

WAY Academy of Flint  
817 E. Kearsley  
Flint, MI 48503  
Board of Directors' Regular Meeting  
Thursday, May 17, 2018  
5:00 p.m.

MINUTES

This meeting is a meeting of the Board of Directors in public for the purpose of conducting the Academy's business and is not to be considered a public community meeting. There is a time for public participation during the meeting.

Oath of Office Presented to Angela Nelson – Presented and signed

I. Call to Order by the President at 5:03 pm

Buetow X  
Nelson X  
Spencer Absent  
Wright X  
Cabine X

II. Approval of Agenda

Mr. Buetow requested adding the following to the agenda:

Add under New Business Discussion:

Item #7 – 18/19 PSA SAN Program, Item #8 – Proposed Grant Budget Adjustment, Item #9 – 17/18 Audit Services RFP, Item #10 - 2018/19 School Calendar, Item #11 – 2018/19 Budget Timeline, and Item #12 – May 2018 Thomas & Delaney Invoice

Add under New Business Action Items: Item #2 – Resolution to Designate Independent Audit Firm, Item #3 – Accept 2018/19 School Calendar, Item #4 – Approve 2018/19 Budget Timeline Resolution, and Item #5 Approve May 2018 Thomas & Delaney Invoice

Motion made to accept agenda as amended by Angela Nelson/Seconded by Melissa Cabine. All members voted with Aye. There were none opposed. Approved unanimously.

III. Call to the Public

None.

IV. Consent Agenda

A. Accept minutes of March 2018 Meeting

Motion made to accept the minutes of March 15, 2018 regular Meeting as presented by Melissa Cabine/Seconded by Angela Nelson. All members voted with Aye. There were none opposed. Approved unanimously.

V. Correspondence

Howard Buetow shared on meeting held with Jennifer Hernandez, CIO of Cultural Center, Cultural Center owner, CIO of WAY Program, and board attorney Jim Delaney. Discussion was held around the lease agreement that we've had in the past. Commercial Realtor agreed that terms of

lease were very favorable. Discussion around handicap access at the building as well.

VI. Old Business

None

VII. New Business

A. Discussion Items

1. Superintendent's Report - Jennifer Hernandez – Not in Attendance

2. Director's Report - Scott Henwood

Scott Henwood shared there is numerous state-testing going on within the building. We were hoping to score 95% or higher for testing and we feel that we were close to achieving this number.

Graduation is scheduled for June 19, 2018. We anticipate we will have 17-20 graduates at this ceremony. Mr. Henwood shared on students that are really engaging within the program and are focused on graduating. Graduation will be held at Asbury United Methodist Church at 6:00 pm.

Mr. Henwood shared on the Facebook page. Items have been updated and ongoing information is posted. He recommended that everyone check it out and "like" the page.

Credit attainment information/handout was provided to the board by Mr. Henwood. He shared on the Middle School group whose credit attainment seems to be going down, however, numerous only need little credit in Middle School, and can then transition into High School. Students seem to need help with transition on what to do after graduation.

3. Academic Goals and Progress Report

Mr. Buetow asked if it's a common occurrence this time of year for 12<sup>th</sup> graders to move forward towards graduation. Mr. Henwood shared that staff really try to stay on top of the 12<sup>th</sup> graders to encourage them to complete their necessary courses prior to graduation day.

4. March and April 2018 Financial Report

Kelli Glenn shared this information with the board and provided them with a handout for both March and April 2018. Ms. Glenn asked that the board note items that seem high for mileage and will need to address this line item at the June budget amendment. Ms. Glenn spoke briefly about the Budget Amendment. Ms. Glenn shared the attorney line item would also need to be adjusted. Ms. Glenn confirmed the budget amendment would be presented at the June 2018 meeting.

Mr. Buetow shared the items that are over budget are small. Ms. Glenn shared that we used some Title I monies for Robotics. Ms. Glenn shared we will be discussing some of these line items later in the meeting.

5. ESP Evaluation (Due June 29, 2018)

Mr. Buetow shared on this topic indicated the information is due to LSSU/Epicenter on 6/29/18. Mr. Buetow shared the board would need to evaluate WAY Program. Board will return the completed forms at the June 2018 board meeting.

6. Individual Board Member Appraisal (Due June 29, 2018)

Mr. Buetow shared on the self-evaluation process. Mr. Delaney asked if Mr. Buetow could have additional discussion on this. Mr. Buetow shared the major areas are student achievement and growth. Mr. Buetow shared that the board appreciates the monthly reports that are provided and shared at each board meeting showing attendance, credit attainment, etc. Ms. Nelson shared that WAY Staff always provide explanations and seem very forthright when presenting to the board. Mr. Buetow shared on reports the board receives for standardized testing. Ms. Hernandez always



shares this information and provides a slideshow presentation as well. Mr. Buetow indicated he appreciates the number of 12<sup>th</sup> graders that graduate within the program. Even though some students put things off until the last minute, they seem to get the support and push they need to accomplish their goal of graduation. Ms. Buetow shared he is impressed with the number of graduates who share they are going onto higher education. (Healthcare, IT, Creative Arts seem to be the areas they want to focus on)

Mr. Buetow shared on the evaluation of the ESP. He shared the financial records are always provided and shared at monthly board meetings. The board appreciates reviewing this information and the board does pay close attention to the profit/loss statement that is shared. Mr. Buetow shared that we ran into some financial surprises with our Ann Arbor location, which were unexpected for everyone, however, the board has always been pleased with the ESP's ability to budget and spend within our budget.

Mr. Buetow shared on the board's compliance with contracts/providers/lunch program/LSSU, etc., and ensuring that we are meeting the expectations that are required. The board has been happy with this process and noted they are always informed of issues (if any).

School culture and leadership is provided to the board by social media. Jennifer Hernandez and Scott Henwood share this information at monthly board meetings, sharing the opportunities that are offered and provided to our students.

Enrollment is currently at 130 at this time. Last year at this time we were around the same number. Mr. Buetow shared that we always budget high and then make the necessary adjustments based on count enrollment.

Mr. Buetow shared that we are recognized as an alternative program, which offers educational opportunities for those who might not have been successful within another program. We try to provide a greater level of interaction especially those with need. We offer our students great flexibility with their work within the building and online at home.

Conversation was held around growth within the school. Mr. Buetow shared if we continue to grow, we would want to ensure that we could accommodate the growth and still offer our students the resources they would need to be successful. The downside of this is the smaller population within the school, which potentially offers advantages of building good student relationships.

Marketing is budgeted within the school budget. We try to target strategic areas and attend areas offering great exposure. We have previously marketed at Back to the Bricks, County Fair, Farmer's Market, local radio stations, etc. Board has previously had conversation about obtaining exposure at other elementary charter schools to recruit for Middle School. Staff promote activities at the school, and staff encourage the parents to attend.

WAY Academy Flint has a Facebook page, Webpage, Twitter accounts

#### 7. 18/19 PSA SAN Program

Kelli Glenn shared this information with the board and provided a handout with the board. This will be a discussion item at this time. Public School Academy – State Aid Note Program is for cash flow purposes. The academy would not receive their state aid payment until October 2018. This creates a need for state aid borrowing. Application is due no later than July 16, 2018. We would not receive these funds until September 2018.

The Flint academy meets all the requirements to borrow. Ms. Glenn shared on each item number listed on the application. Ms. Glenn shared that our initial request was denied. We filed the information on time, and we are not in a deficit. Ms. Glenn shared that she would have additional conversation with Mr. Delaney after the board meeting.

#### 8. Proposed Grant Budget Adjustment

Kelli Glenn shared on the proposed grant budget adjustment and provided a handout to the board.

The spreadsheet shows Title I, Title II and Title IV grant information. Ms. Glenn shared these are the proposed changes and will be incorporated into the budget amendment in June.

#### 9. 17/18 Audit Services RFP

Ms. Glenn shared on this and provided the board with an analysis pertaining to the Request for Proposal, which was sent to six accounting firms. Three firms responded and Ms. Glenn shared this information with the board. Ms. Glenn shared her past experience with working with audit firms and shared that Taylor & Morgan came in with the best deal, however, she shared that it's usually a best practice to look at other firms.

\*\*Board held discussion around checks and balances that auditors offer. The Board treasurer shared that we should consider a looking at a change in year 5/6 as PSA's seem to be scrutinized more that public schools.

#### 10. 2018/19 School Calendar

Kelli Glenn shared the 2018/19 School calendar with the board and provided them with a copy. The document also shows the District Wide Professional Development Days and upcoming graduation dates.

#### 11. 2018/19 Budget Timeline

Kelli Glenn shared the proposed resolution information with the board and provided them with a copy. Board will receive a draft on 6/14/18. The public hearing is 6/21/18, and this budget would be brought to the board for approval at this (June) board meeting.

Mr. Delaney asked if attorney fees come out of the board's three percent. Ms. Glenn shared this is accurate information. Mr. Delaney asked if the realtor's fee would come out of the three percent and Ms. Glenn confirmed this is accurate. Mr. Delaney asked if board training would come out of the three percent and Ms. Glenn confirmed this is accurate. Mr. Buetow shared one of the major expenses of the three percent were due to the changes/renovations needed at the Ann Arbor facility. Mr. Buetow shared that all debts incurred at the Ann Arbor building have been paid. Mr. Buetow shared with Mr. Delaney the rationale as to why the Ann Arbor building closed. We are in a better financial situation with the three percent than we have been in the past. Mr. Delaney asked for clarification on how much the three percent equates to. Ms. Glenn shared the three percent on the most recent financial report equated to \$38,231.00.

Mr. Delaney shared that Lake Superior State University (LSSU) has an issue with this. LSSU wants the board to work with (ESP) WAY Program, however, they want the board to govern, making the board an equal partner with the ESP.

LSSU wants the charter boards to grab onto leadership. They want the board to have access to whatever experts they need to assist them in making this a successful school. The board governs and runs the school and has the power to do what they want. Mr. Delaney shared the percentage needs to be higher for the board. Mr. Delaney shared he feels the number is inadequate. Mr. Buetow asked Ms. Glenn where we are at in the reauthorization process. Mr. Delaney shared this information with the board. He shared that Ms. Hernandez has provided the documentation that was requested. LSSU's attorney wanted to ensure that the 5-O-D is enforced at the school. The two remaining items are the Lease and ESP Agreement. LSSU's attorney is expecting is a certified opinion from Mr. Delaney, which has been provided.

Mr. Delaney shared on his experience on reviewing communication between teacher/student at the Campus. He shared the HERO system being used is excellent.

Attorney for the landlord has really worked well with Mr. Delaney on obtaining a five-year lease.

Mr. Delaney shared on the ESP agreement. He shared that he contacted the ESP for additional money to be provided to the board. The ESP came back to him with the same percentage being offered to the board. Mr. Delaney shared that if the board doesn't use the entire 3 percent, the balance would go to the ESP. Ms. Glenn shared the remaining board monies go into a fund



balance. Mr. Delaney indicated the new agreement doesn't reflect this. Mr. Delaney asked for confirmation on attendance at the campus over the past several years and Ms. Glenn shared this information with the board. Mr. Delaney is still recommending the ESP provide the board with additional monies. Mr. Delaney asked for board feedback on what they want done with this situation.

Mr. Delaney is recommending the board allow the board president to sign the resolution the resolution allowing both to work on reauthorization.

Mr. Delaney asked how many members have attended a conference on PSA training? Some had not attending a previous training. Mr. Delaney shared that the ESP recommended the board budget for conferences/training.

Ms. Glenn shared that one of the board members is requesting to leave the meeting. If there are items that need full board approval and/or need to be voted on, we would request to move forward on these so the board member can leave.

#### 12. May 2018 Thomas & Delaney Invoice

Ms. Glenn shared on this invoice and provided a copy to the board. The invoice shows time was spent on reauthorization.

### B. Action Items

#### 1. Accept Financial Report

Motion made to accept the March and April 2018 Financial Report as presented by Angela Nelson/Seconded by Lori Wright. All members voted with Aye. There were none opposed. Approved unanimously.

#### 2. Approve Resolution to Designate Independent Audit Firm

Motion made to approve the Resolution to Designate Independent Audit Firm (Taylor & Morgan) as presented by Melissa Cabine/Seconded by Angela Nelson. All members voted with Aye. There were none opposed. Approved unanimously.

#### 3. Accept 2018/19 School Calendar

Motion made to accept the 2018/19 School Calendar as presented by Lori Wright/Seconded by Angela Nelson. All members voted with Aye. There were none opposed. Approved unanimously.

#### 4. Approve 2018/19 Budget Timeline Resolution

Motion made to approve the 2018/19 Budget Timeline Resolution as presented by Melissa Cabine/Seconded by Lori Wright. All members voted with Aye. There were none opposed. Approved unanimously.

#### 5. Approve the May 2018 Thomas & Delaney Invoice

Motion made to approve the May 2018 Thomas & Delaney Invoice as presented by Melissa Cabine/Seconded by Lori Wright. All members voted with Aye. There were none opposed. Approved unanimously.

Motion made to approve Resolution authorizing Howard Buetow to sign any documents necessary for the academics charter reauthorization with LSSU, including but not limited to, ESP Agreement and Lease by Angela Nelson/Seconded by Lori Wright. All members voted with Aye. There were none opposed. Approved unanimously.

VIII. LSSU Authorizer Liaison Report – Garnet Green

Garnet Green shared that he would like to yield his time to Mr. Delaney. Any information that LSSU needed to convey to the board will be forwarded to the board president (Howard Buetow).

Mr. Delaney spoke to the board and shared that he feels wonderful things are going on at WAY Academy and he can see great work that is going on. He's excited about seeing this school's growth and potential. Mr. Buetow shared on an opportunity that WAY Program had approached them about last year and the board decided to decline as the opportunity was in Roseville. One thing the board noted, is they felt they could possibly incorporate something similar at the Flint campus site. The board would also like to see the students working with some vocational education programs as well.

IX. Board Committee Reports/Comments: None.

X. Announcements: None.

XI. Call to the Public: None.

XII. Adjournment

Motion made to adjourn at 7:16 pm by Angela Nelson/Seconded by Lori Wright. All members voted with Aye. There were none opposed. Approved unanimously.

Meeting adjourned at 7:16 pm.

**Minutes Certification:**

Approved minutes of May 17, 2018 Regular meeting respectfully submitted,

Don Wright  
Secretary

6/27/18  
Date