

### **I. Meeting Called to Order**

The meeting was called to order at 6:00 pm at 5550 Platt Road, Ann Arbor.

### **II. Roll Call**

Present:

Dr. Samaha-President  
Dr. Robert McTyre – Vice President  
Richard DeBacker – Secretary  
Jeffery Jones - Treasurer

Excused Absence:

Also Present:

Angie Luck – UMC  
Terry Farha – UMC  
Dr. Naji Shalabi – MA  
Michael Braden - GSRP  
Brittany Cook – BMCC  
Steve Scheel – Crosky-Lanni  
Jeff Straus – Maner Costerisan

### **III. Approval of Agenda**

A motion was made by Jeffrey Jones and second by Robert McTyre that the agenda for the December regular board meeting be approved. The motion passed unanimously.

### **IV. Approval of Minutes**

A motion was made by Robert McTyre that the minutes be approved for the November Regular Board Meeting and second by Jeffrey Jones. The motion passed unanimously.

### **V. Correspondence**

A. None

### **VI. Reporting**

A. Principal's Report

Staff

- Staff meets every Friday from 2:00 pm – 4:00 pm.
- Some of the topics that are covered in the PD are: Behavior Policy, Differentiation, SIP Goals, SIP Components and Curriculum Crafter.
- We started implementing the MTSS program in our school. Documentation is taken place as well.
- Mentorship: Teachers who have more than 3 years of experience are mentoring teachers who have less than 3 years of experience. Both mentors and mentees are documenting these meetings.
- 1 Paraprofessional from Title 1 left the building.
- Staff will be trained on Lexia on the 21<sup>st</sup> of December.

Students

- Each class has to make the morning announcement in their classrooms. Morning announcement includes the followings: Mission, vision, students' creed, Pledge of Allegiance, and character trait of the month.
- Middle school students are very happy with the rotation schedule.
- We have conducted 3 fire drills and 1 Tornado drill.
- Our enrollment shows that we have 177 students in the building.

- We started the positive behavior policy for our students. They should work hard to earn all or some of the followings: Free dress day, Pizza party, movie day, field trip and extra recess time.
- Ms. Angie Luck and Mr. Terry Farha have been very helpful in dealing with student discipline procedures and implementations.

**Parents**

- December newsletter has been posted and communicated with staff and parents.
- Parent's survey has been prepared and conducted during parent teacher conferences.
- Progress report cards were sent on December 17.
- We communicated with parents through DOJO, phone calls, emails, flyers, newsletter, conferences, voice mails, and face to face during drop off and pickups.

**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

December		
	Due Date	Date Submitted
Board Agenda – December ( 5 Business Days Before Meeting)	12/13	12/11
Transparency Requirements / Mitten Certification of Completion	12/7	11/13
Proposed Board Minutes & Attachments – December ( 8 Business Days After Approved)	1/1	
Approved Board Minutes & Attachments – Nov. ( 5 Business Days After Approved)	12/27	12/21
January		
	Due Date	Date Submitted
Board Agenda – January ( 5 Business Days Before Meeting)	1/10	
Academy Planning Document due to BMCC and Epicenter* (Note: Additional Tasks May be assigned and due on 6/30 if changes are planned at your Academy per this document.	1/31	12/21
Second Quarter Financial Statement	1/31	
Budget – Amendment to 2018-2019	1/31	
School Contact List	1/31	
Board Policy Manual	1/31	
Resolution Requesting Reauthorization – only if requested	1/31	
Proposed Board Minutes & Attachments – January ( 8 Business Days After Approved)	1/29	NA
Approved Board Minutes & Attachments – Dec. ( 5 Business Days After Approved)	1/24	

**Purchase Orders**

Meetings took place with Crosky & Lanni to review all purchase orders and payroll along with updates for GSRP reporting.

**HR/MA Personnel Changes**

Interviewing candidates for grades 1, 2, 4, MS ELA, and paraprofessionals.

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$8,334.71 / \$8,784.49	\$8,334.71 / \$8,784.49	Deposited
MDE Breakfast / Lunch	\$12,996.75	\$12,996.75	Pending
Title IA	\$	\$	
Title IIA	\$	\$	
Title IIIIE	\$	\$	
Title III IMM	\$	\$	
Title IV	\$	\$	
CAFCP	\$876.36	\$876.36	Pending
IDEA	\$	\$	
Special Education	\$	\$	

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$54,318.97
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$3,209.76	\$981.09

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$229,325.86	\$120,995.56

**Insurance**

Name	Date Paid
Health Insurance	11/2/2018



Life Insurance	10/31/2018
General Liability / Bus Insurance	12/17/2018
Workman's Compensation	Paid in Full

**Financial Audits**

Name of Audit	Date Occurring
NA	NA

- C. Financial Report
- D. GSRP Report

**Program/Parents Relations**

- Mike attended Quality Preschool Partnership meeting at WISD on December 14. Minimal changes expected through remainder of 18-19 school year.
- Parents partnered with teachers in accessing Teaching Strategies Gold Family App. Photos and videos of learning shared with parents via mobile device.
- GSRP Program Support Aide/Floater Position available - One applicant in process of completing application. Scheduled to begin January 7, pending background investigation results.

**Events**

- December 20 - Pajama, Popcorn, Movie Celebration in class.
- Parent-Teacher Conference #1 completed. 18 of 18 families reviewed development/growth reports with teacher.

**Building Safety and Security**

**Financial**

- November 2018 WISD and CACFP Reimbursements submitted
- E. Technology Report
    - No report given.

**IX. Financial Report**

A copy of The Monthly Financial Report was provided to the board for review. The board accepted the financial report as is.

**X. CAO Report**

**XI. Public Comments**

- A. None

**XII. Board Comments**

- A. None

**XIII. Scheduled/ New Business**

- A. Academy Planning Document for the 2019-2020 School Year
  - a. A motion was made by Robert McTyre and second by Richard DeBacker that the Academy Planning Document 2019-2020 be approved. The motion passed unanimously.
- B. Financial Audit Presentation 2017-2018
  - a. Will stay in early warning for 2 years. Need to have at least a 5% fund balance.
  - b. Two years left on long term debt to the management company.
  - c. State aid anticipation note for \$400,000 at 6.50% to be repaid in full by August 2019.
  - d. No significant deficiencies were noted.
  - e. Financial Audit was presented and reviewed with the Board of Directors. No management letter is needed.
  - f. A motion was made by Jeffrey Jones and second by Robert McTyre that the 2017-2018 Financial Audit be approved. The motion passed unanimously.

**XIII. Extended Comments**

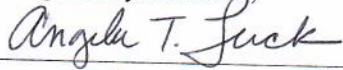
- A. Public
  - a. None
- B. Board members
  - a. The Comerica bank account will be closed and balances will be transferred to our current financial institution (Chase).
  - b. Will go to the bank and get the old vice president's signature off the accounts. Robert McTyre will go with Dr. Samaha to be the second signer.
  - c. A motion was made by Jeffrey Jones and second by Richard DeBacker that Shafic Khalil's signature be removed from the bank accounts and Robert McTyre's be added.

d. The academy's lunch program has been approved for free lunch for all students.

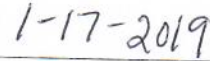
**XV. Confirmation of Next Meeting**  
January 17, 2019 at 6:00 pm

**XVI. Adjournment**

Jeffery Jones made a motion to adjourn Richard DeBacker second. Meeting adjourned at 7:11 p.m.  
Minutes respectfully submitted,



Recording Secretary



Date

Approved by the Board of Directors at its January 17, 2019 meeting.



Board Secretary



Date