

**APPROVED**  
Date 9/19/2024

**I. Meeting Called to Order**

The meeting was called to order at 6:00 pm

**II. Roll Call**

Present:

Dr. Khalil Samaha- President  
Richard DeBacker- Vice President  
Hana Shalabi – Secretary  
Charlotte Henderson-Treasurer  
Dr. Mariam Faied - Director

Excused Absence:

Also Present:

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

**III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Dr. Mariam Faied that the amended 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 18, 2024 Regular Board Meeting and Organizational Meeting second by Hana Shalabi. The motion passed unanimously.

**V. Correspondence**

A. None

**VI. Reporting**

A. Principal's Report

District Updates/Celebrations/Challenges/Barriers

Staffing/vacancies

New Hires:

- 1st grade Teacher-Jill-Certification renewal in October
- 4th grade Teacher-Annie-Certified
- MS Social Studies-Alexandria Boulton-courses done MTTC to be cleared
- Special Education-Sonia Singh Riar-working on courses in conjunction with WISD (need to connect with Becky Mullins in WISD HR to see what the next steps are)

Vacancies: a couple paras

World Language is online

Celebrations Challenges/Barriers - New Hires!!!! Enrollment at 324

- Received "Stronger Together" Grant
- Challenge is space
- The plan is to still build at the end of 2024-2025 school year.

WISD – Heather

- Fall PD Catalog coming soon
- Hiring new Early Math Coordinator
- Hiring additional Math/Science Coordinator
- Hiring additional Supervisor (youth programming support)
- SLIFE screener session on-going

Teachers:

- Summer school: June 24th to August 7th, 2024.
- Welcome back to school for all staff: August 19th, 2024.

- Teachers Professional Development - August 19th to August 30th, 2024.
- First day of students: September 3rd, 2024

**Students and Programs.**

- Total enrollment: 324 (as of 8/20/2024)

**Parents**

- Parents received a Welcome letter from our Principal Mrs. Mohana Mukherjee on August 16th, 2024.
- Parents received a School Supplies list from our Principal Mrs. Mohana Mukherjee on August 16th, 2024.
- Robocalls, emails, and texts as and when needed.
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**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

August 2024	Duc Date	Date Submitted
Board Agenda – August (5 Business Days Before Meeting)	8/15	8/13
2024-2025 Board Approved School Calendar/School Days Schedule (MCI. 380.1284a)	8/30	7/30
School Contract List	8/30	8/13
Employee Handbook	8/30	8/16
Non-Building Lease	8/30	8/13
Fire Marshal Inspection	8/30	8/13
Special Education Contract for BMCC	8/30	8/16
School Staff Roster	8/30	
Bills over \$10,000	8/30	8/13
Proposed Board Minutes & Attachments-August (8 Business Days After Approved)	9/3	
Approved Board Minutes & Attachments-July (5 Business Days After Approved)	8/29	
Organizational Meeting Approved Minutes & Attachments (5 Business Days After Approved)	8/29	
September 2024	Duc Date	Duc Date
Board Agenda-September (5 Business Days Before Meeting)	9/12	
NWEA or Scantron Fall Testing Schedule	9/13	
EEM Authorization-Special Education Contact	9/13	
Emergency Drills Day Schedule	9/20	
MEGS Right to Prayer Certification	9/20	
MEGS Constitution Day Certification	9/20	
SE 4096 Special Education Actual Cost Report	9/27	
Playground Safety Training for Staff – Rules, Agenda, Attendance	9/27	
Teacher and Administrator Evaluation and Employee Certification Warranty	9/27	
Anti-Bullying / Cyber-Bullying Policy	9/27	
Testing Login Information	9/27	
Expense Reimbursement Policy	9/27	
Transparency Requirements on website / Mitten-Certificate of Completion	9/27	
Proposed Board Minutes & Attachments -Sept (8 Business Days After Approved)	10/1	
Approved Board Minutes & Attachments – Aug. (5 Business Days After Approved)	9/26	

**Purchase Orders**

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

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
MDE Breakfast / Lunch	\$15,012.42	\$15,012.42	Deposited
Title IA	\$76,974.45	\$76,974.45	Deposited
Title IIA	\$10,493.75	\$10,493.75	Deposited
Title IIIIE	\$4,922.80	\$4,922.80	Deposited
Title III IMM	\$12,000.92	\$12,000.92	Deposited
TIV	\$2,743.76	\$2,743.76	Deposited
ACT 18	\$	\$	
Misc. U of M Field Trip Reim	\$1,300.00	\$1,300.00	Deposited

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$ 146,638.31
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$168,098.00	\$48,346.00

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$233,217.00

**Insurance**

Name	Date Paid
Health Insurance	8/26/2024
General Liability / Bus Insurance	8/20/2024
Workman's Compensation	8/23/2024

**Financial Audits**

Name of Audit End of Year	Date Occurring Currently Taking Place
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**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.

**C. IT Report**

- Cleaned and repaired teacher laptops. Parts I ordered from DELL do not work. I have to get back in touch with them. Paid not from the tech budget.
- Repaired Chrombooks ready for students first day. Students must pay before taking.
- Working with UTEC to coordinate the internet upgrade. Will know more next week.
- Qomo boards have been ordered and installed in the classrooms
- Partial Lab moved.
- 1<sup>st</sup> grade cart done, K cart half way.
- PowerSchool has been rolled over and new students have begun being registered.
- I just received the schedule and teacher for placements. Will start working on that. This was very late getting to me to build our PowerSchool schedule.
- Requesting to use the funds for repair parts to get additional cases before the school year starts.

**VII. CAO Report**

- A. None

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. ESL Director and Parent-Student Liaison are to attend the board meeting and share a report each month.

**X. Scheduled New Business**

- A. State Aid Note
- a. Phase 2 has been completed.
- B. Enrollment
- a. 336 currently enrolled
- C. Building Exterior Maintenance
- a. Landscaping has been done. Driveway will be resealed also.
- D. Title IX Updates
- a. Board Fall 2024 updates will review the changes and put to policy.

**XI. Extended Comments**

- A. Public
- a. None
- B. Board Members
- a. None

**XII. Confirmation of Next Meeting**

- A. September 19, 2024

**XIII. Adjournment**

Dr. Mariam Faied made a motion to adjourn Hana Shalabi second. Meeting adjourned at 6:47 p.m.

Minutes respectfully submitted,

Angela T. Sack  
Recording Secretary

9/19/2024  
Date

Approved by the Board of Directors at its September 19, 2024 meeting.

Hana Shalabi  
Board Secretary

9/19/24  
Date