**Board Meeting Minutes**

**W-A-Y Academy Detroit**

**(Regular Board Meeting)**

**Date: November 16th, 2021**

**Members present: Michael Murray, Laura Chavez, Patti Moesner, Sheila Flannagan, and Danielle Bascomb**

**Others present: Isaiah Pettway (virtual), Trena Braswell, Kerry Sitar, Charles Hyman, Garnett Green, Rehmann Robson Audit Firm Representative (Mr. Boldermann)**

**Meeting Called to Order @ 6:15pm**

**Roll Call Attendance**

**Michael Murray (Wayne County)**

**Laura Chavez (Wayne County)**

**Patti Moesner (Wayne County)**

**Sheila Flannagan (Wayne County)**

**Danielle Bascomb (Wayne County)**

**Approval of the Agenda**

* motioned by Laura Chavez/2nd by Danielle Bascomb.
* Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Danielle Bascomb (Y) Sheila Flannagan (Y) Michael Murray (Y). Motion carries.

**Call to the Public:**

* Read by Mike Murray-no public present or commenting.

**Consent Agenda**

* Approval of October 19, 2021 Board Meeting Minutes
* motioned by Danielle Bascomb/2nd by Laura Chavez
* Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Danielle Bascomb (Y) Sheila Flannagan (Y) Michael Murray (Y). Motion carries.

**Board Professional Development**

* All members present attended Board Professional Development provided by Lake Superior State University.
* Topic “The Role of The Board”
* Session lasted 30 minutes and each member will be awarded a professional development credit from LSSU for their attendance.

**Audit Presentation**

* 2021 Financial Audit Presentation- Rehmann Robson
* Review of the Independent Audit Report for year end June 2021. Rehmann Robson provided an un-modified opinion (clean opinion) on the Financial Statements.
* Internal Controls- There were two items identified a weakness and these are considered repeat findings. The first was a significant deficiency due to journal entry adjustments. It was noted that the previous year this was a material weakness and this year has been downgraded to a significant deficiency. The second was a material weakness due to financial reporting. The recommendation was made to the Management company to review and approve the proposed audit adjustments.
* A single audit was conducted due to the amount of federal funds that were provided to the Academy through the ESSER grant funds. Under the single audit there were two findings. One had to due with procedures of review being in place. The second was a need for written policies as required by the uniform guidance. It can be anticipated that due to there being ESSER II and ESSER III funds available that there will be a single audit.
* Financial Statements: Budget to Actual statement; there was a significant increase in the fund balance of $282,000.00 leaving the Academy with a fund balance of $652,000.00 at the end of the year.
* Communication to Those Responsible for Governance provided.
* The Authorizer will be reviewing the Audit and providing a report to the Board and the Management company.
* **Motion to accept the Audit Presentation: motioned by Laura Chavez/2nd by Danielle Bascomb.**
* **Roll call vote: Chavez (Y) Moesner (Y) Flannagan (Y) Moesner (Y) Murray (Y). Motion carries.**

**LSSU Report**

* Mr. Garnet shared that it was pleasing to see that the Board was on top of the corrective action plan for professional development for the Board. Chris Oshelski and Mr. Murray created a corrective action plan to ensure that the next compliance report will show the Board to be compliant with professional development expectations.
* Mr. Garnet also shared that there needs to be updates to the Conflict of Interest forms. Those will be sent to Jenny.

**Educational Service Providers Report**

* WAY Program Updates: Formal introduction of the new Director of Charter Schools, Mrs. Trena Braswell. She comes to us with over 25 years of educational experience. She assisted in starting a charter school. She has hit the ground running. Her home base is in the Southwest site.
* There is a new role being rolled out, a Professional Development Coordinator. This position will be funded using Title IIA funds. The goal of this position is to ensure robust professional development for all staff across the district. As a result of Covid, the District has identified a need to provide teachers and staff development to assist in mitigating learning loss and this role will work to do just that. The role is going through the approval process with the state currently. The candidate will be presented to the Board. Her name is Holly Ploch and she is currently a WAY Program employee that has previously worked with the schools.
* There is also a new role for a District Data Manager, who will be James Middleditch. The goal is to build capacity amongst the schools to tell their data story, and use that data to make improvements to the overall program
* Enrollment and Recruitment-The team is building a new website. The website will be launched within the next few months. A link will be provided for Board review and feedback. The current enrollment is at 232 students combined across the two sites. The West site has 102 students included in the certified count with three 25E students. 25E students are students that enroll in the program after count day that the school has a window to claim based on a pro-rated amount relative to the days enrolled in the program. With Southwest there 117 students enrolled and 10 25E students.
* Community Partnerships to boost enrollment. There will be meetings with Children’s Hospital, Matrix Solutions, and Don Boscoe Hall.
* Mr. Murray inquired as to how does a blended program like WAY prove count. WAY Academy proved count by students completing a project in a given amount of time, and they have to have several attendance points that allow the program to prove count.
* Mr. Murray inquired regarding transportation. Mr. Pettway shared that it is consideration so there is some cost analysis. Due to the shortage of staff costs for transportation has increased significantly. The goal is to ensure that the cost can be justified.
* Academic Updates: Mr. Pettway share the report for the contractual goals with LSSU. Measure 1 is student growth. The context of the data is global pandemic. There were several changes that occurred because of the pandemic. Comparing the 2018-2019 school year to the 2020-2021 school year the district went from 42% growth to 40% growth in reading. This was not a significant decrease, as that is defined as being equal to or greater than 5%. Comparing the same years in Math there was not a significant decrease either. The Academy went from 38% to 34% of students meeting their growth target. Mr. Murray inquired when will the District be able to get to 100%. Mr. Pettway reiterated that it is going to take time. Mr. Pettway shared that a student who comes to the program 1 year behind requires at least 300 additional instructional hours to close the gap. This is why there is the development of a robust plan of support with the goal of closing this gap by getting students the additional support and additional hours. Mr. Murray requested that we see how we are doing with students who have been here for multiple years.
* Measure 2-State and Federal Accountability Measure. The state gave out the performance measures but did not count them towards accountability due to the pandemic. The key is to pay attention to your overall index school. The overall index score for Southwest was 26.7%. For West the overall index was 14.9%. Neither site fell into the bottom 5%. For M-Step due to their not being more than 10 students in the grade level their scores did not count in 7th or 8th grade. Mr. Murray inquired as to why the numbers are so low in 7th and 8th grade. Mr. Pettway shared that he believes it is branding as the school is branded as a High School. As a result, the goal is to share the program offerings for those students in younger grades. Based on the PSAT/SAT student in several grades saw significant increase while others decreased. The goal through the School Improvement process will be to replicate those services across the entire program.
* Measure 3-The Academy Specific Goal; this is based on the number of kids attaining credit. This was an area of struggle during the pandemic. However, at the beginning of this school year there has already been an increase.

**Director’s Report**

* Mr. Hyman shared the following: Credit attainment is going up every month. It is believed that the next month will be at the .5 credit attainment.
* There will be a parent night as parents will be able to see displays from the Robotics team.
* 18 students have been honored for being on the honor roll from the Southwest campus. For the month of October they made .5 credit. There was also 1student who graduated.
* At West, a middle school student was able to code and get their robot functioning.
* The students are enjoying the Drone project.
* There was a student at West that was able to earn 2 credits total.
* Mr. Hyman shared the video of the Robotics team demonstrating their robots.
* Mr. Pettway reiterated that the School is using the compliance grant from LSSU to provide more equipment for the Robotics program.

**Old Business-**None

**New Business-**

* School Improvement Committee-Ms. Bascomb will function as the Board representative for the School Improvement committee. There was not a meeting in November. There will be a meeting in December.
* Strategic Planning-Mr. Pettway shared that he had a conversation with Chris Oshelski wherein he suggested that if we desire to add grade levels we will need to consider that 18 months out for our desired start. LSSU is in support of expansion but they are looking for us to slow-walk that process.
* Reauthorization Update: Mr. Pettway shared that we are in good shape regarding the process. The application was received and received well. Chris provided his feedback on governance and compliance. We will be looking to hear regarding the Academics portion as well. Dykema has issued clearance for the portal to upload documents for reauthorization. The District is working to finalize the lease agreements and get a draft of the ESP agreement to the Board after Thanksgiving break.

**Board Committee Report/Comments/Actions**

* **Finance Committee**
  + Discussion Items
    - Mr. Sitar presented the October financials. He changed formatting to ensure that the Board can compare the balance sheet looking at a single page.
    - The accounts payable is low which is good compared to last year. Once the state aid payments come in the amount owed will be decreased as they will deduct from the payment.
    - The district has not been able to see revenue from the grants. However, this month drawdowns will begin and the Board will see that revenue.
    - There is staffing cost that need to be reallocated because Title I reimbursements.
    - Approval is needed for Accounts payable of $86,000.00 for the month of October.
  + Action Items
    - Approval of October 2021 Financial Statements
      * Motion to approve: Laura Chavez/2nd by Danielle Bascomb
      * Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Danielle Bascomb (Y) Michael Murray (Y). Motion carries.
    - Approval of Dickinson Right Invoice
      * Motion to approve up to $5,000.00 for Dickinson Right Invoice: Laura Chavez/2nd by Danielle Bascomb
      * Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Danielle Bascomb (Y) Michael Murray (Y). Motion carries.
    - Approval of Hylant Insurance Renewal
      * Motion to approve: Laura Chavez/2nd by Pattie Moesner
      * Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Danielle Bascomb (Y) Sheila Flannagan (Y) Michael Murray (Y). Motion carries.

**Announcements-** None

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

**Adjourment**

* Motion to adjourn: Laura Chavez/2nd by Patti Moesner
* Roll Call Vote: Laura Chavez (Y) Patti Moesner (Y) Danielle Bascomb (Y) Sheila Flannagan (Y) Michael Murray (Y). Motion carries.

Meeting adjourned at 8:12pm

Minutes submitted by: Isaiah Pettway