

W-A-Y Michigan
407 East Fort St., Ste. 201
Detroit, MI 48226
313-444-9292

Board of Directors' Annual Meeting

Date: November 28, 2018
Time: 6:00 p.m.

MINUTES

I. Call to Order by the President at 6:12 p.m.

Roll Call:

Brown X
Long X
Muscat X

II. Approval of Agenda

Christine Muscat requested adding agenda item under New Business Discussion Item #2 - Audit Management Response Letter and New Business Action Item #2 - Accept Audit Management Response Letter.

It was moved by Christine Muscat and seconded by Amy Long to approve the November 28, 2018 Annual Board Meeting agenda as amended. All members voted with Aye. There were none opposed. Passed unanimously.

III. Call to the Public

This meeting is a meeting of the Board of W-A-Y Michigan 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.

None.

IV. Approval of Minutes Regular Meeting October 17, 2018

It was moved by Christine Muscat and seconded by Gregory Brown to approve the October 17, 2018 Regular Board Meeting minutes. All members voted with Aye. There were none opposed. Passed unanimously.

A copy of the meeting minutes are available for public inspection at the offices of WAY Program, 407 E. Fort St. Suite 201, Detroit, MI 48226 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes. Approved minutes will be posted on the WAY Academy's website <http://www.wayprogram.net>. Public notice of this meeting was posted as required by the Open Meetings Act. 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 WAY Michigan offices at (313) 444-9292 prior to the meeting.

V. Educational Service Provider Report
Superintendent/Director

Jennifer Hernandez shared enrollment and credit attainment information with the board and provided them with a handout.

Points of Pride: WAY Michigan has three recent graduates. We are still conducting online sessions to engage students, which seems to be going well. We are going to start planning some meet-ups and field trips to engage students. We will look regionally to find a location to host a meet-up function. We had a recent PD on Check and Connect for the WAY Michigan staff. This is a research-based program and supported by the National Dropout Prevention. We plan to purchase an online application to assist with tracking student engagement. Training for this program will be held on Saturday for our mentors.

We've had some recent pupil accounting changes, which allowed us to count additional students. CMU administrators supported the school throughout the count day process. MDE followed this up with a memo dated 11/15/18, which shared the updated language to be used for future audits.

Board Member Amy Long asked how the meet-ups and field trips would be funded? Ms. Hernandez shared that some would be free of charge to our researchers; however, some would come at a nominal cost to the researcher.

VI. Treasurer Report

A. Discussion Items:

1. October 2018 Financial Reports

Kelli Glenn shared on this information and provided the board with a handout. October is when the school receives their first state aid payment. Board asked for clarification on what is covered under dues and subscription line item. Ms. Glenn shared these items could consist of dues, SchoolMint fee, Career Cruising, etc. Ms. Glenn shared that as we go through the reauthorization process, the legal fees will increase.

2. November 2018 Budget Amendment

Kelli Glenn shared this budget amendment with the board and provided them with a handout. She shared the budget amendment is based on 194 researchers at a per pupil amount of \$7,871. Ms. Glenn shared on the Function Items listed and provided a brief explanation of each function item. Total Revenues are \$1,944,609. Total expenditures are \$1,939,861. Projected June 30, 2019 Fund Balance is \$81,095. Board President Christine Muscat asked why page 3 shows two line items listed for dues and subscriptions? Ms. Glenn shared the 2nd line item is listed for dues and subscriptions for special education, which currently shows zero monies listed. Board member Amy Long asked for clarification on the line items listed for Pupil Services-Psychological, which showed two of the same

line item listed. Ms. Glenn shared on how these items are coded by the funding source (including federal grants) and this would account for the two line items.

Board Member Amy Long inquired as to the anticipated revenues over expenditures for the 2018-2019 school year. Ms. Glenn shared the month end reporting procedure for WAY Michigan and the budget process and what this looks like throughout the year.

B. Actions Items:

1. Accept October 2018 Financial Reports

It was moved by Christine Muscat and seconded by Amy Long to accept the October 2018 financials as presented. All members voted with Aye. There were none opposed. Passed unanimously.

2. Approve November 2018 Budget Amendment

It was moved by Christine Muscat and seconded by Gregory Brown to approve the November 2018 Budget Amendment as presented. All members voted with Aye. There were none opposed. Passed unanimously.

VII. Correspondence - None

VIII. Central Michigan University liaison updates – Meagan Brown shared information on the board's self-assessment data and proposed measures to assess the ESP. Board member Amy Long shared she would like to know if there is a need for an ESP assessment and what the projected outcomes would be prior to implementing. There was discussion on updating the strategic plan to align with these assessments. It was suggested that the board should conduct a self-assessment early in the year, and then management would do their self-assessment later in the year.

Ms. Brown also complimented the board on how well prepared the meetings were including the agenda and the board's focused attention and participation. Ms. Brown also advised the board to concentrate more on board policies as they pertain to agenda items.

Board President Muscat shared the board had previously held a meeting around strategic planning some time ago and she would look for the information.

Ms. Brown indicated the board needed to work on historic information and capturing this information to be used for future board members. Board Member Amy Long, advised the board on her onboarding experience.

Ms. Brown shared on a potential board candidate that has expressed interest in joining the WAY Michigan board. The candidate is beginning a new online program and thought she could bring good expertise along with her as a board member. Ms. Brown indicated the board should have a goal to achieve five board members by June.

W-A-Y Michigan
407 East Fort St., Ste. 201
Detroit, MI 48226
313-444-9292

Board President Muscat asked if Ms. Hernandez would like to participate in the interview process of potential board members. Ms. Hernandez confirmed that she would assist if the board requested her to attend the interview.

Board President Muscat indicated the board would secure a future date for updating the strategic plan by the end of year. She also shared that by March 2019, they hope to have their onboarding process set up.

IX. Old Business

A. Discussion Items: None

B. Action Items: None

X. New Business

A. Discussion Items:

1. Organization Meeting Actions – Election of Officers and Motions (Motions List attached)

2. Audit Management Response Letter

Kelli Glenn shared on this information and provided the board with a copy of the letter from the recent audit from Taylor and Morgan. This letter has been signed by the board president and uploaded to Epicenter. The letter indicates that previous findings from the 2017 audit have been rectified.

B. Action Items:

1. Elect Officers and address organizational business (Approve Motions List)

It was moved by Christine Muscat and seconded by Gregory Brown to approve the “Elect Officers and Address Organizational Business (Motions List)” as presented. All members voted with Aye. There were none opposed. Passed unanimously.

Officer Results: President & Treasurer – Christine Muscat
Vice-President – Gregory Brown
Secretary – Amy Long

2. Accept Audit Management Response Letter

A copy of the meeting minutes are available for public inspection at the offices of WAY Program, 407 E. Fort St. Suite 201, Detroit, MI 48226 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes. Approved minutes will be posted on the WAY Academy's website <http://www.wayprogram.net>. Public notice of this meeting was posted as required by the Open Meetings Act. 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 WAY Michigan offices at (313) 444-9292 prior to the meeting.

W-A-Y Michigan
407 East Fort St., Ste. 201
Detroit, MI 48226
313-444-9292

It was moved by Christine Muscat and seconded by Amy Long to accept the Audit Management Response Letter as presented. All members voted with Aye. There were none opposed. Passed unanimously.

XI. Call to the Public

This meeting is a meeting of the Board of W-A-Y Michigan 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. Comments should only be addressed to the person chairing this meeting, and per Board policy should be no longer than three minutes.

None.

XII. Adjournment at 7:19 pm

It was moved by Christine Muscat and seconded by Amy Long to adjourn at 7:19 pm. All members voted with Aye. There were none opposed. Passed unanimously.

A copy of the meeting minutes are available for public inspection at the offices of WAY Program, 407 E. Fort St. Suite 201, Detroit, MI 48226 within 8 business days for proposed minutes and within 5 business days of approval for approved minutes. Approved minutes will be posted on the WAY Academy's website <http://www.wayprogram.net>. Public notice of this meeting was posted as required by the Open Meetings Act. 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 WAY Michigan offices at (313) 444-9292 prior to the meeting.

**WAY Michigan Annual Board of Directors Meeting
November 28, 2018
Organizational Items for Board Action**

1. Election of Officers for 2018-2019

Officers:

President, Vice-President, Secretary, Treasurer

Call for nominations from the floor. If hearing none,

MOTION: to elect Christine Muscat, as President of WAY Michigan Board of Directors.

The elected President will continue with the election of the Vice President, Secretary, and Treasurer for the next calendar year.

MOTION to elect Gregory Brown, as Vice President of the WAY Michigan Board of Directors.

MOTION to elect Amy Long, as Secretary of the WAY Michigan Board of Directors.

MOTION to elect Christine Muscat, as Treasurer of the WAY Michigan Board of Directors.

2. MOTION to designate Board President, as the Academy's Chief Administrative Officer (CAO) and shall have final responsibility for the preparation and presentation of the recommended budget, as well as, control of the budget throughout the year.

3. MOTION designating Chase Bank as the depository for school fund accounts (General Fund) and that the President and Treasurer will be signatories on the account(s).

4. MOTION to designate Board Treasurer as the Academy's' Electronic Transfer Officer.

5. MOTION to name Superintendent, as Sexual Harassment, and Title IX contact person. Pursuant to Office of Civil Rights and Title IX of the Elementary and Secondary Education Act.

6. MOTION to name Special Education Director, as Section 504 Contact person. Pursuant to the Rehabilitation Act of 1973 as Amended.

7. MOTION that the remaining regular Board Meeting will be the (third Wednesday) of each month at 407 E. Fort Street, Suite 201, Detroit, MI 48228 at 6:00 pm unless otherwise indicated. All Board meeting minutes are available for inspection in the Academy's administrative offices and on the Academy website. The Board will comply with the Americans with Disabilities Act in making all Board meeting accessible to those requesting special accommodations. The Regional Executive Director will be responsible to post the meeting notices in public view. The official posting location will be the Academy's doors. The dates and times of remaining Regular meetings for 2018-2019 will be:


December 19, 2018	6:00 p.m.
January 16, 2019	6:00 p.m.
February 20, 2019	6:00 pm.
March 20, 2019	6:00 p.m.
April 17, 2019	6:00 p.m.

May 15, 2019	6:00 p.m.
June 19, 2019	6:00 p.m.

8. MOTION to appoint Dickinson & Wright as the Board's legal counsel.
 9. MOTION to appoint Taylor & Morgan as the WAY Michigan's auditing firm.
 10. MOTION to bond the Board President and Treasurer.
 11. MOTION to designate Director of Finance, as the Academy's AHERA Officer.
 12. MOTION to designate Director of Finance, as the Academy's Freedom of Information Act contact person.
 13. MOTION that the WAY Michigan, authorized pursuant to the charter application submitted to Central Michigan University, will comply with the provisions of Part 6a of the Michigan Code and subject to the provisions of Part 6a will comply with all other State laws, rules and regulations applicable to public bodies and with the Federal laws, rules and regulations applicable to public bodies and school districts.
 14. MOTION that Detroit Free Press is designated as the Academy's local newspapers for the purpose of publishing legal notices.
 15. MOTION that Superintendent Administrative Assistant, is designated as the Academy's local liaison for Homeless Children and Youth as authorized under Title VII-B.
 16. MOTION to designate Superintendent, as the Civil Rights Representative.
 17. MOTION to designate Board Secretary as Corresponding Agent who will facilitate the distribution of communications to appropriate person(s) within the Academy.
-

Minutes Certification:

Approved minutes of November 28, 2018 Annual meeting respectfully submitted,


Board Secretary

12.19.18
Date