



**Date:** October 10, 2017

**Time:** 6:00pm

**Location:** GEE White Academy

**Regular Meeting Minutes**

**\*\*REVISED\*\***

**Agenda Items**

<p><b>1. Call to Order:</b> Member Lindsey called the meeting to order at 6:09pm</p>
<p><b>2. Roll Call of Board Members:</b></p> <ul style="list-style-type: none"> <li>• Jackqueline Lindsey (<i>President</i>) – <b>Present: Y</b></li> <li>• Alicia Merkerson (Vice President and Secretary) – <b>Present: Y</b></li> <li>• Matur Khan (Member) – <b>Present: N</b></li> <li>• Sam Noor (Member) – <b>Present: N</b></li> <li>• Antonio Hitchcock (Treasurer) – <b>Present: Y</b></li> </ul>
<p><i>Also in Attendance: Michael Conran, GEE; Vanessa Gulley, DPS; Muayad Mahmoud, Board Liaison; Kyra Harris, Legal; Jamil Issa, GEE; Faye Bussey, Assistant Principal; Basel Aljabari, Business Manager; Manu Wells, Admin. Assistant; Blake McGhee, Student Advisor; Shauna Bentley, Board Liaison</i></p>
<p><b>3. Recite Academic Mission Statement:</b> The GEE White Academy Board of Directors Recited the Academic Mission Statement.</p>
<p><b>4. Public Comment:</b> None</p>
<p><b>5. Agenda Review and Amendments Requested:</b> None</p>
<p><b>6. Consent Calendar:</b> After careful review and discussion, Member Lindsey motioned for the approval of both the September 12, 2017 Regular Meeting Minutes and the October 10, 2017 Regular Meeting Agenda. Member Hitchcock seconded the motion and it carried without opposition (3-0).</p>
<p><b>7. Principal Report:</b> Assistant Principal Faye Bussey gave the Principal’s report on behalf of Principal Thomas Talmadge. <del>The following items were discussed: Count Day, authorizer goals, field trips, assessment schedule, staffing, PBIS and the School Improvement Plan. Student Advisor Blake McGhee presented information regarding the PBIS program and student activities.</del></p> <ul style="list-style-type: none"> <li>- <b>Count Day: 85 new students; 388 on count day (395 including 10 day count student tracking)</b></li> <li>- <b>DPS Authorizer Goals = 70% vs. School Goals = 85% by 2022</b></li> <li>- <b>School events, Kindergarten Field trip, assessment schedule, staffing (hiring a degreed, non-certified Kindergarten teacher (served as long-term sub previously) and new Parent Liaison shared with Edmonson), and the School Improvement Plan</b></li> <li>- <b>Dean of Students, Blake McGhee, presented information regarding the PBIS program and student activities.</b></li> </ul> <p><i>The Academy Board requested:</i></p> <ul style="list-style-type: none"> <li>- <i>An analysis of where the Academy stands regarding reaching SIP goals for the year and progress monitoring.</i></li> <li>- <i>The SIP report presented be updated.</i></li> <li>- <i>Detail added to Principal’s Report RE: Classrooms (i.e. teachers, class size, demographics)</i></li> </ul>

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- *Count Day numbers need to be confirmed and reported to the board.*

Member Merkerson inquired if there were any complaints from parents for the current school year. Mrs. Bussey noted that everything is going well and families are pleased with how things are going with no verbalized complaints.

**8. Treasurer Financial Report:**

- Member Hitchcock inquired about Franklin River Apartments listed on the check register presented to the board. Finance Director Jamil Issa noted that it was a garnishment for a current employee.  
*Member Hitchcock requested that the Verizon bill be provided the Academy Board of Directors.*  
*Member Hitchcock requested the check register reflect a note of what the check is regarding and that the detailed Verizon bill be provided to the Academy Board of Directors.*  
After careful review and discussion, Member Lindsey motioned for the approval of the September Monthly Financials. Member Hitchcock seconded the motion and it carried without opposition (3-0).
- The Profit and Loss by Class was provided to the Academy Board of Directors.  
*The Academy Board requested a comprehensive marketing plan for GEE White Academy.*
- The Check Register was provided to the Academy Board of Directors.
- Member Hitchcock is waiting for a tablet to be provided by GEE.**

- 9. Authorizer Report:** *DPS* Board Liaison Vanessa Gulley noted that a facility review will be conducted between October 9-18<sup>th</sup>. There will also be quarterly meetings with the school leader (**next meeting is 10/25**). There is a November networking event for board members hosted by DPSCD Office of Charter Schools (**Date: TBD**).

**10. GEE Report:**

Michael Conran gave the GEE Report to the Academy Board of Directors. Mr. Conran noted that the climate in the Academy is positive. He discussed **virtual** professional development sessions for academic staff.

**Announced Mr. Wells is resigning (last day 10/12/17).**

Mr. Conran invited the Board Members, **DPS and others** to the Annual Retreat ~~in December at GEE's Main office in Ann Arbor.~~ (12/9/17, 9am-2pm). A formal invite will be sent with an agenda and details.

*The Academy Board requested a report noting the number of students tested by grade level,*

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*including percentages and how many are at 50% and above.*

**11. GEE White Goal Report Review:**

None

**12. Correspondence:** None

**13. Old Business:**

- a. The tabled May 2017 Monthly Financials and Check Registers were presented to the Academy Board of Directors. After careful discussion and review, Member Lindsey motioned for the approval of the financials as presented. Member Merkerson seconded the motion and it carried without opposition (3-0).
- b. The Futures Contract was presented to the Academy Board of Directors. After careful discussion and review, Member Lindsey motioned for the approval with the recommendation of legal counsel of the Futures Contract as presented. Member Hitchcock seconded the motion and it carried without opposition (3-0).
- c. The TES Contract was presented to the Academy Board of Directors. After careful discussion and review, Member Lindsey motioned for the approval with the recommendation of legal counsel of the TES Contract as presented. Member Hitchcock seconded the motion and it carried without opposition (3-0).
- d. Legal Reviewed the questions and answers listed on the Due Diligence questionnaire. Legal recommended that the Academy Board President sign.
- e. The Annual Conflict of Interest form was provided ~~to~~ and signed by Member Hitchcock.
- f. The Annual Conflict of Interest form was tabled for next Month for Member Khan.
- g. Merit Pay report was presented to the Academy Board for the 2016-17 school year.
- h. The Resolution Designating Bank Accounts for Deposit of State Aid ~~requires signature~~ was signed.
- i. Resolution of the Board to Designate Account Signatory ~~requires President Signature~~ was signed.
- j. Resolution Designating GEE to Access Accounts to Monitor Activity & Perform Financial Reporting signed, already approved during the Annual Organization Meeting.
- k. Resolution Designating the Banking Electronic Funds Transfer Officer ~~requires signature, already approved during the Annual Organizational Meeting.~~ removed; member Lindsey noted that the Board has never approved use of this resolution.
- l. Resolution Appointing Personnel Authorized to Negotiate and Implement Contracts

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<p>requires signature, already approved during the Annual Organization Meeting.</p> <p>m. Resolution Appointing Board Corresponding Agents signed, already approved during the Annual Organization Meeting.</p>
<p><b>14. New Business:</b></p> <p>a. Member Merkerson inquired about the language used in the Management Representation Letter for the Financial Audit. Finance Director Jamil Issa called, and placed on speaker, Anthony Sasinowski (Plante Moran representative) to provide clarification. The auditor confirmed that there were no findings and the Management Company verified this as well. It was recommended that the Board President sign the letter.</p>
<p><b>15. Board Development:</b> None</p>
<p><b>16. Extended Public Comment:</b> Manu Wells, current Administrative Assistant at GEE White Academy noted that he was resigning and stated his appreciation for the opportunity to work at the Academy. Mr. Wells noted that he wanted to make sure that students are being kept safe through regular meetings by the Admin team <b>and to review and maintain the school safety plan (clarity in emergency procedures needed); enforced protocols and procedures re: visitors, field trips, and Title I.</b></p> <p><b>Mr. Conrad made note that Mr. Wells is sharing inaccurate information.</b></p>
<p><b>17. Comments from the Board:</b> <b>The Board addressed both Mr. Conrad and Mr. Wells stating that they will review and address all voiced concerns.</b></p>
<p><b>18. Requested Items from Board Members:</b></p> <ul style="list-style-type: none"><li>• <i>The Academy Board requested an analysis of where the Academy stands regarding goals for the year and progress monitoring. The Board also requested that the SIP presented be updated.</i></li><li>• <i>Member Hitchcock requested that <b>check register reflect more detail in the memo for the Franklin River Apartments and the Verizon bill be provided the Academy Board of Directors. Member Hitchcock is waiting for his tablet from GEE.</b></i></li><li>• <i>Member Merkerson requested that a breakdown be provided of current teachers and classroom sizes <b>along with other detailed demographics.</b></i></li><li>• <i>The Academy Board requested a <b>comprehensive</b> marketing plan for GEE White Academy.</i></li><li>• <i>The Academy Board requested a report noting the number of students tested by grade level, including percentages and how many are at 50% and above. <b>This report is due by the November 14, 2017 board meeting.</b></i></li><li>• <i>The Academy Board requested <b>accurate student count numbers.</b></i></li></ul>

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**GEE White Academy**  
5161 Charles St. Detroit, MI 48212  
(313) 866-3595

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- *The Academy Board requested accurate student count numbers.*

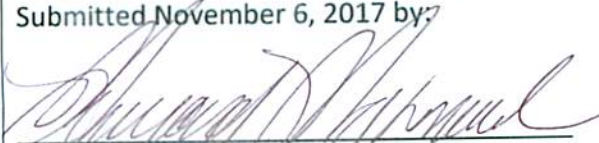
**19. Reconfirmation of Next Board Meeting:**

The Academy Board of Director confirmed their next meeting on Tuesday, November 14, 2017  
Time: 6:00pm Location: GEE White Academy

**20. Adjournment:**

Member Lindsey motioned for the adjournment of the GEE White Academy Board meeting at 7:23 pm. Member Hitchcock seconded the motion and it carried without opposition (3-0).

Proposed Revised Minutes Respectfully  
Submitted November 6, 2017 by:



Muayad Mahmoud, Board Liaison

Approved by the Board of Directors at its  
November 21, 2017 Special Meeting:

Alicia Merkerson, Board Secretary

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