

**I. Meeting Called to Order**

The meeting was called to order at 6:20 pm

**II. Roll Call**

Present:

Dr. Khalil Samaha- President

Richard DeBacker- Vice President

Charlotte Henderson-Treasurer

Excused Absence:

Hana Shalabi – Secretary

Also Present:

Terry Farha – UMC

Angie Luck – UMC

Andrea Kidd- MA

Brittany Cook – BMCC

**III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Charlotte Henderson that the agenda for the May Regular Board Meeting be approved. The motion passed unanimously.

**IV. Approval of Minutes**

A motion was made by Charlotte Henderson that the minutes be approved for the May 22, 2025 Regular Board Meeting second by Richard DeBacker. The motion passed unanimously.

**V. Correspondence**

A. None

**VI. Reporting**

A. Principal's Report

Staffing and Vacancies

- The district continues to face challenges with staffing. We currently have:
  - A number of certified teachers in place
  - Several teachers enrolled in certification programs
  - Some uncertified teachers not yet in a certification program
- All uncertified teachers must be placed on a certification plan.
- Vacant teaching positions need to be actively advertised and filled with certified educators.

Celebrations

- Successfully met NWEA benchmark targets
- Received embargoed M-STEP scores
- Hosted a vibrant and inclusive Multicultural Day
- Held a well-attended Geography Bowl
- Concluded the year with key events: Field Day, Annual Awards Ceremony, and Multicultural Day

Barriers

- Difficulty in hiring certified staff for the upcoming school year
- RAG grant implementation challenges
- Ongoing construction and limited building capacity

WISD – Heather

- Participated in the MICIP (Michigan Integrated Continuous Improvement Process) meeting
- Attended an MDE Partnership meeting to gain clarity on next steps in the partnership process

MDE Updates – Benion

- Districts are encouraged to review and share 2026-2027 Michigan Teacher of the Year nominations information

- The MDE Weekly Communication and Spotlight publications include updates on the K-12 Literacy and Dyslexia Laws (MCL 380.1280f)

**Third Grade Reading Proficiency Mailings**

- MDE will send letters by July 31 to families of third-grade students who scored “not proficient” on the English Language Arts portion of the M-STEP
- Schools must provide these students with appropriate reading interventions and supports
- Families have the right to request a meeting with school officials to discuss available supports
- Letters will be sent using student addresses listed in MSDS as of June 16
- For students experiencing homelessness without a listed address, letters will be sent to the district's homeless liaison

**Action Recommendations**

- District personnel should access the Dynamic Score Reporting Site via the OEAA Secure Site to identify students who scored "not proficient" and proactively communicate with families about the reading supports that will be offered.

**Teachers**

- Summer School
  - Duration: 6 weeks
  - Schedule: 4 days per week, 5 hours per day
  - Enrollment: 90 students (invitation only)
  - The program is designed to provide targeted academic support and enrichment for selected students during the summer break.
- Teachers Survey: June 3, 2025.
- Grade KG - Grade 11: Progress Reports June 5, 2025.

**Students and Programs**

- Student Survey: June 3, 2025.
- Volleyball Tournament Middle school and High school (Grade 6 to Grade 11): May 21 to May 23, 2025.
- Multicultural Day: June 2, 2025.
- Field Day (KG to Grade 11): Lilley Park, June 10, 2025.
- Award Ceremony (Grades KG to Grade 11): June 12, 2025.
- Graduation Day (Grade KG, Grade 5, and Grade 8): June 13, 2025.
- Global Fest (All Community Fair): June 13, 2025.

**Parents**

- Parent Survey: June 3, 2025.
- Food Gatherers Program: Scheduled for June 3, 2025.
- 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.

June 2025	Date Due	Date Submitted
Board Agenda June (5 Business Days Before Meeting)	6/12	6/11
Measures of Academic Progress (MAP/NWEA)	6/6	6/4
2025-2026 Board Meeting Calendar	6/13	5/23
Registry of Educational Personnel (REP) Confirmation	6/20	
Budget-Amendment (or final Budget) for 2024-2025	6/20	
School Infrastructure Database (SID)	6/20	6/11
/Emergency Drill Log	6/20	5/21
Playground Inspection Log	6/20	6/3
Satisfaction Survey Results	6/20	6/9
Health Department or Food Service Permit	6/20	6/12
Budget-Approved for 2025-2026	6/27	
Confirmation of submission of MEIS/MSDS End of Year DS4061	6/30	
Certificate of Insurance	6/30	
Proposed Board Minutes & Attachments – June (8 Business Days After Approved)	7/1	
Approved Board Minutes & Attachments – May (5 Business Days After Approved)	6/26	
Budget Hearing Posting for Actual Budget (5 Business Days Before Meeting)	6/12	
Budget Hearing Agenda for 2025-2026 Budget (5 Business Days Before Meeting)	6/12	
Budget Hearing Minutes for 2025-2026 Budget (5 Business Days After Approved)	6/26	
July 2025	Date Due	Date Submitted
Board Agenda – July (5 Business Days Before Meeting)	7/10	
Organizational Board Agenda (5 Business Days Before Meeting)	7/10	
State Aid Note Program Requirements	7/11	
DS 4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/11	
Asbestos 3 Year inspection (initial and re-inspections every three years – if needed)	7/31	
Asbestos Certification & Training	7/31	

Fourth Quarter Financial Statement from 2024-2025	7/31	
Lease Renewal Certifications	7/31	
Management Contract-New, Amendments or Renewals	7/31	
Elevator Inspection	7/31	
Boiler Inspection	7/31	
Cardiac Emergency Response Plan (updated plans)	7/31	
Services (transportation, maintenance, food service, etc.) contracts	7/31	
PSA Board Member Annual Conflict of Interest Disclosure	7/31	
Child Care/Preschool Licenses	7/31	
Matriculation Agreements	7/31	
Board Member Roster	7/31	
Organizational Meeting Proposed Minutes & Attachments (8 Business Days After Approved)	7/29	
Proposed Board Minutes & Attachments – July (8 Business Days After Approved)	7/29	
Approved Board Minutes & Attachments – June (5 Business Days After Approved)	7/24	

**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	\$42,013.12	\$42,013.12	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
IDEA	\$	\$	
ACT 18	\$	\$	
Misc – MS/HS Field Trip	\$122.00	\$122.00	Deposited

**General Fund Purchase Order Expenditures**

<b>General Fund Purchases</b>	\$ 98,336.00
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$359,334.71	\$5,909.09

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$237,575.36

**Insurance**

Name	Date Paid
Health Insurance	6/26/2025
General Liability / Bus Insurance	6/20/2025
Workman's Compensation	6/23/2025

**Financial Audits**

Name of Audit	Date Occurring
End of Year	NA

**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.

**D. IT Report**

- Collected Chromebooks and Teacher Laptops. Some are still out for Summer School.
- Repaired some Chromebooks as they came in broken. Some will require major payment.
- SB 66 (PA 57 of 2023) • District must disseminate to all students in grades 6-12: 1) iWDE Sexual Harassment & Sexual Assault information Guide 2) District Title IX coordinator contact info (name, email, phone, address 3) District policies on sexual assault, sexual harassment • Info must be accessible to students & parents/guardians, be included in student handbooks & similar publications, and be available on the district website • PD on sexual assault & sexual harassment response encouraged (but not required) at least every five years for all educators and school personnel who have contact with students. • See MDE Memo #2024 - 052 Sexual Harassment and Sexual Assault Information for Students for more info.
- PA 36-37 of 2024 (HB 5527-28) • Expands MI's existing cardiac emergency response law • Requires additional... 1) Training for cardiac response team members 2) AEDs in your building (reachable AED w/in 3 min) 3) Cardiac response drills (just the members of the cardiac response team.
- Call from CDWG early in May and they suggest to get teachers computers ordered soon because of the tariffs and them getting the devices on time for school starting. I have attached

the quotes. They will, of course, be removing the tax so the total is in the body of the quote. It is quoted out for teachers and one for ALL staff to include para's.

**E. ESL Coordinator/Teacher Report**

Newcomer Program

- We have had no newcomer students enrolled since April. Therefore, there was no need for another round of the Newcomer Program.

Testing

- Students finished state testing by the May deadline, ESL team assisted with testing if needed.

Small Group Services

- ESL small groups were serviced throughout the remainder of the school year up until June 13th, our last day of school, unless there was a schoolwide event

**F. Behavior Assistant/Parent Liaison Report**

Behavior

- intervention with students continued in the morning with students who needed support and enhancement.
- Meetings with parents in the building and making phone calls with parents and guardians regarding their children's behavior.
- 4 MDR meetings were held with guardians, stakeholders, and IEP students' advocates for students in the presence of Special Education team and school Principal/Administrator.
- Suspensions mounted to 16 since 5/23/2025 until 6/11/2025.

Attendance

- Families have been communicated to enhance regular attendance.
- The average attendance in the last two weeks was 83.78 %

The Newcomers Program

- No Newcomer families. No new enrollments.

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

6:25 Breakout for Budget Meeting

**X. Scheduled New Business**

A. Summer School

- a. June 30, 2025 to August 7, 2025
- b. 4 days per week, 5 hours per day
- c. Breakfast and lunch provided.
- d. 90 students enrolled
- e. Running 2 drivers

B. Reappointment of Board Member

- a. Waiting to hear back from BMCC.

C. Power School Behavior Management System

- a. Will not be used for the 2025-2026 school year.

D. ESP Contract

- a. A review of the ESP Contract will take place in July. Presentation will take place at that time.

E. Building Lease

- a. A review of the Building Lease will take place in July. Presentation will take place at that time.

F. Server

- a. The board approved the purchase of a new server.

**XI. Extended Comments**

A. Public

- a. None

B. Board Members

- a. None

**XII. Confirmation of Next Meeting**

- A. July 17, 2025

**XIII. Adjournment**

Charlotte Henderson made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:32 p.m.

Minutes respectfully submitted,

Angela T. Lack  
Recording Secretary

July 17, 2025  
Date

Approved by the Board of Directors at its July 17, 2025 meeting.

[Signature]  
Board Secretary

7/17/2025  
Date