

**WAY MICHIGAN ACADEMY**

407 East Fort - Suite 201

Detroit, MI 48226

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**SPECIAL MEETING
WAY MICHIGAN ACADEMY BOARD OF DIRECTORS****DATE: 5/4/2023****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 6:05 ☒ P.M./ ☐ A.M. on Thursday, May 04, 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. Isaiah Pettway, Superintendent, WAY Michigan Academy

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

Mr. Adam Holcomb, MAST Financial Group (**Virtual**)Ms. Kelli Glenn, Interim Finance Director (**Virtual**)**OTHERS PRESENT (all or a portion of the meeting)**

Mrs. Felicia Williams, Board Accountant, Provision

Mrs. Rachel Horne, Board Liaison, Provision

Mr. Fred Borowski, Field Operations, CMU

THE PROPOSED AGENDA WAS DISTRIBUTED.

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III. **PUBLIC COMMENT** *(on agenda items only)*

No public comment.

IV. **APPROVAL OF THE Thursday, May 04, 2023 MEETING AGENDA**

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE Thursday, May 04, 2023 MEETING AGENDA AS PRESENTED.

SUPPORT: MEMBER TAMARA HALLIBURTON SECONDED.

MOTION CARRIED UNANIMOUSLY.

V. **APPROVAL OF THE FRIDAY, APRIL 21, 2023 MEETING MINUTES**

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE FRIDAY, APRIL 21, 2023 MEETING MINUTES AS PRESENTED.

SUPPORT: MEMBER DAVID BEAUMONT SECONDED.

DISCUSSION: DR. BEAUMONT shared that the Board had not received the binder for today's meeting. He advised that the binder be distributed to all Board members prior to the meeting.

MOTION CARRIED UNANIMOUSLY.

VI. **OLD BUSINESS**

a. **APPROVAL OF FY 22/23 BUDGET AMENDMENT**

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

SUPPORT: PRESIDENT DAVID BEAUMONT SECONDED.

DISCUSSION: KELLI GLENN shared that the Fund Balance represents 16.8% of the expenditures.

MOTION CARRIED UNANIMOUSLY.

- **PRESIDENT BEAUMONT** asked where Sherry Lynem was.
Ms. Glenn shared that Ms. Lynem was not invited to the meeting and advised that she will stay until Ms. Lynem is ready to go.
President Beaumont asked Ms. Glenn if there were any trends that may be problematic or anything that the Board needs to be made aware of.
Ms. Glenn advised that a draft of the Proposed Budget will be presented to the Board during the next Board meeting. She also shared that enrollment fluctuates, as students come and go.
President Beaumont asked if there is an enrollment package available.
Mr. Middleditch shared that there is an enrollment package.
President Beaumont asked if there were any inefficiencies that have not been thought about.

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Ms. Glenn said yes, and shared that there is a 1-10 ratio for student mentors.
President Beaumont shared that these will be the types of questions that will be asked during the Board meetings.

- **Mr. Borowski** asked if what has been presented is in compliance with the budget.
Ms. Glenn said yes.
Vice-President Tharpe asked what the dashes meant in the line-item detail.
Ms. Glenn stated that the dashes mean that the amount is 'zero'.
President Beaumont asked Mr. Pettway if he has everything that he needs.
Mr. Pettway said yes.

VII. NEW BUSINESS

a. APPROVAL OF DESIGNATED SIGNATORY RESOLUTION

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE DESIGNATED SIGNATORY RESOLUTION.
SUPPORT: SECRETARY TAMARA HALLIBURTON SECONDED.
MOTION CARRIED UNANIMOUSLY.

- **PRESIDENT BEAUMONT** asked whether the Designated Signatory Resolution was approved during the last meeting.
Mrs. Horne shared that during the last meeting, we were unaware that there were two accounts. The Designated Signatory Resolution that is being presented today is for the account ending in 5101, which is where the State Aid is deposited.
Ms. Black shared that Mr. Holcomb may have some input regarding this.
Mr. Holcomb added that he is not sure whether there's any activity in the other account.
Vice-President Tharpe asked what does the other account hold.
Ms. Glenn stated that she hadn't seen the numbers, and that the previous Board may have had a Board credit card.
President Beaumont asked if there actually was a Board credit card.
Mr. Middleditch advised that he was approved to have a credit card, but that card has not been used since November. He stated that the card was used for various things, e.g., Google Ads, and Honor Roll gifts for the students.
Mr. Pettway shared that the credit card's monthly limit was \$500.00 and was later increased to a limit of \$1,000.00. He also shared that they were instructed to stop using the card.
Vice-President asked what the current balance of the credit card was.
Mr. Middleditch stated that he was not sure what the current balance is.

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President Beaumont advised Ms. Glenn to do some due diligence and advised Ms. Black to get out of the business of planning badly.
Ms. Black shared that she would make a recommendation at the next Board meeting.

VIII. OTHER BUSINESS

a. APPROVAL OF BUDGET AMENDMENT RESOLUTION

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO APPROVE THE BUDGET AMENDMENT RESOLUTION.

SUPPORT: PRESIDENT DAVID BEAUMONT SECONDED.

MOTION CARRIED UNANIMOUSLY.

b. APPROVAL OF BUDGET AMENDMENT ASSUMPTIONS

- **PRESIDENT BEAUMONT AND VICE-PRESIDENT THARPE** advised that the Budget Amendment Assumptions did not need to be approved, therefore, no motion was necessary.

IX. CORRESPONDENCE

None.

X. EXTENDED PUBLIC COMMENT

Ms. Black apologized for last month's meeting. She stated that she has another standing meeting and asked whether the Board would consider adjusting the meeting schedule.
President Beaumont shared that they would do their best to accommodate.

- **Ms. Black** stated that there is a cost incurred for Provision, and the Board has already approved the Budget Amendment. She added that Provision's contract is up in June, and asked if the Board would like WAY to incur some of the cost for FY 22-23.
President Beaumont asked if 100% of Provision's fees and costs are in the budget.
Ms. Black said yes, but they wanted to be fair and extend the offer.
President Beaumont asked if the FY 23-24 budget would be off, due to cleaning up the FY 22-23 budget.
Mrs. Williams stated that there will be a Final Revised Budget in June, which will be the opportunity to clean up FY 22-23.
Ms. Glenn recommended that Provision be included in the Final Budget Amendment in June.
- **Mr. Pettway** stated that when contracts are set for a certain amount of time, an MOU (Memorandum of Understanding) can be drawn up to notate the single change that is

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being made at that time. He added that the MOUs are signed by the Board President and the Executive Director.

Mr. Borowski advised the Board to have this discussion with their attorney.

Ms. Black stated that FY 23-24 may be the best route to go, unless Kelly has to do another budget in June.

- **Mr. Holcomb** stated that there are payables that need to be paid. He added that he will reconcile and send them to the Board for approval.
President Beaumont asked what is the cleanest way for this to happen.
Mr. Holcomb stated that he will send the Board an email stating "this is what we are paying" and wait for the Board to send an email with their approval.
President Beaumont requested that this email be sent to the Board members who are listed on the Designated Signatories form.
Vice-President Tharpe asked if the signatures will be turned over for the next batch of payments.
Mr. Holcomb said yes, that's what we are hoping for.
President Beaumont asked will the Board members have to go into a bank to complete this process.
Mr. Holcomb said no but the signatures on the Driver's need to match.
President Beaumont asked if this could be completed by next week.
Mr. Holcomb stated that President Beaumont could make a motion to approve him to make payments on the Academy's bills, with prior approval from the Board members listed on the Designated Signatories form.

MOTION: PRESIDENT DAVID BEAUMONT MADE A MOTION TO APPROVE ADAM HOLCOMB PAYING THE ACADEMY'S BILLS, WITH PRIOR APPROVAL FROM THE DESIGNATED SIGNATORIES.

SUPPORT: SECRETARY TAMARA HALLIBURTON SECONDED.

MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

XI. AUTHORIZER COMMENTS

Mr. Borowski thanked the Board members for their service and shared that CMU wants to do all they can to service and support the Board. He added that each Board member received plaques from CMU. He added that CMU will be conducting webinars throughout the year. He encouraged all faculty/staff members, principals, and support staff to attend the CMU Annual Conference, which will be held on August 15th.

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Mr. Pettway shared that in the past, only he and the Board President attended the Annual Conference. He added that if it's scheduled around Professional Development, even if all staff could not attend, there will be some staff representation.

XII. BOARD COMMENTS

VICE-PRESIDENT THARPE asked when will the website be updated.

Ms. Black responded that she would need each Board member to send her a picture and bio so that she can upload the information onto the website.

President Beaumont advised Ms. Black to send an email requesting this information to his secretary.

XIII. ADJOURNMENT

MOTION: VICE-PRESIDENT MARQUITA THARPE MADE A MOTION TO ADJOURN THE MEETING AT 7.12 ☒ P.M./ ☐ A.M.

SUPPORT: PRESIDENT DAVID BEAUMONT SECONDED.

MOTION CARRIED UNANIMOUSLY.

MINUTES CERTIFICATION

Proposed minutes respectfully submitted,

Rachel Horne

Recording Secretary

5/10/2023

Date

Approved by the WAY Michigan Academy Board of Directors:

Board Secretary

Date

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