

APPROVED
Date 10/24/2024

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
Hana Shalabi – Secretary
Charlotte Henderson-Treasurer

Excused Absence:

Dr. Mariam Faied – Director

Also Present:

Terry Farha – UMC
Angie Luck – UMC
Andrea Kidd – MA
Saher Ramadan - 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 September 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 August 22, 2024 Regular Board Meeting second by Charlotte Henderson. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

District Updates/Celebrations/Challenges/Barriers

- Staffing/vacancies
 - Fully staffed. could use a few more paras (9 certified 12 on sub permits but. in a program,)
 - Celebrations, Challenges/Barriers -
 - Fully staffed, 258 students present today, student count over 321
 - 2 teachers are trained in LETRS
 - First couple days of school have gone really well!
 - NWEA starts next week (Look into NWEA changes coming June 2025)
 - Received Stronger Connections Grant to build ELL program
 - DEI officer in place to work with the Newcomer Program from Stronger Connection Grant 2024-25 & 2025-26 school years)
 - Educators attended the Tri-county Educator Conference

WISD – Heather

- WISD Fall PD Catalog
- Dr. Dawn Stewart will begin working with Behavior Assistant & DEI officer-update at each meeting.

Teachers

- Open House: September 6, 2024.
- NWEA Testing for Grades KG to Grade 11: September 9, 2024 to October 3, 2024.
- ESL- WIDA Screener for Grades KG to Grade 11 in progress.

Students and Programs

- Open House: September 6, 2024.
- NWEA Testing for Grades KG to Grade 11: September 9, 2024 to October 3, 2024.
- ESL- WIDA Screener for Grades KG to Grade 11 in progress.
- ESL- Newcomer Introduction and Orientation Program for Grades KG to Grade 11: September 12, 2024.
- ESL- Servicing Students KG to Grade 11: September 17, 2024.
- U of M School of Dentistry – Dental hygiene – September 16, 2024.
- Total Enrollment – 320 as of 9/16/2024

Parents

- Open House: September 6, 2024.
- Food Gatherers: September 17, 2024.
- Robocalls, emails, and texts as and when needed.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

September 2024	Due Date	Date Submitted
Board Agenda-September (5 Business Days Before Meeting)	9/12	9/10
NWEA or Scantron Fall Testing Schedule	9/13	9/4
Emergency Drills Day Schedule	9/20	9/17
Right to Prayer Certification	9/20	9/11
Constitution Day Certification	9/20	9/11
Outreach for Voter Preregistration /Registration	9/20	9/11
SE 4096 Special Education Actual Cost Report	9/27	
Playground Safety Training for Staff – Rules, Agenda, Attendance	9/27	9/5
Teacher and Administrator Evaluation and Employee Certification Warranty	9/27	9/20
Anti-Bullying / Cyber-Bullying Policy	9/27	8/28
Pest Control Compliance	9/27	9/4
Testing Login Information	9/27	9/4
Expense Reimbursement Policy	9/27	8/28
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	
October 2024	Due Date	Date Submitted
Board Agenda – October (5 Business Days Before Meeting)	10/17	
Blood Borne Pathogens Training – Agenda and Proof of Attendance	10/4	
Pest Control Compliance	10/4	
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/4	
Annual Nonprofit Corporation Update	10/4	
SE 4094 Transportation Expenditure Report (if required)	10/11	
CIMS Determination Report for 2024-2025	10/11	
First Quarter Financial Statement	10/11	
Proposed Board Minutes & Attachments – Oct. (8 Business Days After Approved)	11/5	
Approved Board Minutes & Attachments – Sept. (5 Business Days After Approved)	10/31	

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	\$	\$	
Title IA	\$17,786.14	\$17,786.14	Deposited

Title II A	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$3,187.15	\$3,187.15	Deposited
TIV	\$1,993.71	\$1,993.71	Deposited
ESSER III Formula	\$10,798.00	\$10,798.00	Deposited
MOR Coop Rebate	\$192.62	\$192.62	Deposited

General Fund Purchase Order Expenditures	
General Fund Purchases	\$ 164,018.00

Dated Bank Statements on Cash Flow / Payroll Escrow	
Cash Flow	Payroll Escrow
\$464,468.00	\$110,000.00

Payable / Receivable Accounts	
Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$0

Insurance

Name	Date Paid
Health Insurance	9/26/2024
General Liability / Bus Insurance	9/20/2024
Workman's Compensation	9/23/2024

Financial Audits	
Name of Audit	Date Occurring
End of Year	Currently Taking Place

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

- 90% of students have their Chromebooks
- Repairing Chromebooks as they come in which puts me back a little getting them all out
- Firewall and access points have all been updated
- Qomo boards have been put in place. 2 have service waiting that are out of warranty
- 1st grade cart done, K cart all set-up
- Requesting a technology budget. I need power adapters.

D. ESL Coordinator/Teacher Report

Newcomer Program

- Our newcomer program began with a half-day introduction/orientation day this past Thursday, September 12, 2024. Then was officially launched the next day Friday, September 13, 2024 with a full day of lessons and learning. Thursday, Newcomer students were introduced to their teacher Mrs. Uzma where they engaged in a variety of basic level speaking and writing activities. They were taken on a small tour of the school, including the outside school grounds. Continuing on Friday, they engaged in more beginning/introductory level activities for example they observed as Mrs. Uzma, demonstrated holding a conversation by asking questions and modeling how to answer in complete grammatically correct sentences.
- The Newcomer program will continue on for a two-week period based on students' individual growth and progress. If and when students are able to demonstrate their readiness to return to their mainstream classroom they will be able to assimilate back in on a full-time basis. Students who will need more assistance and instruction will stay in the program to continue their learning. They will be assessed at a later date and again will be able to return to their mainstream classroom if ready.

Testing

- WIDA screener testing began last week September 9, 2024 and was completed Thursday, September 12, 2024. The next day Friday, September 13, 2024 however we were informed of five newly enrolled students that will be joining us Monday, September 16, 2024. With these newly enrolled students, ESL status will have to be reviewed and screener testing will be administered if needed.

Service Updates

- Kg-11th grade small groups will begin Tuesday, September 17, 2024 with the conclusion of WIDA screener testing. Mrs. Sakina will be working this year with our KG-5th grade ESL

students and I will be working with our 6th-11th grade ESL students. She will focus on foundational skills needed for mastery of phonics and phonemic awareness skills. With mastery of these skills, students will be able to begin spelling and reading more independently demonstrating their English proficiency skills. With the 6th-11th grade small groups, I will be focusing on skills such as reading fluency, writing and grammar. To be able to master these higher-level skills I will have to begin with an assessment of each student's foundational skills and proceed from there.

E. Behavior Assistant/Parent Liaison Report

Behavior

- 9/16/2024 The Intervention student list is ready
- 9/18/2024 Intervention sessions start
- 9/16/2024 1 Out-of-School Suspension- disrespect to staff
- Referrals received have been logged into the PowerSchool program.
- MTSS PBIS program started 9/18/2024

Attendance

- The total account on 9/16/2024 is 320 students on Powerschool
- Past two weeks, the average attendance was 269 students
- Parents of students with irregular attendance were called and explained the effects and consequences of missing school days.
- I visited the JFS on 9/10/2024 and arranged a plan for enrolling new refugee families arriving in the area. We had a phone call from the director promising to invite our school to an upcoming event for refugee families planned very soon.

The Newcomers Program

- Call the families of the newly enrolled students to see if they need help organizing and providing the official enrollment requirements.
- Help students fill out applications.
- Help teachers translate for students and their parents upon arrival and help students customize to classes, school requirements, and rules.

Communication with parents

- Call and visit families as needed on Fridays to make sure they are satisfied with transportation and services provided and see if they need additional help.
- Call families to organize their children's attendance and improve their academic performance.

Professional Development Sessions

- Classroom Management workshop, held on 9/27/2023
- (PBIS) Positive Behavior Interventions and Support- Tier 1 series.
- Classroom PBIS was held on 10/13/2023
- The PBIS Data Reports session was held on 11/3/2023
- Washtenaw ISD
 - This workshop was held in person on 11/27/2023. It was a training on Manifestation Determination Review (MDR) on Patterns of Removal
- A session was held on 11/28/2023. It was about Expect Respect, Bullying, and Harassment Prevention.
- January 24, 2024
 - Whole School Engagement Strategies for Reducing Student Absenteeism
- February 13, 2024
 - Rethink Your Approach to Student Absenteeism with Attendance Works
- March 11, 2024
 - Workgroup for Increasing Student Attendance
- Designing and Implementing Effective Early-Stage Intervention Approaches
 - April 3, 2024
 - Health-Focused Interventions. The PD was on Chronic Absence and Health.
- April 2024 A two-day PD program on School Safety.
- May 14, 2024 Rethink Your Approach to Student Absenteeism with Attendance Work
- September 5, 2024 Strategies for Addressing Chronic Absenteeism with MTSS
- May 14, 2024 Rethink Your Approach to Student Absenteeism with Attendance Work
- September 23, 2024, De-Escalation and Conflict Resolution Training- Wayne RESA
- September 25, 2024, Effective Family Engagement - zoom
- September 30, 2024, Increasing School Attendance Through a Multilayer Approach- zoom

- EWIMS Implementation Support Network meeting, September 19, 2024- In person at school
- October 1, 2024 PowerSchool Communication- zoom
- October 11, 2024 Talking with Families about Behavior- Wayne RESA

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

X. Scheduled New Business

- A. Enrollment
 - a. 321 students enrolled to date.
- B. Teacher / Administrator Evaluation and Employee Certification Warranty
 - a. A motion was made by Richard DeBacker that the Teacher/Administrator Evaluation and Employee Certification Warranty be adopted as presented and second by Hana Shalabi. The motion passes unanimously.
- C. Building General Maintenance
 - a. Building updates have taken place. Each September a review of needs will occur.
 - b. A review of building repairs has been requested by the board and list given at the October meeting.
- D. Additional Storage Area
 - a. UMC will get bids for an additional storage area and present to the board.
- E. School Furniture
 - a. The board is requesting that an evaluation of the all furniture be reported at the October meeting.
- F. Staff Reporting
 - a. All staff are qualified to teach.

XI. Extended Comments

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

XII. Confirmation of Next Meeting

- A. October 24, 2024

XIII. Adjournment

Hana Shalabi made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:54 p.m.

Minutes respectfully submitted

Angela T. Luck
Recording Secretary

Oct. 24, 2024
Date

Approved by the Board of Directors at its October 24, 2024 meeting.

Hana Shalabi
Board Secretary

10/24/24
Date