

WAY MICHIGAN ACADEMY

407 East Fort - Suite 201

Detroit, MI 48226

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**REGULAR MEETING
WAY MICHIGAN ACADEMY BOARD OF DIRECTORS**

DATE: 6/20/2023

TIME: 6:00 pm

LOCATION: Globe Building

407 E. Fort

Suite 201

DETROIT, MI 48226

APPROVED**MINUTES**MEETING TYPE: ☒ REGULAR ☐ SPECIAL ☐ PROPOSED ☒ APPROVED**I. CALL TO ORDER**PRESIDENT DAVID BEAUMONT called the meeting to order at 6:00 ☒ P.M./ ☐ A.M. on Tuesday, June 20, 2023.**II. ROLL CALL**

Dr. David Beaumont, President

☒ Present ☐ Absent

Ms. Marquita Tharpe, Vice-President

☒ Present ☐ Absent

Dr. Tamara Halliburton, Secretary

☒ Present ☐ Absent

Dr. Schequita Owens, Treasurer

☒ Present ☐ Absent**ADMINISTRATION**

Ms. Madeline Black, Executive Director, WAY

Mr. James Middleditch, Director of Programs, WAY Michigan Academy

Ms. Kelli Glenn, Interim Finance Director (**Virtual**)**OTHERS PRESENT (all or a portion of the meeting)**

Mrs. Felicia Williams, Board Accountant, Provision

Mrs. Vanessa Gulley, Board Liaison, Provision

Mrs. Rachel Horne, Board Liaison, Provision

Attorney Aimee Gibbs, (**Virtual**)

Mr. Ed Roth, Field Operations, CMU

THE PROPOSED AGENDA WAS DISTRIBUTED.

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III. **PUBLIC COMMENT** *(on agenda items only)*
None.

IV. **APPROVAL OF THE Tuesday, June 20, 2023 MEETING AGENDA**

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE Tuesday, June 20, 2023 MEETING AGENDA WITH CHANGES: *MOVE THE ELECTION OF OFFICERS TO FOLLOW THE APPROVAL OF THE AGENDA, TO MOVE THE EDUCATION SERVICE PROVIDER PROVIDER REPORTS TO THE JULY BOARD MEETING, AND MOVE THE PROVISION FINANCIAL DASHBOARD-MAY UNDER THE CHASE ONLINE/ACH PAYMENT PROCESS.*

SUPPORT: TREASURER SHEQUITA OWENS SECONDED.
MOTION CARRIED UNANIMOUSLY.

V. ***ELECTION OF OFFICERS***

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION APPROVE THE *ELECTION OF OFFICERS RESOLUTION AS PRESENTED.*

SUPPORT: TREASURER SCHEQUITA OWENS SECONDED.
MOTION CARRIED UNANIMOUSLY.

VI. **APPROVAL OF THE TUESDAY, JUNE 20, 2023 CONSENT AGENDA**

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE TUESDAY, JUNE 20, 2023 CONSENT AGENDA WITH CORRECTIONS TO THE MAY 16, 2023 MINUTES; THE WORD GRADE BE CHANGED TO GRAD ON PAGE 3 OF 7, THE WORD APPROVE BE CHANGED TO ACCEPT ON PAGE 5 OF 7, REMOVE THE 23/24 WAY MICH PROPOSED BUDGET ON PAGE 5 OF 7 AND REMOVE THE 23/24 SAN BORROWING ON PAGE 5 OF 7.; ~~REMOVE ELECTION OF BOARD OFFICERS.~~

A. APPROVAL OF MAY 16, 2023 MEETING MINUTES

B. LEGAL COUNSEL DESIGNATION

C. AUDIT FIRM DESIGNATION

D. ACCOUNT DESIGNATION/DEPOSITORY

E. DESIGNATED SIGNATORY

F. CIVIL RIGHTS REPRESENTATIVE

G. TITLE IX REPRESENTATIVE

H. NEWSPAPER DESIGNATION

I. HOMELESS LIAISON REPRESENTATIVE

J. CAO/BUDGET TIMELINE RESOLUTION

K. BOARD CORRESPONDING AGENT

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L. FOIA REPRESENTATIVE

M. POSTING RESOLUTION

N. ELECTRONIC FUNDS TRANSFER OFFICER

O. 504 CONTACT PERSON

P. BONDING OF PRESIDENT, TREASURER, BANK AUTHORIZED REPRESENTATIVE

Q. AHERA OFFICER

R. COMPLIANCE WITH LAWS

S. SCHOOL SAFETY LIAISON

SUPPORT: SECRETARY TAMARA HALLIBURTON SECONDED.

MOTION CARRIED UNANIMOUSLY.

VII. OLD BUSINESS

President Beaumont introduced Attorney Aimee Gibbs as the Board's legal counsel and provided highlights on the Board's needs.

VIII. NEW BUSINESS

a. Provision FY 23/24 Agreement(s)

- **Vice-President Tharpe** asked if Provision's proposed contract is \$8,000 a month for financial services and what would the cost be for Board Liaison services.

Vanessa Gulley shared that the Provision FY 23/24 Agreement that is presented is informational. She advised that the cost for Board Liaison services is \$4,500 per month for 12 months.

Vice-President Tharpe asked if the financial services are a duplicate of what's being done.

Mrs. Gulley provided a history of the previous Board's services.

Mrs. Williams shared that the previous Board had Provision verify the financial information that was received, e.g., looking at the payroll, as the previous Board didn't have time to go through everything. She advised that it is not necessarily a duplication of effort but monitoring on behalf of the Board.

President Beaumont shared that it is a duplication of cost by paying the ESP and Provision.

Vice-President Tharpe shared that she does not want to pay twice but she is not comfortable flying without a safety net.

Mrs. Gulley shared that she is comfortable with the Board approving Provision's contract for Board Liaison services at the July Board meeting.

IX. FINANCIAL REPORT

a. Acceptance of May 2023 Financial Statements

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- **Ms. Glenn** provided highlights on the Finance Report as of May 31, 2023.

b. Approval of May 2023 Payables Transfer

- **Ms. Glenn** shared that on page 1, the dollar amount of monies to be requested/transferred should be \$105,931.81. She also shared that the initial experience in working with Chase was cumbersome and painful. **President Beaumont** asked who the contact person at Chase is. **Mrs. Gulley** shared that the previous contact person at Chase was promoted to another position, and a new person became their contact. **Ms. Glenn** stated that she would like access to Chase Online Banking, and advised that Dawn, Sherry Lynem, and the Board Treasurer will need access as well.

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO ACCEPT THE MAY 2023 FINANCIAL STATEMENTS AND APPROVE THE MAY 2023 PAYABLES TRANSFER.

SUPPORT: TREASURER SCHEQUITA OWENS SECONDED.
MOTION CARRIED UNANIMOUSLY.

c. Approval of the FY 22/23 WAY Mich Amended Budget

- **Ms. Glenn** shared the following:
 - Provided highlights on the Profit & Loss statement for July 2022-May 2023.
 - ESSER monies that need to be drawn down.
 - The Projected Fund Balance for 6/30/2023 is \$385,377.
- **Secretary Halliburton** stated that there were no details listed on the General Journal Transaction and asked why it was included. **Ms. Glenn** stated that the Board needs to know the account description. **Mrs. Williams** stated that the account numbers represent support for the payroll journal entry. **Ms. Glenn** shared that the Finance Committee would discuss the financial information in further detail.

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE FY 22/23 WAY MICH AMENDED BUDGET.

SUPPORT: PRESIDENT DAVID BEAUMONT SECONDED.
MOTION CARRIED UNANIMOUSLY.

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d. Approval of the FY 23/24 WAY Mich Proposed Budget

- **Ms. Glenn** shared the following:
 - Provided highlights on the 23/24 Proposed Budget.
 - The Projected Fund Balance for 6/30/2024 is \$395,158.
- **Treasurer Owens** asked when the ESSER funds need to be spent.
Ms. Glenn shared that the funds must be drawn down by December 2025.
- **President Beaumont** shared that Provision's Board Liaison services are built in the 23/24 budget, for a 6-month period.

MOTION: PRESIDENT DAVID BEAUMONT MADE A MOTION TO APPROVE THE FY 23/24 WAY MICH PROPOSED BUDGET.

SUPPORT: VICE-PRESIDENT MARQUITA THARPE SECONDED.

MOTION CARRIED UNANIMOUSLY.

e. Approval of the FY 23/24 WAY Mich SAAN Resolution

- **Ms. Glenn** provided highlights regarding the 23/24 SAAN Resolution and the overall loan process. The application is due to the Michigan Department of Treasury by July 10th.
President Beaumont asked what changed the loan from being in the \$200,000 range.
Ms. Glenn stated that this year's proposed budget resulted in the loan being a lower amount. She advised that the Executive Director will only sign if a Board member is not available.
President Beaumont advised that the signatory for Executive Director, Madeline Black, be eliminated.

MOTION: TREASURER SCHEQUITA OWENS MADE A MOTION TO APPROVE THE FY 23/24 WAY MICH SAAN RESOLUTION WITH CORRECTIONS: REMOVE MADELINE BLACK AS A SIGNATORY.

SUPPORT: VICE-PRESIDENT MARQUITA THARPE SECONDED.

AYES: BEAUMONT, THARPE, HALLIBURTON, OWENS

MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

f. Chase Online/ACH Payment Process

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- **President Beaumont** advised that the Chase Online/ACH Payment Process will be tabled until the next meeting.

g. Provision Financial Dashboard-May

- **Ms. Glenn** provided highlights on the cash disbursement procedures. **President Beaumont** asked how we are operating now. **Ms. Glenn** shared that they are doing it on a reimbursement basis. We pay first and then bill-back WAY Mich. **Ms. Black** stated that there have been some challenges with getting things straightened out with Chase.
- **Mrs. Williams** shared the following:
 - Provided highlights on the drawdowns and accounts payable.
 - The previous process was 50/50 but it should have always been 60/40.
 - Approximately \$41,000 in outstanding invoices for May are not included in the accounting system.
- **Mrs. Williams** asked **Ms. Glenn** if the other invoices are being paid by check. **Ms. Glenn** stated that the WAY program payments were made via Chase Online Banking (check is mailed). She advised that the outstanding invoices will be taken care of by the end of the week, as they have received bills for May and June. **President Beaumont** asked **Mrs. Williams** if she recommends practice/policy changes. **Mrs. Williams** stated that she would need to look over the documents again.
- **President Beaumont** asked where we are in the credit card process. **Mrs. Gulley** shared that per Ms. Mendoza, the credit card has been closed. **Ms. Black** stated that Mr. Middleditch is set up to use another card.
- **President Beaumont** asked what the enrollment is. **Ms. Black** stated that there are 111 students enrolled. She shared that she is comfortable with the current projection of 140. **Mr. Middleditch** stated that 165 is where he believes the fall enrollment will be but this number does not include the new partnership.

President Beaumont shared that if Provision's financial services are utilized, it would cut into the budget.

Vice President-Tharpe asked what the total cost would be for Board Liaison and Financial services.

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Mrs. Gulley shared that the total cost for Board Liaison and Financial services would be \$8,000 per month.

President Beaumont suggested that a Finance meeting be held prior to the Board meeting.

X. CORRESPONDENCE

None.

XI. OTHER BUSINESS.

Mrs. Gulley shared that the pdf documents are electronic and recommended that the Board sign their documents electronically.

President Beaumont asked if the room that they are in is a smart room.

Ms. Black said no.

President Beaumont advised that he wants a Smart Board and camera in the room.

XII. AUTHORIZER COMMENTS

Mr. Roth stated that the candidate for the board vacancy is not interested in being appointed, as they prefer to be part of the Southfield School Board. He advised that the Board could recommend candidates as well.

XIII. EXTENDED PUBLIC COMMENT

Mr. Middleditch provided highlights on the PA 48 EOY Reading and Math Goals and MAP Growth.

Treasurer Owens asked how the students who did not reach their goal are supported.

Mr. Middleditch shared that the Reading Interventionist assists the students and high-dose tutoring is provided via Centric.

XIV. BOARD COMMENTS

Vice-President Tharpe asked who uploads the documents to the Board portal.

Ms. Black stated that Alexandra Guzman uploads the documents to the Board portal.

Vice-President Tharpe asked about the status of the email that was received from the previous Board President.

Ms. Black shared that the issue was addressed and that the previous Board President hasn't sent any additional communication.

XV. ADJOURNMENT

MOTION: PRESIDENT DAVID BEAUMONT MADE A MOTION TO ADJOURN THE MEETING AT 7:50 ☒ P.M./ ☐ A.M.

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**SUPPORT: VICE-PRESIDENT MARQUITA THARPE SECONDED.
MOTION CARRIED UNANIMOUSLY.**

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Rachel Horne

Recording Secretary

6/28/2023

Date

Approved by the WAY Michigan Academy Board of Directors:

Board Secretary

Date

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