

**W-A-Y Academy
(Widening Advancements for Youth)**

**8701 West Vernor Hwy.
Detroit, MI 48209
313-444-8082**

Board of Directors' Regular Meeting

DATE – October 21, 2013

TIME – 5:30 p.m.

Meeting Minutes

I. Call to Order by the President at 5:45 p.m.

Roll Call

Bauer	<u> x </u>
Croxton	<u>Excused</u>
Irwin	<u> x </u> (arrived at 5:55 p.m.)
LeRoy	<u> x </u>
Murray	<u> x </u>
Wong	<u> x </u>

II. Approval of Agenda - (Agenda change: Move Yeo & Yeo presentation to take place after “V” Correspondence. Under “VIII” New Business, add motion to approve amended lease for the West Campus and motion to approve Best Practices Resolution.)

Pam Wong asked for a point of personal privilege to congratulate Elizabeth Bauer on her induction into the Michigan Women’s Hall of Fame.

Motion made to approve the agenda as amended by Barbara LeRoy, second by Pam Wong and approved unanimously.

III. Call to the Public

This meeting is a meeting of the Board of W-A-Y Academy in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. We now invite members of the public to address the Board and share any thoughts or concerns regarding agenda items only.

Floor opened to public – No response from public attendees

IV. Consent Agenda

No reports to present from Treasurer or President

a. Approval of Minutes – for September 16, 2013

Motion made to approve the minutes for September 16, 2013 by Pam Wong, second by Barbara LeRoy and approved unanimously.

V. Correspondence: None had been received.

Elizabeth Bauer welcomed Madeline Black as the new Director of West Academy and congratulated Shannon Smith on his new position in Central Office.

Yeo & Yeo – Auditor Presentation

Auditor from Yeo and Yeo went through the financial statement offering explanation on each section. He stated that as of the date of the audit, the number of staff in place at WAY Program was insufficient to handle the range of accounting duties. He also stated that additional staff had been hired to assist with support. Shared that policies and procedures need to be in place to cover monies coming in and going out, ensuring that adequate checks and balances are in place.

Staff need to be timely with submitting reports to the board. Bank reconciliation information will be shared with Board on secure site.

Local ISD (Wayne RESA) and State of Michigan will each receive a copy of the auditor's report. The report will also be posted on the secure site.

Patrick Irwin arrived.

VI. Educational Service Provider's Report – Many documents are posted on our website. Beth Baker introduced Madeline Black as the new West Campus Director. She introduced Shannon Smith as newest Central Office team member. Directors spoke on activities at their schools

Sonya Townsend – Student council committee in the school is being established by the researchers. 30 researchers signed up for first meeting. They are learning to incorporate this activity into their projects. Looking at dual enrollment opportunities that are available to researchers. College application week is coming soon and staff are looking forward to this. Excited about new staff that are working in the lab. 7 researchers are on the waiting list and Ms. Townsend hopes to have them enrolled soon.

Barbara LeRoy asked who pays for dual enrollment and staff indicated that the district is responsible for paying this.

November 7th a group of NYC principals will visit the Vernor lab site.

Board had further discussion on the excitement of enrollment at Vernor lab.

Glen Taylor told the board that Sonya Townsend has been spearheading the Special Education work for the Academies.

Madeline Black has instituted WAY Positive Behavior System within the West Campus building. She has also started working with researchers on a school pledge. Shannon Smith indicated that West Campus has added two additional rooms. Count at West Campus was 143 researchers. West Campus is in the process of adding staff to meet enrollment demands. Looking at adding 4 add'l staff. Went through first round of MEAP testing this week. Transition seems to have been a smooth one. Beth Baker said Shannon Smith has been focusing on recruitment (staff and student). Beth Baker discussed differences between buildings. Barbara LeRoy asked if middle school researchers attend more often. Madeline Black indicated that MS researchers are attending more often than HS researchers.

Darrell Wanamaker spoke about new vendor (Gain Savor) that we are using to purchase MAC computers. Spoke on status of equipment and how much is at each Academy Location. Most researchers seem to like desktop or laptop rather than the iPads.

Rebecca Jackson spoke about MEAP testing. Also shared that NWEA testing will be completed by end of month. Data will be shared with board once it becomes available. Further discussion was had on testing and what annual comparison data reports would look. Barbara LeRoy had additional questions on the comparison data and Bethany Rayl spoke on how data reports are run annually for assessment. Michael Murray asked about how we track researchers once they leave our program. Bethany Rayl indicated that we are working with a company that will assist with monitoring this. Additional discussion was had on whether or not offering an alternative program would be viable for those who are too old to attend the Academy.

VII. Old Business

A. Discussion Items

#1 Strategic planning was discussed. Elizabeth Bauer indicated that Glenn Bachman had shared documents with Board. Patrick Irwin suggested putting together a committee (Academy staff/Board Members/Stakeholders) to work on this and then present out to the Board.

Barbara LeRoy indicated that she'd like to see a commitment to getting this done.

Additional discussion was had on strategic planning. Elizabeth Bauer volunteered to assist with this. Between now and next meeting we will have a team put together and will try to meet and sketch out a plan. Beth Baker indicated that she would have three names for Elizabeth Bauer by next Friday. Elizabeth Bauer will check with Glenn Croxton to see if he is available to assist.

#2 – LSSU Epicenter reporting was discussed. LSSU representative (Don Haist) spoke on this reporting tool. Bethany Rayl, Tene Rowland and Shannon Smith have access to upload all Academy data information to LSSU. This serves as a “holding place” for all state/day-to-day reports.

#3 – Joe Fabiano (General Agency) spoke on insurance that is currently in place for West and Southwest Academies. He reviewed documents given to Board members. Joe indicated that Academies need to meet the requirements of LSSU as they are the authorizer.

B. Action Items

1 – Chase Bank account is still in a pending status. Patrick Irwin suggested that we close the Huntington account in November once the Chase account is in position to make ACH transactions. Elizabeth Bauer will check to see if there are any charges associated with account closure..

2. MAPSA Conference – Elizabeth Bauer has signed up to attend this function. WAY Academy has had a \$2426 balance in account at MAPSA \$738 was applied to membership and \$318 to the registration fee for Elizabeth Bauer to attend the MAPSA Conference.

After expenses, the balance in MAPSA account will be \$1368.26. We can leave it with MAPSA and apply it to future conferences or services or we can obtain a refund. Elizabeth Bauer suggested that we obtain the refund. The funds can then be used for future board professional development. There was consensus that Elizabeth Bauer request a refund from MAPSA.

3. Board Member Roles and Responsibilities (Glenn Bachman training). Don Haist (LSSU) indicated that we need to select several dates and send them to Glenn Bachman to check for his availability. Board discussed available dates that might be used. Elizabeth Bauer to send out email with possible dates.

VIII. New Business

1 - Pam Wong discussed form that should be used for reimbursement purposes. Elizabeth Bauer will email the form to board members.

2 – Annual Agenda Planning Calendar was sent by Nick Oshelski and was discussed by board members.

#3 – Nominating Committee for new Board members was briefly discussed. Elizabeth Bauer to send the committee various materials regarding the function of nominating committees, processes, etc.

#4 – Peter Dewan, Lyman and Sheets, Presentation moved to November 18, 2013.

#5 – Motion to approve amended lease for West Campus was put off until November meeting as the lease is still in development.

#6 – Best practices resolution was discussed. Glenn Croxton needs to sign the form as the Board Secretary. Fletcher Spears will assure transmittal to Michigan Department of Education. The Best Practices Resolution is one that approved annually and once filed with MDE qualifies W-A-Y Academy for an additional \$52 dollars per students in state aid.

Motion to approve the Best Practices Resolution made by Michael Murray, second by Patrick Irwin, A roll call vote was taken.

Elizabeth Bauer - approved

Patrick Irwin - approved

Barbara LeRoy- approved

Michael Murray - approved

Pam Wong – approved

Glenn Croxton – excused from meeting

Resolution adopted. Patrick Irwin will take form to Dr. Glenn Croxton, Board Secretary, for his signature.

IX. LSSU Authorizer Liaison Report – spoke at beginning of meeting and had nothing to add at this time.

X. Board Committee Reports/Comments

Michael Murray discussed financial reports and information that was shared with auditor.

Michael Murray would like to meet at 4:30 pm for financial meetings in the future. Fletcher Spears shared bank reconciliation with Michael Murray and will stay later to discuss. Bank reconciliation will be shared on secure site.

Fletcher Spears indicated that publishing the check register on a district website is the norm, so there is no issue to posting on secure site.

Motion made to accept the treasurer's report by Pam Wong, second by Barbara LeRoy and approved unanimously.

Pam Wong had further discussion on communication piece that has been shared with parents/guardians on Board member recruitment. Sonya Townsend shared how the communication piece works with Team Leaders and Director's. We are looking at an email tool that will be shared with parents. Currently we send handouts home to parents.

Nominating materials for Board members have to be at LSSU Charter Schools Office a full month prior to LSSU Trustee's meeting to meet calendar requirements.

XI. Announcements

Barbara LeRoy indicated that she would not be attending the November meeting due to a conflict in schedule.

XII. Call to the Public

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Parent/Tabitha Stanley– Spoke about shortage of staff during count day, researcher inductions. Suggested hiring a temp person to be the secondary person with staff member on home visit(s) which would allow staff to be on hand in building during induction.

Another parent spoke about her children who are currently attending the Southwest Academy and her love for the program.

Patrick Irwin asked the parent about differences between our Academy and the schools that her children formerly attended. Her response was positive for WAY Academy.

XIII. Adjournment -- 7:30 pm

Motion to adjourn by Patrick Irwin, second by Michael Murray. Meeting was adjourned by Elizabeth Bauer at 7:30 p.m.

Minutes of all Board of Directors meetings are available after approval by the Board at the offices of the Board's attorneys, Lusk & Albertson, PLC, 40950 Woodward Avenue, Ste. 350, Bloomfield Hills, Michigan 48304 (248-258-2850). Approved minutes will also be posted on the WAY Academy's web site, www.wayprogram.net.

Public notice of this meeting was posted as required by the Open Meetings Act.