

# **Board Meeting Minutes**

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

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

**Date: January 18, 2021**

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

**Others present: Kerri Sitar, Isaiah Pettway, Trena Braswell, Garnett Green, Alexandra Guzman (via Zoom), Charles Hyman (Via Zoom),**

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

#### **Roll Call Attendance**

**Michael Murray (Wayne County)-Excused**

**Laura Chavez (Wayne County)**

**Sheila Flanagan (Wayne County)**

**Patricia Moesner (Wayne County)**

**Danielle Bascomb (Wayne County)**

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

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

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

- Read by Patricia Moesner-no public present/no public comments

#### **Consent Agenda**

- Approval of December 21, 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.

#### **Educational Service Providers Report**

- **Personnel Updates:**
  - New Position-Professional Development Coordinator Role-Holly Ploch; this individual will work to coordinate our professional development, professional learning communities, and individual capacity building throughout the district.
  - District Data Manager-James Middleditch; this individual will be working with the district director and teachers to compile, analyze, and use data to drive improvement and decision making.
  - Revisions of Processes
- **Enrollment/Marketing Updates:**
  - Projects: revamping the current website (ongoing)

- WAY Academy Enrollment-all 25E students have been reported and counted.
- Enrollment planning for 2022 is we underway.
- Focus: *Perfect online option for students looking for rigor, relevance, and relationship.*
- **Academic Updates:**
  - Test Preparation is underway. (WIDA; M-Step; Benchmark testing)
  - Students will remain virtual until January 31<sup>st</sup>. (Covid Impact)
  - Focus: *Managing learning loss; Multi-Tiered Systems of Support*
- **Legislative/Authorizer Updates**
  - Consolidated Grants Application is live-completed and turned in on by January 6<sup>th</sup> for retroactive usage of July 1<sup>st</sup>. (MEGS+ and NEXYS)
  - WAY Academy submitted for the Robotics grant for 2022. \$13,500.00 per campus on Friday, January 14<sup>th</sup>.
  - Superintendent Isaiah applied to a grant called 99 H which is a Robotics grant for the schools. It is to assist with the cost of the robotics team.
  - Recon Report for the Facilities: Every year LSSU sends out a compliance officer to come out and go through the facility to make sure that they are all up to code. The standards are not just required by LSSU; it's also county and Fire Marshall standards as well. The report was posted on the board portal. No major findings were noted. At WAY West, some documentation that the school needed to have in place was not presented. The date of the last 3-year inspection was not posted in the proper place. At WAY Southwest there are some issues with the stairwells that was known ahead of time. Architect exclusionary letter needed to be included as well. Superintendent Pettway is implementing a plan to correct all items immediately. Both reports were sent to the board members' emails and retained in the board portal.
- **Superintendent Highlights**
  - The robotics team will receive more money from grants to pay for expenses.
  - Reauthorization Application has been approved by LSSU. At the January Board of Regents meeting LSSU will be recommending a 5-year extension to the WAY Academy contract.
  - DYKEMA Portal for submission of Reauthorization documents has been initiated. We met on January 11<sup>th</sup> to discuss submissions. The deadline to have all documents turned in is March 1<sup>st</sup>.
  - Lease negotiations are underway, and we will begin to review the ESP agreement this month. The WAY Southwest lease is almost completed, and they are looking into a two-year lease. For WAY West, site may move to a different location in the future and it is our recommendation that the board only considers one year. LSSU requires a one-year minimum lease. It would take 12 months to identify a new site and get it to pass code.
  - The holdup on the WAY West lease is that currently we are responsible to take care of the custodial services, and the lessor is responsible for the maintenance services. The lessor wants us to consider including the custodial services in the lease. Lessor would hire our current Janitor Mr. Parker pick up his salary and increase it as well. The purpose of this is for the organization to be able to manage their operations more efficiently. No vote is necessary. The

Superintendent wanted to inform the and confirm sure they support the changes. The Board had no objections.

- Finalsite was a part of a cyber-attack. Confidential information or documents were compromised because they had been archived and protected. WAY contracts with Finalsite. it's not hosted. If the board members need access archived documents let us know and we will be able to obtain them for you.
- Supt. Pettway spoke about WAY Michigan contracted services with a consultant. Vanessa Gulley has been recommended to provide administrative assistance and board training.
- The school improvement team has not met yet because of COVID but will need to, to prepare the next phase of the MICIP (Michigan Integrated Continuous Improvement Process) plan. The proposed plan was forwarded to the board and if you have any questions or comments please share with Ms. Bascomb since she will be participating in it.

### **Director Report**

- Director Charles Hyman shared the following:
  - December 2021 -- Enrollment, Attendance, and credit attainment was low for the month because it is a short month and compared to the month of November.
  - Enrollment for the Southwest Campus is 113. A couple of enrollment applications are under review- Credit attainment average for the school is 0.31. It is down from November. The goal is 0.50 but because of the short month that was not attainable. Staff is reaching out to the students with zeros. Attendance this month was 39%. The zeros for this month were around 50 students with zeros. Points of Pride: This month we had 18 students in Honor Roll who attained over one credit for the month.
  - Enrollment at the West Campus is 105 for this month. We have applications pending to be accepted. The average credit attainment was 0.29 ,and the goal is 0.50. There were approximately 49 students with zero credit attainment. Points of Pride for west is that there were food baskets donated to the school and given to some of the students and their families.
  - Superintendent Isaiah Pettway mentioned that this is a rough month for everyone because of short month and break. Tutoring is something that now students can book on their own. Tutoring sessions and the timing expanded. Students can now schedule them anytime from 8 in the morning to 8 at night. It is also the responsibility of the engagement coach to track how the student is doing. The teachers can also click a box in Centric letting the engagement coach and director know the student needs additional help. Moving forward, students' credit attainment is projected to grow as some are now eager to finish and graduate.

**Old Business**-None

**New Business**-

- Annual Meetings May/June/July When you select your month and date, please be sure to place it on the board meeting calendar. My recommendation is that the Annual Organizational meeting be held no later than May 2022.
- Angie Irwin Webinars
  - Jan 19, 6pm - Understanding the Charter Contract
  - Feb 15, 6pm - Understanding Student Achievement Scores: The Basics
  - Apr 13, 6pm - Evaluating Critical Relationships

### **Reappointments and Board Expirations/Vacancies**

- Mr. Green announced he will work with Supt. Pettway to facilitate the following Board Reappointments no later than April 16, 2022
  - Dr. Patty Moesner- 6/30/22
  - Board President Murray -6/30/22
- RECON Site Report- If you have any "**C**" **critical categories marked with a comment** please send a corrective action plan to Chris Oshelski and copy me no later than **Friday, January 28, 2022**.
- All category deficiencies marked with comments will be reviewed by the Field Representative during their site visits before June 30, 2022. However, Mr. Green will setup a time to walkthrough the corrective process with Superintendent Pettway as not to disrupt his primary responsibility of school operations leadership during the week.

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

- **Finance Committee**
  - Mr. Sitar introduced the financials to the board. Last month he provided the November financials showing November accounts payable and payroll. The billing process changed in December to also include December payroll and January Access fees and tutoring. This month the financial statements are being tied back out to the new billing process. The attached document shows a small amount for December accounts payable because most of the expenses for WAY Detroit are paid directly from WAY Detroit bank account. This month also includes January estimated payroll and February access fees for a total requested approved amount of \$206,180.31.

#### Action Items

- Approval of December 2021 Financial Statements
  - Motion to approve: Laura Chavez/2<sup>nd</sup> Sheila Flanagan
  - Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Sheila Flanagan (Y) Michael Murray (Y). Motion carries.

**Announcements-** None

Next Meeting February 15, 2021 at 6 pm Location: WAY Academy Southwest Campus

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

### **Adjournment**

- Motion to adjourn: Laura Chavez /2<sup>nd</sup> by Sheila Flanagan

**Minutes Certification:**

Approved minutes of Tuesday, January 18, 2022 Regular Meeting respectfully submitted,

*Sheila Flanagan*

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Board Secretary


02 / 23 / 2022

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Date

# Signature Certificate

Reference number: JEFLP-A8RDE-UAQWM-49SVD

Signer	Timestamp	Signature
<b>Sheila Flanagan</b> Email: sheilamflanagan@yahoo.com		
Sent:	23 Feb 2022 16:55:35 UTC	IP address: 198.208.47.88
Viewed:	23 Feb 2022 17:59:11 UTC	Location: Rochester, United States
Signed:	23 Feb 2022 18:07:44 UTC	

Document completed by all parties on:  
23 Feb 2022 18:07:44 UTC

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- Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Sheila Flanagan (Y) Michael Murray (Y). Motion carries.

Meeting adjourned at 7:10 pm

Minutes submitted by: Alexandra Guzman