

Multicultural Academy Board of Directors
Regular Meeting Minutes
Date: November 29, 2018
Time: 6:00 pm

I. Meeting Called to Order

The meeting was called to order at 6:07 pm at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

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

Excused Absence:

Jeffery Jones - Treasurer

Also Present:

Angie Luck – UMC
Terry Farha – UMC
Dr. Naji Shalabi - MA
Brittany Cook – BMCC
Steve Scheel – Crosky-Lanni

III. Approval of Agenda

A motion was made by Robert McTyre and second by Richard DeBacker that the agenda for the November regular board meeting be approved. The motion passed unanimously.

IV. Approval of Minutes

A motion was made by Richard DeBacker that the minutes be approved for the October Regular Board Meeting and second by Robert McTyre. 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: Restorative Practices, Classroom Management, Differentiation, SIOP Model, SIP, and Curriculum Crafter.
- We started implementing the MTSS program in our school. Documentation is taken place as well.
- Mentorship: Teachers who have less than 3 years of experience are being mentored by teachers who have more than 3 years of experience. Both mentors and mentees are documenting these meetings.
- 2 educators from the state visited the school and met with administrators regarding the budget. The meeting took place in the principal's office on October 30 at 11:00 am.
- The last day for the Art teacher was on November 1. We added 1 Arabic class in order that teachers will not lose their prep time.
- The principal scheduled 3 meetings with every staff member for observation: Pre observation meeting, observation and post observation meeting. Teachers have to answer certain questions before each meeting as this is required by the Danielson Model.
- K-5th teachers attended a webinar meeting on November 9 about Wonders reading program.
- 2nd grade teacher left the building to work in another charter school.

Students

- Once K-5th students arrive, they report to the lunch room, take their breakfast and eat in their classrooms. However, the middle school students report directly to their classrooms as breakfast is distributed in their classes. This is to minimize the middle school students' movements in the building.
- 4th-8th graders elected 3 students from each class to represent their class. Then, all grades elected the president of the student council. The student council has been helping in monitoring the buses.
- 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 4 fire drills so far.

Parents

- Math Curriculum Night took place on October 26 from 2:00-4:00 pm. 50 families participated in the event. We had 9 stations, as students with their parents had to move from station to station and at the end, they got pizza, juice and ice cream.
- The November newsletter has been posted and communicated with staff and parents.
- Parent's survey has been prepared electronically to be given to parents on November 16th.
- The end of the first marking period was on November 9.
- Parent Teacher Conferences will take place November 16 from 1:45-4:45 pm. Students and parents will get pizza, juice, ice cream and a free dress day for students if their parents attend the conferences.
- We communicate 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.

November	Due Date	Date Submitted
Board Agenda – November (5 Business Days Before Meeting)	11/8	11/2
Audited Financial Statement and Management Letter (include A133 if completed)	11/2	11/2
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/16	11/2
MEIS/MSDS (SRSD) FTE-DS4061, including MI-CIS for Special Education (FALL)	11/20	11/13
Audited Financial Statements Management Letter Response (if needed)	11/27	11/20
Proposed Board Minutes & Attachments – Nov. (8 Business Days After Approved)	12/11	
Approved Board Minutes & Attachments – Oct. (5 Business Days After Approved)	12/6	
December	Due Date	Date Submitted
Board Agenda – December (5 Business Days Before Meeting)	12/13	
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	

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

Second grade teacher's last day will be Friday, November 16, 2018 and the first grade teacher's last day will be November 30, 2018.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$8,334.71	\$8,334.71	Pending
MDE Breakfast / Lunch	\$18,899.06	\$18,899.06	Deposited
Title IA	\$20,151.14	\$20,151.14	Pending
Title IIA	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	
Title IV	\$	\$	
CAFCP	\$286.16	\$286.16	Pending
IDEA	\$	\$	
Special Education	\$12,662.00	\$12,662.00	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$47,182.58
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$16,826.00	\$11,000.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$209,137.61	\$108,349.85

Insurance

Name	Date Paid
Health Insurance	11/2/2018
Life Insurance	10/31/2018
General Liability / Bus Insurance	10/31/2018
Workman's Compensation	Paid in Full

Financial Audits

Name of Audit	Date Occurring
NA	NA

- C. Financial Report
- D. GSRP Report
 - Program/Parents Relations
 - 18 eligible children enrolled. Enrollment full.
 - MI Child Care License Renewal complete. Corrective action items complete. New license expiration date November 2020.
 - Events
 - 1st Pre-K Checkpoint Assessment period complete.
 - Parent-Teacher Conference #1 scheduled for Nov. 15 and Nov. 16
 - Building Safety and Security
 - Financial
 - October 2018 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. Department of Treasury

a. Chelan Burks-Andrews and Beverly Greaves, from the Department of Treasury, met with Dr. Naji, Terry Farha, Steve Scheel, and Angie Luck to ask questions about the programing at Multicultural Academy. They will bring their notes back to their team and will discuss some of the needs we expressed to see if additional funding can be located to help support the academy. Ms. Burks-Andrews will have a grant writer contact us to help locate additional funding for the academy.

B. April 19, 2019

a. A motion was made by Robert McTyre and second by Richard DeBacker that the school calendar be changed to reflect a school closure on April 19, 2019 in following the Washtenaw County common calendar. The motion passed unanimously

C. 2018-2019 School Calendar

a. A motion was made by Richard DeBacker and second by Robert McTyre that the school calendar be changed to reflect the school closures on November 21, 2018 and April 19, 2019. The calendar will be changed to meet the state requirements for days/hours. The motion passed unanimously

XIII. Extended Comments

A. Public

a. None

B. Board members

a. None

XV. Confirmation of Next Meeting

December 20, 2018 at 6:00 pm

XVI. Adjournment

Robert McTyre made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:49 p.m. Minutes respectfully submitted,

Angie T. Luck
Recording Secretary

12/20/18
Date

Approved by the Board of Directors at its December 20, 2018 meeting.

[Signature]
Board Secretary

12/20/18
Date