendous support to the school. As of right now the biggest concern is the legal requirements. Usually, it's the leases and the ESP agreements and that is usually what holds it. The lease is in the hands of the attorney right now. He will then submit it to Board President Murry with his opinion letter and to the DYKMA attorney. Once DYKMA signs off, then the Board President Murry will be able to execute all three by the May Board Meeting. The deadline is June 30<sup>th</sup>, and they will be done before that date. There is a new attorney his name is Kevin Sutton; he is amazing to work with. The former attorney Bob Lust retired. Supt. Pettway described him as collaborative and very detailed. He informed the board members that there are no material changes to lease for the west campus. It's only for a one-year lease because of the plans of moving. The lease for the southwest campus; nothing materialistic has changed but there is an amendment. The amendment is for the per square foot cost. As of right now the school has been paying \$10 per square foot. The market value for this building is about \$13 to \$14 and they have agreed to \$12 per square foot. It will be increased but it is below market value. The attorney has the Market Research Report and will issue it with his opinion letter to the board. The attorney let Supt. Isaiah Pettway know that he would have this done by tomorrow.

### **Financial Audit Firm**

- The audit firm that was working with the school decided not to anymore. This was because of the audits and ESSR funds. Another issue was because of the individual representing the school. They mentioned this person was difficult to work with. The biggest thing was the volume of work because of the additional funding is not something they wanted to overtake. They will be in the same predicament this year because of the ESSR III funds. Jean has put out a new RFP for a new auditing firm.
- Jean mentioned that the RFP was issued. The auditing firm from the Flint campus is very interested in working with WAY Detroit; their name is Taylor and Morgan.

### **Board Committee Report/Comments/Actions**

- **Budget Revisions**

- There were revisions to be done to the budget, but the good news was that they will be able to retain the fund balance. A lot of the expenses were made up with the ESSR III funds. Micro school and Tutoring costs have been cut by 6,000 from February and forward.

- Board President Murry asked if there has been someone reviewing her work. Jean Pash said Tom has been checking all of Jean's work. He and Jean have been working together to put it together. Tom was recommended by MSBO to work with Jean on this. Next month they will also bring the 22-23 Budget plans.
- Wait until next meeting to approve the financials. No motion.
- **Finance Committee**
  - Ms. Pash introduced the financials to the board.
  - State Aid Payment Received of the amount \$163,558.81
  - Monies owed to WAY Program as of February 28, 2022 was for \$225,017.10. Accounts Payable of \$211,590.03. The payroll cost was for \$13,427.07 . The amount transferred to Program and applied was \$195,000. The new invoices added up to \$97,500.78. Accounts Payable as of March 31, 2022, is \$ 83,509.72. Payroll Liabilities \$58,194.50 Requested for transfer was in the amount of \$171,721.32. There is also an attorney bill that Jean Pash requested approval from the board resident Murry to pay for \$13,750.

### **Action Items**

- Approval of March 2022 Financial Statements
  - Motion to approve: Laura Chavez/2<sup>nd</sup> Patricia Moesner
  - Roll Call Vote: Laura Chavez (Y) Patricia Moesner (Y) Sheila Flanagan (Y) Michael Murray (Y) Danielle Bascomb (Y). Motion carries.

**Announcements-** None

Next Meeting May 17 at 6 pm Location: WAY Academy West Campus

**Call to the Public-**No public present/no public comments

### **Adjournment**

- Motion to adjourn: Laura Chavez/2<sup>nd</sup> by Sheila Flanagan
- Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Sheila Flanagan (Y) Michael Murray (Y) Danielle Bascomb (Y). Motion carries.

Meeting adjourned at 7:36 pm

Minutes submitted by: Alexandra Guzman

**Minutes Certification:**

Approved minutes of Tuesday April 19, 2022 Regular Meeting respectfully submitted,

*Sheila Flanagan*

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Board Secretary

06 / 02 / 2022

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Date

# Signature Certificate

Reference number: KGWRE-MGBWL-HCQZX-5IGXG

## Signer

## Timestamp

## Signature

### Sheila Flanagan

Email: sheilamflanagan@yahoo.com

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