

Multicultural Academy Board of Directors

Approved Meeting Minutes

Date: July 17, 2025

Time: 6:00 pm

APPROVED
Date 8/21/2025

I. Meeting Called to Order

The meeting was called to order at 6:03 pm

II. Roll Call

Present:

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

Excused Absence:

Also Present:

Angie Luck – UMC
Mohana Mukherjee Das - 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 July 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 June 19, 2025 Regular Board Meeting second by Richard DeBacker. The motion passed unanimously.

V. Correspondence

- A. All board policies have been uploaded from the National Charter School Institute.

VI. Reporting

- A. Principal's Report

MDE Update

Staffing/Vacancies

- **Certified Teachers.**
- **Teachers in Certification Programs.**
- **Teachers Not in Programs (Uncertified):** These teachers need to be placed on a plan of certification.
- **Vacant Positions:** Must be advertised and filled with certified teachers.

Celebrations

- Met NWEA benchmark targets
- Received embargoed M-STEP scores
- Successfully celebrated Multicultural Day
- Successfully administered the Geography Bowl
- Held Field Day, Annual Awards Ceremony, and Multicultural Day events

Barriers

- Challenges in hiring certified staff for the upcoming school year
- RAG Grant issues
- Construction and building capacity concerns

WISD – Heather's Update

- Participated in the MICIP meeting
- Participated in the MDE Partnership meeting to gain clarity on the next steps in the partnership process

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.

Students and Programs

- Selected Students attending Summer School

Parents

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

B. Administrative Report – UMC

C. Epicenter

All documents have been submitted as required.

July 2025	Date Due	Date Submitted
Board Agenda – July (5 Business Days Before Meeting)	7/10	7/8
Organizational Board Agenda (5 Business Days Before Meeting)	7/10	6/23
State Aid Note Program Requirements	7/11	Extended by 28 days
DS 4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/11	7/6
Fourth Quarter Financial Statement from 2024-2025	7/31	
Lease Renewal Certifications	7/31	
Management Contract-New, Amendments or Renewals	7/31	
Cardiac Emergency Response Plan (updated plans)	7/31	7/3
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	NA
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	
August 2025	Date Due	Date Submitted
Board Agenda – August (5 Business Days Before Meeting)	8/14	
Board Member Oath of Office	8/21	
2025-2026 Board Approved School Calendar/School Day Schedule	8/29	
School Contact List	8/29	
Employee Handbook	8/29	
Non-Building Lease	8/29	
Fire Marshall Inspection	8/29	
School Staff Roster	8/29	
Bills over \$10,000	8/29	
Proposed Board Minutes & Attachments – August (8 Business Days After Approved)	9/12	
Approved Board Minutes & Attachments – July (5 Business Days After Approved)	8/28	
Organizational Meeting Approved Minutes & Attachments (5 Business Days After Approved)	8/28	

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	\$14,417.66	\$14,417.66	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
IDEA	\$	\$	
ACT 18	\$9,742.00	\$9,742.00	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 112,772.96
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$ 271,000.00	\$110,000.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$309,480.37

Insurance

Name	Date Paid
Health Insurance	7/26/2025
General Liability / Bus Insurance	7/20/2025
Workman's Compensation	7/23/2025

Financial Audits

Name of Audit	Date Occurring
End of Year	currently

D. Financial Report

- a. No 4th Quarter Financial report was given. An extension was requested from BMCC.
- b. No Monthly Financial Report was given.

E. IT Report

- 95% of student Chromebooks have been turned in. Approximately 27 will need major repairs.
- Dell Server has arrived. With have the Kick off call on Wednesday July 23rd.
- Staff computer been ordered. Some will be sent in the next two weeks and some will be on a slight back order. Should still get here before school starts.
- Para's will continue to use the Chromebooks or Dell Computers that come in from teachers not that are not broken. Most will have Chromebooks. Their Chromebooks are bigger than the student's devices.
- Password has been changed again. I have started with the teacher devices in the classrooms. Doing this process takes a long time. I am recommending that students who have the password and handing it out get some kind of discipline. This is going to take a while to hit every device again. The students were able to get this password because they have been able to use their personal devices. Some did have permission, because they were actually Chromebooks. The windows devices were not given permission by me or by Terry to be used at the schools. The window devices will automatically show you the password that was entered into your device to obtain the internet.
- ALL PERSONAL DEVICES NEED TO BE GIVEN PERMISSIONS TO USE FIRST PLEASE.

F. ESL Coordinator/Teacher Report

- a. No report given until the start of the 2025-2026 school year.

G. Behavior Assistant/Parent Liaison Report

- a. No Report Given until the start of the 2025-2026 school year.

VIII. Public Comments

- A. None

IX. Board Comments

- A. CAO will meet with UMC Management and the school leader to reorganized the structure and function of the academy. A proposal will be prepared for the board by the next Board Meeting.

X. Scheduled New Business

- A. Oath of Office
 - a. Dr. Khalil Samaha and Hana Shalabi were reappointed to the Board of Directors and took the Oath of Office.
- B. ESP Contract
 - a. Tabled to next meeting.
- C. Building Lease
 - a. Tabled
- D. Board Member Annual Conflict of Interest Disclosure
 - a. All board members have filled out and returned the Conflict-of-Interest Disclosure.
- E. 2025-2026 School Calendar
 - a. A motion was made by Richard DeBacker that the 2025-2026 School Calendar be adopted as presented and second by Charlotte Henderson. The motion passes unanimously
- F. State Aid Note
 - a. Tabled to next meeting.
- G. 2025-2026 High School Course Catalog
 - a. A motion was made by Hana Shalabi that the 2025-2026 High School Course Catalog be adopted as presented and second by Charlotte Henderson. The motion passes unanimously.
- H. 2025-2026 High School Handbook
 - a. A motion was made by Hana Shalabi that the 2025-2026 High School Handbook be adopted as presented and second by Charlotte Henderson. The motion passes unanimously.
- I. 2025-2026 Staffing
 - a. Work continues to interview possible candidates.

XI. Extended Comments

A. Public

a. None

B. Board Members

a. Would like to see a Student Council take place for the 2025-2026 school year.

XII. Confirmation of Next Meeting

A. August 21, 2025

XIII. Adjournment

Hana Shalabi made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:35 p.m.

Minutes respectfully submitted,

Angela T. Lusk

Recording Secretary

Aug. 21, 2025

Date

Approved by the Board of Directors at its August 21, 2025 meeting.

Hana Shalabi

Board Secretary

8/21, 2025

Date