

**W-A-Y Michigan**  
407 E. Fort St., Suite 201  
Detroit, MI 48226  
(313) 638-2716  
**Board of Directors'**  
**Regular Meeting**  
**Date: April 15, 2020**  
**Time: 5:30 pm**  
**MINUTES**

I. Call to Order by the President at 5:36 pm

Roll Call:

Brown   X  

Donoghue   X  

Long   X  

Muscat   X  

II. Approval of Agenda

Board President Muscat requested amending the agenda adding the following under Old Business Discussion Item 1- Transparency Certification Form and Old Business Action Item 1 - Approve Transparency Certification Form; and add under New Business Discussion Item # 2 – Engagement Letter and New Business Action Item #2 Approve Engagement Letter

It was moved by Christine Muscat and seconded by Amy Long to approve the April 15, 2020 Regular Board Meeting agenda as amended. All members voted with Aye. There were none opposed. Passed unanimously.

Roll Call Vote:

Brown   Aye  

Donoghue   Aye  

Long   Aye  

Muscat   Aye  

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 February 19, 2020

It was moved by Christine Muscat and seconded by Jesse Donoghue to approve the February 19, 2020 Regular Board Meeting minutes. All members voted with Aye. There were none opposed. Passed unanimously.

#### Roll Call Vote:

Brown \_\_Aye\_\_

Donoghue \_\_Aye\_\_

Long \_\_Aye\_\_

Muscat \_\_Aye\_\_

#### V. Educational Service Provider Report Superintendent/Director

WAY Michigan Director James Middleditch presented information to the board around enrollment, attendance and credit attainment and provided this information virtually with the board.

In the month of March, our enrollment has decreased by 7 researchers. We believe that this number will continue fall in the next couple months as researchers graduate. We have an enrollment plan in place that will work towards increasing the enrollment by June. We hope to end this school year with more researchers than last June. Current enrollment is 170.

Our grade level cohorts continue to remain about the same. We do not plan for there to be much change through the end of the year. As we continue to monitor our grade level cohorts, we hope to get feedback on how we can increase enrollment in Middle School and 9<sup>th</sup> grade.

The Researcher retention at WAY Michigan has remained the same at 96% for March. We believe that the retention rate will continue to fluctuate as researchers graduate. Currently, we have 19 researchers that are on pace to graduate by June. Our online attendance decreased from 74% in February to 72% in March. I believe that we have done well to continue to have our researchers log in during the COVID-19 crisis. We will want to work towards increasing to 80% of total days attended over the next year. Our attendance Liaison has worked to start using "Robo Calls" in our plan to increase attendance.

Our total credit in March has decreased by 14 credits. I believe that the total credit earned has decreased due to a decrease in enrollment due to graduation. We believe that a focus on providing additional academic support and reviewing how to complete projects completely has helped with credit attainment. We have continued to have over .60 credit average for three months. We look forward to maintaining over .50 credit average. With our work on reinforcing our recommitment process and meetings with the Assistant Director and Team Leaders, we hope to work towards increase the number of researchers on the Honor Roll each month. In March the 6<sup>th</sup> grade doubled their credit average. However, 8<sup>th</sup> grade and 12<sup>th</sup> grade credit average dropped. The drop-in credit average by 12<sup>th</sup> grade we think is due to researchers

graduating. We will need to specifically target 8<sup>th</sup> grade researchers for support to get them above the .50 credit average.

**Points of Pride:**

1. While dealing with the COVID-19 Crisis WAY Michigan has had a nearly seamless transition from staff working in the office to working from home and providing support.
2. WAY Michigan hired on a new general education paraprofessional. We are excited to have them provide more one-on-one sessions with researchers and take over the Induction process.
3. 48 percent of our researchers made it on the honor roll for March. We send out prizes of the researchers choosing for Gold (1.0+ Credit) and Silver (.70-1.0 Credit). Our Bronze (.50-.70 Credit) receive a certificate for being on the Honor Roll.
4. We had 3 researchers graduate in March. We are preparing a graduation slideshow to hold a virtual graduation at the end of the year.

Superintendent Black shared information around the COVID 19 situation and indicated there is parent information available on the website. Ms. Black is anticipating an increase in enrollment for the Fall based on the current crisis that we are in. We are looking at adding virtual open house sessions for any students/parents who are interested in enrolling.

Ms. Black shared that WAY Michigan has been working with CMU around our opportunity youth in the community. We will continue to work with CMU on this initiative. Board member Amy Long shared information around the fall marketing message and thought there is something to be said about capturing "Online Learning is our specialty" as our "message".

Board Member Jesse Donoghue asked about SAT testing and what that might look like for the students. James Middleditch shared we would look at summer/fall testing centers using a testing waiver. Mr. Donoghue indicated that testing with waivers during the summer would be a benefit to our students.

Board asked for additional information around marketing which Superintendent Black provided. Board held additional conversation around marketing initiatives and potential growth. CMU representative Jennifer Joubert asked if there has been an increase in interest in WAY Michigan since COVID 19 began? Mr. Middleditch shared he anticipates an influx of those types of calls/interest over the summer leading into the fall. Ms. Joubert indicated that CMU would be willing to put something on their website which showcases what WAY Michigan does on a regular basis. Board held additional conversation around upcoming enrollment and was noted that WAY Michigan max enrollment is set at 700 students for the 20/21 school year.

**VI. Treasurer Report**

**A. Discussion Items:**

**1. March 2020 Financial Statements**

Kelli Glenn shared on the March 2020 financial statements and provided this information with the board virtually. Ms. Glenn indicated she would be bringing a budget amendment to the board for review/approval at the May meeting.



B. Action Items:

1. Accept March 2020 Financial Statements

It was moved by Christine Muscat and seconded by Jesse Donoghue to accept the March 2020 financials as presented. All members voted with Aye. There were none opposed. Passed unanimously

Roll Call Vote:

Brown \_\_Aye\_\_  
Donoghue \_\_Aye\_\_  
Long \_\_Aye\_\_  
Muscat \_\_Aye\_\_

VII. Correspondence: None

VIII. Central Michigan University liaison updates – Jennifer Joubert indicated she would send Board President Christine Muscat the application from the contract which shows information around WAY Michigan enrollment.

IX. Old Business

A. Discussion Items:

1. Transparency Certification Form

Kelli Glenn shared information around the Transparency Certification Form with the board and provided the document virtually with the board.

B. Action Items:

1. Approve Transparency Certification Form

It was moved by Christine Muscat and seconded by Gregory Brown to approve the Transparency Certification Form as presented. All members voted with Aye. There were none opposed. Passed unanimously

Roll Call Vote:

Brown \_\_Aye\_\_  
Donoghue \_\_Aye\_\_  
Long \_\_Aye\_\_  
Muscat \_\_Aye\_\_

X. New Business

A. Discussion Items:

1. Nomination for prospective board member Mandi Bogart

2. Engagement Letter

Kelli Glenn shared information with the board around the Taylor & Morgan Audit Engagement Letter.

B. Action Items

1. Approve nomination for prospective board member Mandi Bogart

It was moved by Christine Muscat and seconded by Amy Long to approve the nomination for prospective board member Mandi Bogart as presented. All members voted with Aye. There were none opposed. Passed unanimously. CMU representative Ms. Joubert indicated this nomination will be included at the CMU board meeting in June.

Roll Call Vote:

Brown \_\_Aye\_\_  
Donoghue \_\_Aye\_\_  
Long \_\_Aye\_\_  
Muscat \_\_Aye\_\_

1. Approve Audit Engagement Letter

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

Roll Call Vote:

Brown \_\_Aye\_\_  
Donoghue \_\_Aye\_\_  
Long \_\_Aye\_\_  
Muscat \_\_Aye\_\_

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 6:36 pm

It was moved by Christine Muscat and second by Jesse Donoghue to adjourn at 6:36 pm. All members voted Aye. There were none opposed. Passed unanimously.

Roll Call Vote:

Brown \_Aye\_\_\_\_  
Donoghue \_Aye\_\_\_\_  
Long \_Aye\_\_\_\_  
Muscat \_Aye\_\_\_\_

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 April 15, 2020 Regular meeting respectfully submitted,

*Gregory Brown*

---

Board Secretary

05/21/2020

---

Date

# Signature Certificate

Document Ref.: Z26YE-CCTZA-GMSME-JYI8R

Document signed by:

	<p><b>Gregory Brown</b> Verified E-mail: gregorybrown2013@yahoo.com</p>	
	<p>99.203.65.126      21 May 2020 17:21:02 UTC</p>	

Document completed by all parties on:

21 May 2020 17:21:02 UTC

Page 1 of 1

Signed with **PandaDoc.com**

PandaDoc is the document platform that boosts your company's revenue by accelerating the way it transacts.

