

Multicultural Academy Board of Directors
Regular Meeting Minutes
October 24, 2012 2:30 pm

I. Meeting Call to Order

The meeting was called to order at 2:40 p. m. at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

Dr. Khalil Samaha-President
Richard DeBacker-Secretary
Shafik Khalil-Vice President
Yameen Jaffer-Treasurer

Also Present:

Randa Furrha-Principal
KC Farha-UMC
LaTasha Mitchell-Board Recorder
Yasser Farha-Public
Dennis Theis-Maner Costerisan
Pat Vector-BMCC
Brian O'Riley-Croskey, Lanni and Company
Vince Buccirosso-UMC

Approval of Agenda

Motion by Richard Debacker, supported by Shafik Khalil that the agenda be approved. Motion passed unanimously.

III. Approval of Minutes

Motion by Richard DeBacker, and second by Shafik Khalil to approve the September 27, 2012 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

None.

Reporting

A. Administration Report

Professional Development:

- October 24- MI Health Model training for the PE/Health teacher
- October 30-Wonders Reading program

MDE/MEGS/Bay Mills accreditation:

- October 24, 2012- Fall Announced Visit with Ron Helmer from Bay Mills.
- October 29 and 30 2012-Bay Mills meeting in Brimley

Student achievement/Progress reports:

- Created teacher resource binders that include student tracking system, a comparison report of Common Core Standards, and NWEA scores.
- Met with sales representative, Kevin Clark, to discuss how we align our resources to our curriculum.
- Ordered additional student and teacher access of online curriculum and set-up the logins for teacher and students access.
- Contacted outside Core Knowledge schools to gain additional resources such as the pacing guide.
- Altered lesson plan format and the way in which teachers save their work.
- Scheduled and organized in house staff training.

Title I Coordinator is working on the following items:

- updated Title 1 students in PowerSchool
- 31a and Title 1 picks
- keep logs of At-Risk staff weekly schedules and conference forms, and bi-weekly PARS forms
- created a laptop schedules for the school to use them more efficiently
- put together the school improvement meeting on October 17th to discuss math strategies and Bay Mills question
- Gathered answers for Bay Mills announced visit from the School Improvement Team

ELL Teacher is working on the following items:

- Administered the ELPA Screener to all new enrollees with a home language other than English
- Administered the MEAP to ELL students in small groups (grades 3-9).
- Began the after-school Title III program
- Supervised and trained Title III Parapro
- Modified classroom assessments for ELL students
- Worked with ELL students in small groups during class time
- Helped high school teachers develop ideas for working with newcomers
- Discussed and brainstormed strategies to implement with classroom teachers

Lead Teachers and Mentors are working on the following items:

- High school website: created a new website for the high school to implement

- discussed observations, classroom management, grading, assessments, and forms (SA, PDP, PD log)
- helped the math team make a bulletin board and answer questions for the math team
- helped teachers fill out their forms and consolidated their data
- Teacher Observations—teachers were observed, then lead teachers met with the teachers to discuss observations
- Met with Curriculum Coordinator to discuss how to best assist the K-2 teachers with teaching Science and Social Studies.
- Taught K-5 teachers how to use Power School Grade book
- Mentoring Meeting with K-5 staff on how to better manage and differentiate learning using the “Centers” and small group teaching approach.

MEAP coordinator is working on the following items:

- Pulling students to make-up missed MEAP testing
- Making Barcode labels for MEAP answer documents
- Organizing MEAP materials
- Organize, inventory, and ship all MEAP materials off for scoring

High School Advisor is working on the following items:

- Weekly Grade Report Policy was developed and discussed with staff.
- Met with students to answer any questions they had regarding their classes.
- Updates/changes to student schedules on-going.
- Scheduled 5 new students in Powerschool.
- A policy for High School Staff Mentors was developed and approved by Mrs. Furrha. An overview was given to the High School staff regarding their role as Staff Mentor's. Calling parents regarding any questions they may have, notifying parents of grade concerns, and sitting down with parents to show them how to use the Parent Portal for Powerschool will be a few of the duties they will perform.
- Staff Mentor call/email spreadsheet was developed and given to staff to update. Once updates are complete they will be put into Powerschool. Staff will be asked to review/update the information regarding their students at the beginning of each quarter. This will ensure that contact information is current.
- Scheduled the Explore Test (8th Grade) and Plan Test (10th Grade) for students. Testing will take place in the Spring.
- Attend High School staff meetings on Tuesday's and Thursday's.
- Contacted Mary Beno from Livingston ISD to send us information for MI Health Model training for the PE/Health teacher. Training takes place at the end of October.

Administrative Assistant is working on the following items:

Jan Buccirosso Retired early for medical reasons. She has been a great resource in the office. She is volunteering in the office and training the new administrative assistant Roxann Morcom

Assistant Principal of Student Affairs Discipline is working on the following items:

- Continuing to serve as the disciplinarian for MA
- Meeting with students regarding disciplinary concerns.

- Facilitating parent and student meetings to discuss student academic and behavioral progress and or concerns.
- The Pittsfield Police Liaison will present sessions on bullying on October 29th and 30th for Multicultural Academy students.
- Continuing to implement PBIS. We will begin character education in November 2012. Each month a virtue will be selected and whose theme will be a school wide focus for that month.
- Met with MS and HS teachers to discuss any concerns related to student affairs.
- Continuing to develop and provide various staff with data spread sheets when needed.
- Provided tours of the Academy resulting in new student enrollment.
- Processing all new applications to determine admittance to the Academy.
- Working with Child Student Team to develop behavioral strategies for students that require assistance in regulating their behavior.
- Continuing to provide support to the front office on a daily basis.

October ATM meetings:

- Grade level team meetings

Pre-School is working on:

- MA Preschool finished with closing the past year preschool with WISD (GSRP fiscal year Oct 1st-Sept 30). We are currently waiting for the totals that were paid out and the amount that will be for carry over. We also going to reconcile the General Ledger of GSRP with the excel spreadsheet and check register from purchase orders each month. All deposits from the WISD for GSRP reimbursement will be checked and tied into purchase orders in order to eliminate further problems of not receiving reimbursements in a timely manner.
- WISD established new budget with GSRP for 2012-2013. Allan Oman (Director of WISD) will be over seeing the budget and we will receive the approval from the WISD. There will also be a new Purchase Order form that will need to be used to receive reimbursements. A copy will be sent to Universal Management department.
- The 2012-2013 Budget will be sent to Board within the next week after WISD makes changes and approves.
- University of Michigan Jumpstart has started Literacy program this week. They will attend two mornings 8:45-11:00 am for both semesters. We are working with them to do two to three workshop events with our families at MA and UM Jumpstart to continue with building relationships.

Items for the Board:

None for this month

Parent /community involvement and school events:

Girls on the Run

Math Night

MAC: Multicultural Academy Committee is raising money for healthy snacks.

Co-chairperson, Mona Samaha, has organized a program with MA to purchase healthy snacks for children who do not have snacks available for them from home. The first goal is to adopt classrooms starting at the kindergarten level. Many teachers purchase snacks from their own

income to donate to students who do not bring a snack from home. We feel that a collection of \$100.00 each month would buy snacks for one grade for the full month. Ms. Samaha has also advised in trying to have companies adopt a classroom and will work with Peggy Yenor on help building relationships with other businesses.

Standard testing, periodic testing and unit testing will be used next year as an indicator for merit pay and will be based on student achievement.

B. UMC Report

C. Financial Report

The Financial report was led in review by Brian O'Riley of Croskey and Lanni & Company. The board was informed that State aid for October has not been received. Concerning the budget, things are where they expected at this time.

CAO Report

D. Public Comments

None.

E. Board Comments

None.

F. Scheduled/ New Business

-Merit Pay: Teachers and principal have received merit pay

-Front office staff: Janet Buccirosso has retired. We have hired a new administrative assistant. Randa Furrha will train her

-Food Service : Food service operations are going well.

-Audit report: The Board accepted the audit as is and recognize receiving the audit on time for the year. The board was lead in review of the audit report by Dennis Theis. The board members will have the opportunity to review the audit individually and the resolution will be approved at the next board meeting.

-Internal controls: An internal controls policy: as the first of December, there will be no check or PO or purchase over \$2000.00 without approval of CAO.

G. Extended Comments

None.

H. Public Comments

None.

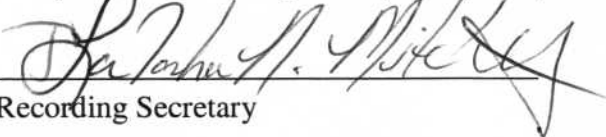
I. Confirmation of Next Meeting

November 20, 2012 2:30pm

J. Adjournment


Richard Debacker made a motion to adjourn. Shafik Khalil second. Meeting Adjourned at 3:50p.m.

Proposed minutes respectfully submitted,


Recording Secretary

Date: 11-27-12

Approved by the Board of Directors at its 11 27, 2012 meeting.


Board Secretary

11/27/12
Date