

W-A-Y Michigan
407 E. Fort St., Suite 201
Detroit, MI 48226
(313) 638-2716
Board of Directors' Regular Meeting
September 18, 2019
6:00 pm
MINUTES

I. Call to Order by the President at 6:04 pm.

Roll Call:

Brown X

Long X

Muscat X

II. Approval of Agenda

Board President Christine Muscat requested amending the agenda adding the following under Item VI. Treasurer's Report:

Discussion Items:

2. Dickinson Wright Invoice #1403910 in the amount of \$1,679.90
3. Copier Lease

Action Items:

2. Approve Dickinson Wright Invoice 1403910 in the amount of \$1,679.90
3. Approve Copier Lease

It was moved by Christine Muscat and seconded by Gregory Brown to approve the September 18, 2019 Regular 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 August 21, 2019.

It was moved by Christine Muscat and seconded by Amy Long to approve the August 21, 2019 Regular Board Meeting minutes. All members voted with Aye. There were none opposed. Passed unanimously.

V. Educational Service Provider Report
Superintendent/Director

WAY Michigan Assistant Director James Middleditch presented information to the board around the school's enrollment, attendance and credit attainment, and provided them with a handout. Enrollment for August was 161. A couple of students have graduated over the summer. Our current enrollment is 204 as of 9/18/19. For the month of August, we are currently at 88% retention rate. Our online attendance for the month of August was 46%. As summer seems to be coming to an end, we anticipate an increase in that number for September. Board Member Amy Long inquired about retention and asked if we are looking at the cumulative number? Mr. Middleditch explained the process that he used to attain his retention rate number. Credit attainment has increased from July to August and we expect to see an increase in September as researchers are returning from vacations. Mr. Middleditch shared info on the WAY Michigan team working together to ensure they are reaching out to all researchers. Board member Amy Long questioned the mentality that "students slack during summer break" and how do we know it's an issue with our students? Superintendent Madeline Black shared it's likely a problem for the school as we want to ensure the student expectations are met.

Board President Muscat asked if we changed the credit attainment policy for June/July or July/August? Mr. Middleditch explained it was for July/August.

Points of Pride:

Recently hired several new mentors, a new Team Leader and new Paraprofessional.

English teacher Kim Iorillo has developed a Constitution Day project. She provided a live session on this today as it was Constitution Day.

We have received our ALEKS Math subscriptions. We will begin adding researchers to this program.

Our first School Improvement meeting is scheduled for this month. We are hoping to have parents, mentors and full-time staff participate.

One of our potential December graduates has just passed their certified nursing assistant certification. Our paraprofessional has encouraged her to complete the CNA testing.

Superintendent Black indicated the students' story is posted on the website.

Board President Muscat inquired if a board member should attend the School Improvement meeting on 9/26/19 from 11-1? Mr. Middleditch indicated he would send the members the Zoom link should they want to participate.

Introductions were provided to a potential board member who is in attendance at tonight's meeting.

VI. Treasurer Report

A. Discussion Items:

1. August 2019 Financial Statements

Kelli Glenn shared the August 2019 Financial Statements and provided the board with a handout. Ms. Glenn shared that WAY Michigan's fiscal year begins July 1st and ends on June 30th. The state aid note arrived and Board President Muscat assisted with this. Ms.

Glenn shared that the Audit report will be presented to the board in October. The report showed zero findings.

2. Dickinson Wright Invoice #1403901 (\$1,679.90)

Ms. Glenn shared the most recent invoice from the attorney for the state aid note work on behalf of WAY Michigan. Board member Amy Long asked about the prior invoice amount listed and if it was paid? Ms. Glenn indicated that the prior invoice has been paid.

3. Copier Lease

Ms. Glenn shared information on the need of a more robust copier for the growing needs of the school. She provided the board with three quotes and recommended going with a 60-month lease. Total cost for the term of the lease is \$8,049.60, which allows for 3000 copies per month. Board member Amy Long inquired if there is a proposal to purchase the copier outright? Ms. Glenn provided this information to the board. Ms. Long inquired on printing usage and wanted to know what is majority of printing used for? Mr. Middleditch responded that printing enrollment forms and many other items are printed on behalf of the school. The pupil accounting process throughout the year takes up a lot of printing as well. Mr. Middleditch explained the machine also has issues with memory and printing documents that have been sent to it. Board member Gregory Brown inquired if we would keep the current machines and how they would be utilized? Mr. Middleditch explained that the machines would likely still be used, however, the network administrator would have a better answer. Mr. Brown inquired as to how the copy count would be controlled on the new machine? Mr. Middleditch explained this would be a question better address by network administrator. Ms. Long asked if we could inquire on if copies could be cumulative? Mr. Brown inquired if we should just purchase the machine? Ms. Long shared she was questioning the same thing as well. Mr. Middleditch shared his concern if the budget can sustain purchase outright vs lease. Ms. Long inquired about buying outright and if they offer any finance options for this? Ms. Glenn shared the company would likely not offer this, however, had never asked the question. Ms. Glenn indicated that she could inquire this. Ms. Long asked if we would be locked into the machine during the lease or could we upgrade throughout the lease? Ms. Glenn indicated she would inquire on this. Board President Muscat inquired if there is a timeline for making a decision? Additional conversation was held around timeline/deadline. Mr. Middleditch shared that enrollment applications should slow down soon as count is drawing near. Ms. Long inquired if the network administrator could call in or come to the October board meeting to answer questions around the new copier? Ms. Glenn indicated that she would have the network administrator available for the October board meeting.

B. Action Items:

1. Accept August 2019 Financial Statements

It was moved by Christine Muscat and seconded by Gregory Brown to accept the August 2019 financials as presented. All members voted with Aye. There were none opposed. Passed unanimously.

2. Approve Dickinson Wright Invoice #1403901 (\$1,679.90)

It was moved by Christine Muscat and seconded by Amy Long to approve the Dickinson Wright Invoice #1403901 in the amount of \$1,679.90 as presented. All members voted with Aye. There were none opposed. Passed unanimously.

3. Approve Copier Lease – Tabled for future meeting

VII. Correspondence

None.

VIII. Central Michigan University liaison updates

Jennifer Joubert reminded board member Gregory Brown to submit his information by 9/30/19. Reminder of the importance of filling the two vacant board seats. The pressure of filling these seats seems to be increased due to the political climate in Lansing. Ms. Joubert indicated the last three events CMU had recently, WAY Michigan has sent representation. Ms. Joubert shared magnets with the board members showing "save the dates". Board member Amy Long inquired on conflict of interest concerns with adding board members. Ms. Joubert shared that we should not be concerned with recommending personal connections as board members. Board President Muscat shared that the board should continue to put out feelers for potential members.

Discussion was held regarding potential board member "Jesse Donoghue" who was present at the board meeting. Mr. Donoghue shared his background information with the board. He is currently serving as an ELA teacher and just obtained his Educational Leadership degree. Has a heart for education and wants to ensure that schools are around to take care of student needs. Board Member Amy Long asked if Mr. Donoghue had ever previously served on a school board? Mr. Donoghue indicated he had not served previously. Superintendent Madeline Black and James Middleditch shared information with Mr. Donoghue around WAY Michigan and how the school operates.

IX. Old Business

A. Discussion Items: None

B. Action Items: None

X. New Business

A. Discussion Items:

1. Spring 2019 Board Policy updates

Superintendent Madeline Black shared the Spring 2019 Board Policy updates with the board. Board Member Amy Long inquired if we have any concerns with the changes? Ms. Black indicated that we are in compliance with the updated policies.

Board President Muscat inquired as to whether or not Jesse Donoghue was interested in joining the board as a member. Mr. Donoghue expressed he was very interested in the vacant board member seat.

Board member Amy Long made a motion to amend the agenda adding the nomination of Jesse Donoghue and Seconded by Gregory Brown. All members voted with Aye. There were none opposed. Passed unanimously.

CMU Liaison Jennifer Joubert will inquire on the process of adding Jesse Donoghue to the board, and if the process can be expedited.

Board President Christine Muscat made a motion to nominate Jesse Donoghue as board member and Seconded by Amy Long. All members voted with Aye. There were none opposed. Passed unanimously.

2. 2018/2019 Testing Data Report

WAY Michigan Assistant Director James Middleditch shared information with the board around the 2018/19 Testing Data and shared a power point with the board. He also provided them with a handout which explained the breakdown of data.

B. Action Items: None

1. Approve Spring 2019 Board Policy Updates

It was moved by Christine Muscat and seconded by Gregory Brown to approve the Spring 2019 Board Policy Updates 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.

Adjournment at 7:53 pm

It was moved by Christine Muscat and second by Gregory Brown to adjourn at 7:53 pm. All members voted 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.

Minutes Certification:

Approved minutes of September 18, 2019 regular meeting
respectfully submitted,



Board Secretary

10.16.19

Date