

APPROVED
Date 9/18/2025

I. Meeting Called to Order

The meeting was called to order at 6:02 pm

II. Roll Call

Present:

Dr. Khalil Samaha- President
Richard DeBacker- Vice President
Charlotte Henderson-Treasurer
Hana Shalabi-Secretary

Excused Absence:

Also Present:

Terry Farha - UMC
Angie Luck – UMC
Mohana Mukherjee Das – MA
Tami Phelps - MA
Brittany Cook – BMCC

III. Approval of Agenda

A motion was made by Hana Shalabi and second by Charlotte Henderson that the agenda for the August 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 July 17, 2025 Regular Board Meeting second by Hana Shalabi. The motion passed unanimously.

A motion was made by Hana Shalabi that the minutes be approved for the July 17, 2025 Organizational Meeting second by Richard DeBacker. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE Update

- Fall 2025 School Accountability Workshops (in-person and virtual) covering Michigan's School Index and accountability data use.
- RESA (East Side) – Sept 10
- Saginaw ISD (Mid-Michigan) – Sept 15
- Kent ISD/Grand Rapids CC (West Side) – Sept 18 Wayne
- Virtual – Sept 25
- MICIP Evidence: Must be entered by September 30, 2025.
- End Target Outcomes: To be shared at the October meeting.

Staffing/Vacancies

- Hired: HS Science, Social Worker, Kindergarten Teacher
- Still Interviewing/Hiring: 5th Grade, 1st Grade, 2nd Grade, MS-ELA, MS-SS (currently contracted)
- Potential Replacements: 4 positions (1st, 5th, HS Counselor) if candidates do not pass the MTTC by tomorrow (may sub up to 90 days).
- Support for MTTC: Free test prep resources available through the authorizer; Cassandra suggested 1:1 support like Wayne RESA.
- Goal: One paraprofessional per grade level, plus one for MS and HS to float.
- Assistant Principal Position: Posted

Celebrations

- Summer school was successful.
- Three educators attended the Teaching to Liberate Conference in Livonia.
- Two new MOD classrooms are being delivered for high school (expected within 3 weeks).

- ELA coaching begins this year.
- Math training with SIS is scheduled for next week.
- Board meeting went well; received \$58K for literacy initiatives.

Barriers/Challenges

- Difficulty finding certified teachers and counselors.
- Assistant Principal position not yet posted.
- Limited space: additional classrooms (MODS) are still in the delivery phase.
- Large class sizes across grade levels.
- Master Schedule has two versions in draft form, not finalized.
- Behavior Support (21h funded position): Questions remain about success and long-term sustainability.

WISD Updates

- STEM books have arrived—Mohana will notify when ready for delivery.
- Dr. Stewart will recap work with the 21h funded Behavior position.
- WISD Opening Day: Monday, August 18.
- Learning Lab Series launching soon.

Teachers

- Summer School: Duration: 6 weeks
- Welcome back to school for all staff: August 18th, 2025.
- Teachers’ Professional Development: August 18th to August 29th, 2025.
- First day of students: September 2nd, 2025.

Students and Programs

- Total enrollment: 345 (as of 8/18/2025)

Parents

- Communication Updates
- Robocalls, emails, and text messages will be sent as needed to keep parents informed.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

Grants

35m has been approved and with a budget of \$58,849.00

| August 2025 | Date Due | Date Submitted |
|--|-----------------|-----------------------|
| Board Agenda – August (5 Business Days Before Meeting) | 8/14 | 8/12 |
| Board Member Oath of Office | 8/21 | 7/19 |
| 2025-2026 Board Approved School Calendar/School Day Schedule | 8/29 | 7/18 |
| School Contact List | 8/29 | |
| Employee Handbook | 8/29 | 8/22 |
| Non-Building Lease | 8/29 | |
| Fire Marshall Inspection | 8/29 | |
| School Staff Roster | 8/29 | |
| Bills over \$10,000 | 8/29 | 8/22 |
| Proposed Board Minutes & Attachments – August (8 Business Days After Approved) | 9/2 | |
| Approved Board Minutes & Attachments – July (5 Business Days After Approved) | 8/28 | |
| Organizational Meeting Approved Minutes & Attachments (5 Business Days After Approved) | 8/28 | |
| September 2025 | Date Due | Date Submitted |
| Board Agenda – September (5 Business Days Before Meeting) | 9/11 | |
| NWEA or Scantron Fall Testing Schedule | 9/12 | |
| EEM Authorization-Special Education Contact | 9/12 | |
| Emergency Drills Day Schedule | 9/19 | |
| NexSys Right to Prayer Certification | 9/19 | |
| NexSys Constitution Day Certification | 9/19 | |
| SE 4096 Special Education Actual Cost Report | 9/30 | |
| Playground Safety Training for Staff-Rules, Agenda, Attendance | 9/30 | |
| Teacher and Administrator Evaluation and Employee Certification Warranty | 9/30 | |
| Anti-Bullying/Cyber-Bullying Policy | 9/30 | |
| Testing Login Information | 9/30 | |
| Expense Reimbursement Policy | 9/30 | |
| Transparency Requirements on website/Mitten-Certificate of Completion | 9/30 | |
| Proposed Board Minutes & Attachments Sept. (8 Business Days After Approved) | 9/30 | |
| Board Minutes & Attachments Aug. (5 Business Days After Approved) | 9/25 | |

Purchase Orders

Meetings took place with CBIZ to review all purchase orders and payroll.

Grants Expenditure

| Grant Name | Expenditures | Revenue | Current/Pending |
|-----------------------|--------------|-------------|-----------------|
| MDE Breakfast / Lunch | \$ | \$ | |
| Title IA | \$67,210.00 | \$67,210.00 | Pending |
| Title IIA | \$3,030.00 | \$3,030.00 | Pending |
| Title III LE | \$10,877.00 | \$10,877.00 | Pending |
| Title III IMM | \$15,345.00 | \$15,345.00 | Pending |
| Title IV | \$5,870.00 | \$5,870.00 | Pending |
| RAG Grant | \$11,851.98 | \$11,851.98 | Deposited |

General Fund Purchase Order Expenditures

| | |
|------------------------|---------------|
| General Fund Purchases | \$ 144,759.47 |
|------------------------|---------------|

Dated Bank Statements on Cash Flow / Payroll Escrow

| Cash Flow | Payroll Escrow |
|---------------|----------------|
| \$ 212,684.82 | \$15,035.32 |

Payable / Receivable Accounts

| Pending Amounts Account Payable | Pending Amounts Account Receivable |
|---------------------------------|------------------------------------|
| NA | \$309,851.53 |

Insurance

| Name | Date Paid |
|-----------------------------------|-----------|
| Health Insurance | 8/26/2025 |
| General Liability / Bus Insurance | 8/20/2025 |
| Workman's Compensation | 8/23/2025 |

Financial Audits

| Name of Audit | Date Occurring |
|---------------|----------------|
| End of Year | currently |

C. Financial Report

- a. A copy of The Monthly Financial Report was provided to the board for review. The board accepted the Financial Report as is.
- b. A copy of the 4th Quarter Financial Report was provided to the board for review. The board accepted the 4th Quarter Financial Report as is.

D. IT Report

- a. Working on new staff computers
- b. Printing student/staff ID's
- c. Requesting a budget.

E. ESL Coordinator/Teacher Report

- a. This report is no longer needed with the restructuring model.

F. Behavior Assistant/Parent Liaison Report

- a. This report is no longer needed with the restructuring model.

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

- A. ESP Contract
 - a. A motion was made by Richard DeBacker that the ESP Contract be adopted as presented and second by Hana Shalabi. The motion passes unanimously
- B. Building Lease
 - a. A motion was made by Hana Shalabi that the Building Lease be adopted as presented and second by Charlotte Henderson. The motion passes unanimously
- C. State Aid Note
 - a. Phase 2 has been completed.
- D. Enrollment
 - a. 345 students enrolled at this time.
 - b. Restructuring of classrooms has taken place.
- E. Employee Handbook
 - a. A motion was made by Charlotte Henderson that the Employee Handbook be adopted as presented and second by Hana Shalabi. The motion passes unanimously.
- F. School Reorganization
 - a. The Organizational Chart has been updated.
 - b. An Assistant Principal and Director of Operations has been included.

G. Internal Control Policies

- a. An Internal Control documents has been developed with policies and will be reviewed with staff.

XI. Extended Comments

A. Public

- a. None

B. Board Members

- a. None

XII. Confirmation of Next Meeting

- A. September 18, 2025

XIII. Adjournment

Hana Shalabi made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:49 p.m.

Minutes respectfully submitted,

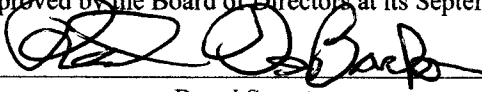


Recording Secretary

9/18/2025

Date

Approved by the Board of Directors at its September 18, 2025 meeting.



Board Secretary

9/18/2025

Date