Board of Directors Meeting Minutes
(VIRTUAL)
Wednesday, October 28, 2020
Inkster Preparatory Academy
27355 Woodsfield St.
Inkster, MI 48141

Call to Order at 6:07 pm

I. Call to Order
II. Roll call by the President

Present:
Mrs. Delphine Oden _ Present
Mrs. Ernestine Williams_ Present
Ms. Tonya Jenkins _ Present
Mr. Garnet Green_ Present

The following individuals also attended the meeting:
Shawn Hurt, School Leader, Inkster Preparatory Academy
Pamela Farris (ACCEL Schools)
Deb Rosebush (ACCEL Compliance)
Jonathan Trout (CMU)
Kristin LaMay (ACCEL Schools)
Latonja Stephens, Director of Academics, Inkster Preparatory Academy
Mrs. James, Notary Public
Sharon Arnett, ACCEL Food Service Consultant

III. Public Comment (limited to discussion on agenda items only) – None

IV. Approval of the October 28, 2020 Regular Board Meeting Agenda

Motion made by: Delphine Oden moved to approve the agenda as presented.
Supported by: Ernestine Williams
Votes for: 4 Votes Against: 0
Motion was carried with 4 affirmative votes.

V. Old Business

a. Approval of the September 23,2020 Board Meeting Minutes
Motion made by: Delphine Oden moved to approve September 23, 2020 Board Meeting Minutes
Supported by: Tonya Jenkins

Votes for: 4 Votes Against: 0
Motion was carried with 4 affirmative votes.

b. Board Member Vacancy Update

Mr. Hurt has been trying to contact Ms. Walls and she has been interested but she needs to have her license updated for Michigan. Mr. Trout, will investigate with CMU regarding what type of proof of residence is acceptable and let Mr. Green and Mr. Hurt know so that they can advise Ms. Walls on what she needs to complete application process.

c. Title IX Special Board Policy Update

Mr. Hurt confirms that Title IX Board Policy will require board actions. In addition, Mr. Green and Mr. Hurt will meet with Dr. Angie Maldonado to go over the policy. The policy says that there is no discrimination going on based on gender in regards to educational programming towards students and/or staff.

VI. New Business

a. Oath of Office Swearing in of Mr. Green

Mrs. James administered the Oath of Office to Mr. Green. Mr. Green will send signed Oath of Office Affidavit to Mr. Hurt.

b. Variety Foods/MDE Guidance

Sharon Arnett (ACCEL food service consultant) updates the board on what is happening this school year with food service and the state of Michigan. Traditionally, Inkster Prep participates in the national food program. After March (and unexpected school closing do to COVID 19) everyone was shifted to the Summer Food Feeding Program by the USDA. The waiver given to support the program expired on June 30, 2020. USDA did not make a decision to extend the program and instructed ACCEL to move on with the food service contract as was done previous to school closure.
USDA unexpectedly extended the waiver, in the second week of September, 2020. However, the state and USDA determined requirements that made it necessary for schools without the Summer Food Feeding Program within their contract would have to apply for the program. Inkster Prep did not have this in their original contract and would need an addendum to their food contract. Sharon Arnett is waiting on MDE to provide correct documentation for the vendor and the school to fill out. Variety Food Services assured that they would work as partners and continue to provide the food needed for students.

c. Board Re-certification of Monthly Extended COVID 19 Learn Plans (ECLP) Actions

- Mr. Hurt summarizes that things have been running smoothly without any instances of COVID 19 cases among neither students nor staff. We continue to temperature check all of the staff, students, and any parents (before they enter the building). In addition, staff completes a COVID 19 questionnaire before coming to school.
- Mr. Hurt informs that IPA teachers are completing a 2 Way communication form for virtual students that documents teachers are meeting with each student (or their family) for at least 2 times to go over academic progress.
- For the week of September 18, 2020, 79% of our students were contacted.
- For the following week, IPA was at 84%; 87% the following week; 100% during Count Day week; then for the last 2 weeks we have been at 82%
- Administration has been doing everything possible to contact parents to ensure that students are attending classes.
- Mrs. Farris, congratulated IPA staff for continuing to communicate with IPA families over the past few months, to have maximum capacity/participation, as well as for, following procedures for healthy entry to the school.

d. CMU Charter Reauthorization

- Mrs. Farris informs that the Reauthorization process is a way to look over contract between ACCEL, CMU and the BOARD. Three fundamental questions are reviewed – 1. Is the academic program successful? 2. Is the organization viable? 3. Is the Academy demonstrating good faith in following the terms of its contract and all applicable laws?
- The whole process is a review of all the work that has been done over the years by Inkster Preparatory Academy. Looking at all areas: instruction, curriculum, staffing review and facilities. CMU will give date when that process will happen. We will have to present to CMU all of the documents, information and evidence that we have satisfied the contract in terms of delivering a high performing opportunity (which Inkster Preparatory Academy has done) for students. CMU will conduct several onsite reviews (site, staff, and facility) and then make a decision on whether or not they would like to reauthorize Inkster Preparatory Academy and for how many years they would authorize. The contract expires, June 30, 2021.
- Mr. Trout advises ACCEL to look at existing contract and then address any changes – i.e. curriculum changes anticipated and facility

changes. This will move the process along with CMU who could then provide any missing pieces.

- Mr. Green wants to ensure that the board is properly informed about the reauthorization process to be able to provide whatever is needed for completion.

VII. School Leader's Report – Mr. Shawn Hurt

a. School Start Update

- Everyone was prepared for the first day of school.
- 100% of our 211 (up from last year's 186 count) students were present for Count Day
- Update on Charter School Expansion Grant is that final submission has to be in by November 6th. The grant is for 1.2 million dollars for the middle school; We will know on December 2nd if IPA did get the grant and the funds will become available Jan. 2nd.
- After school tutoring has started (virtually) 2 times a week for 1 hour per session. Teachers have also expressed the desire to conduct Saturday sessions.
- NWEA MAP testing has been completed. We are currently at about 93% with a threshold of 95% and by Friday we anticipate to be at 98%. Ms. Stephens has facilitated the testing and has had create scheduling/monitoring to accomplish testing.
- Leadership is still working with Becoming Data Wise program through CMU/Harvard. This is year 3 of our participation.
- Mr. Hurt, in response to Mr. Trout's question, informed the board that our Special Education teacher will be leaving for another position, as well as, our Second Grade teacher.
- Mrs. Farris indicated that they are conducting teaching interviews online and there are several teachers that have been interviewed.
- Gov. Whitmer has signed another bill to give certified teachers/support staff who have worked over the Spring a stipend for $500/$250 respectively.

VIII. ACCEL School's ESP (RVP) Report – Mrs. Pamela Farris

- Mr. Green asks question regarding IPA having any partnerships with daycares etc. to help with enrollment.
- Mrs. Farris indicates to the affirmative and adds that the bulk of our new enrollment students are kindergartners.

IX. ACCEL Schools Compliance Report – Mrs. Deborah Rosebush

- IPA is in good "shape" in EPI Center
- Mr. Hurt is working collaboratively to budget for grant dollars through programs that will effectively support our middle school.

X. Financial Report September, 2020 – (unaudited) – Mrs. Kristen Lamay

- We had a meeting last Thursday with Mr. Hurt and Tanya Jenkins regarding the first quarter report
- By the end of September, IPA had $462,000 in current assets and $409,000 in current liabilities
- The current year to date Board Fund Balance is $53,054
- Revenue expenditure – budget will be revised for the adjustment to enrollment of 211 as opposed to original 225 target. We will receive revenue based on state aid in October.
- Coronavirus relief funds that came in on August have to be spent by December.
- Expenditures – we want to see them at 25% in all areas except for in terms of salaries and benefits where we would expect to see expenditures 17% or less.

Motion made by: Ernestine Williams motions to accept financial report for September, 20202
Supported by: Tonya Jenkins

Votes for: 4 **Votes against: 0**
The vote was carried with 4 affirmative votes

XI. Board Re-certification of Monthly Extended COVID 19 Learn Plans (ECLP) Actions

- Mr. Green indicated **that public comment will be allowed for** the Monthly Extended COVID 19. An additional line item is added because plan template asks the board to allow for solicited comments from the public prior to the board taking action. Some academies solicit comments from their parent stakeholders prior to the board meetings. This would be part of the meeting as well as stakeholders who show up in person* We want to make sure that if public arrives at a meeting they also have an opportunity to comment.
- Currently, our 2-way communication attendance numbers are: 9/25/20 – 84%; 10/2/20 – 87.6%; 10/9 – 100%; 10/16/20 – 82.6%; and 10/23/20 – 83%
- Mr. Green asks if there were any public solicitation from parents or other community stakeholders on how the Extended COVID 19 planning has been going thus far?
- Mr. Hurt has indicated that parents have talked to him regarding COVID 19 and are overall pleased with the measures being taken to keep the school safe.

Motion made by: Ernestine Williams motions to accept the Resolution for the COVID report for the dates on the report.
Supported by: Tonya Jenkins

Votes for: 4 Votes against: 0
The vote was carried with 4 affirmative votes

XII. Committee Reports

a. Education Committee – Trustee (President) Green

Mr. Green has no report.

b. Finance Committee – Trustee Jenkins

Trustee Jenkins met with Mrs. LaMay on Thursday. They had a little discussion regarding the substitute teachers' salaries.

In addition, Ms. Jenkins suggested that there be a meeting regarding substitute teachers issue and how to increase the amount of certified teachers in the classroom.

XIII. CMU Report – Mr. Jonathan Trout, CMU –

- On Nov. 19, 20 or the 23 there will be the Board President's Roundtable (around 12:30 in the afternoon). Another board member can participate in the board president's place if he cannot make it. Please let CMU know if that is the case and that representation from the IPA Board is greatly appreciated
- Virtual Board Meetings are good through the end of the year and most likely through to next year in the case of emergencies (which looks likely as the pandemic numbers increase)
- As IPA Board strategically plans they should consider the issue of the facility situation for next year, given the COVID environment, some timetable should be gotten regarding facility renovations. *Would not want renovation issue affect Charter School Expansion Grant.
- It is a good time for IPA Board to find or discuss policy on how to talk to press especially if there is an incident of COVID 19 that reaches the news. Policy should be consistent among everyone and coherent in how to speak to the press.

XIV. Extended Public Comment - None

XV. Other Business –

- Mr. Green asks about the number of certified teachers at Inkster Prep.
- Mr. Hurt responds that there are 6 substitutes and only 2 certified teachers in the classroom.

- Mr. Green welcomes ACCEL to tell board members how they can assist in increasing the number of certified teachers in the school since the ratio of certified teachers is an important aspect of ACCEL's contract.
- Mrs. Farris, says that they are doing everything possible to retain and/or recruit certified teachers for IPA. She also indicates that certified teachers are being interviewed and ACCEL is consistently putting out communications (i.e. virtual teacher fairs, etc…) to recruit teacher.
- Mrs. Farris reiterates that there is a trend/shortage of certified teachers though in every other measure IPA is performing very well.
- In addition, Mrs. Farris says that people are leaving due to other opportunities but not necessarily money
- Mrs. Oden asked if IPA salaries were comparable to salaries around the area.
- Mrs. Farris informs there is a comparable scale to a degree since it is hard to compete with DPS very high salary scale, especially for new teachers. We have to operate within budget according to enrollment.
- Mrs. Oden asks if our qualified staff or newly qualified teachers are getting any bonuses or incentives to stay and work at IPA.
- Mrs. Farris responds that returning certified teachers are receiving a $2,250 bonus and new teacher do have a sign on bonus.
- Mr. Green reminds that, as a board president, he understands that the area of certified teachers will come up, as a serious issue and the board is ready to assist although not responsible.
- Ms. Jenkins is wondering about renovations since grades at IPA will be expanded and there needs to be space
- Ms. Farris agrees and is working on a timeline for renovations and how this problem will be solved (depending on phase the school is in She will work to bring information by the next board meeting.
- Mrs. Rosebush suggest the board to move the board meeting to another date for November as a way of accommodating reports that need to be submitted in November.
- Mrs. Williams suggested moving the board meeting to the 18th since the Regular Board Meeting is scheduled for the day before Thanksgiving.

Motion made by: Ernestine Williams motions to change November meeting to November 18, 2020 at 6 pm.

Supported by: Delphine Oden

Votes for: 4 Votes against: 0

The vote was carried with 4 affirmative votes

***Ms. Jenkins added that based on Thursday meeting with Mrs. LaMay the audit will not be completed until December 1, 2020 due to COVID.**

XVI. Adjournment –

Motion made by: Ernestine Williams moved to adjourn at 8:06 pm.
Supported by: Delphine Oden
Votes for: 4 Votes against: 0

Recording Secretary Name: Latonja Stephens
Signature: Latonja Stephens 11/09/20

Board Secretary Name: Ernestine Williams
Signature: Ernestine Williams 11/23/20