

**APPROVED**  
Date 2/20/2025

**I. Meeting Called to Order**

The meeting was called to order at 6:00 pm

**II. Roll Call**

Present:

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

Excused Absence:

Richard DeBacker- Vice President

Also Present:

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

**III. Approval of Agenda**

A motion was made by Charlotte Henderson and second by Dr. Mariam Faied that the agenda for the January Regular Board Meeting be approved. The motion passed unanimously.

**IV. Approval of Minutes**

A motion was made by Hana Shalabi that the minutes be approved for the December 19, 2024 Regular Board Meeting second by Dr. Mariam Faied. The motion passed unanimously.

**V. Correspondence**

A. None

**VI. Reporting**

A. Principal's Report

**MDE: District Updates, Celebrations, Challenges, and Barriers**

- None

**Teachers**

- Focus Areas: Actively working on assessment preparation and Multi-Tiered System of Supports (MTSS).

**Students and Programs**

- NWEA Testing: January 13 – February 4, 2025.
- University of Michigan Visit: Scheduled for High School Students on January 16, 2025.
- Parent-Teacher Conferences: January 24, 2025.
- WIDA Testing Window: January 27 – March 21, 2025.
- Fire Station Visit: Kindergarten and Grade 1 students, January 28, 2025.
- Winter Break Closure: December 23, 2024 – January 3, 2025.

**Parents**

- Goodies with Grandparents: January 21, 2025.
- Food Gatherers Program: Scheduled for December 19, 2024.
- Communication Updates: Robocalls, emails, and text messages will be sent as necessary to keep

**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

<b>January 2025</b>	<b>Date Due</b>	<b>Date Submitted</b>
Board Agenda – January (5 Business Days Before Meeting)	1/9	1/6
Resolution Requesting Reauthorization – (only if needed)	NA	NA
Website Board Policy Certification	1/31	
Academy Planning Document due to BMCC and Epicenter (NOTE: Additional Tasks May be assigned and due on 6/30 if changes are planned at your Academy per this document)	1/31	12/20
Second Quarter Financial Statement	1/31	1/13
Virtual Planning Questionnaire	1/31	1/9
Proposed Board Minutes & Attachments – January (8 Business Days After Approved)	1/28	
Approved Board Minutes & Attachments – December (5 Business Days After Approved)	1/23	
<b>February 2025</b>	<b>Date Due</b>	<b>Date Submitted</b>
Board Agenda – February (5 Business Days Before Meeting)	2/13	
Annual Education Report on Website – certificate of completion on Epicenter	2/7	
Emergency Operations Plan (EOP) certification (required biannually)	2/7	
Budget Amendment	2/20	
Proposed Board Minutes & Attachments – Feb (8 Business Days After Approved)	3/4	
Approved Board Minutes & Attachments – Jan. (5 Business Days After Approved)	2/27	

**Purchase Orders**

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

**Grants Expenditure**

<b>Grant Name</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Current/Pending</b>
MDE Breakfast / Lunch	\$28,336.88	\$28,36.88	Deposit
Title IA	\$	\$	
Title IIA	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	

**General Fund Purchase Order Expenditures**

<b>General Fund Purchases</b>	\$ 97,607.00
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

<b>Cash Flow</b>	<b>Payroll Escrow</b>
\$187,649.42	\$89,426.00

**Payable / Receivable Accounts**

<b>Pending Amounts Account Payable</b>	<b>Pending Amounts Account Receivable</b>
NA	\$294,290.00

**Insurance**

<b>Name</b>	<b>Date Paid</b>
Health Insurance	1/26/2025
General Liability / Bus Insurance	1/20/2025
Workman's Compensation	1/23/2025

**Financial Audits**

<b>Name of Audit</b>	<b>Date Occurring</b>
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.
- B. A copy of the Second Quarter Financial Report was provided to the board for review. The board accepted the Second Quarter Financial Report as presented.

D. IT Report

- Repairing Chromebooks and Teacher Laptops.
- WIFI is being worked on with UTEC. We traced back one Access point that was bad and they put in an RMA to have it replaced since it was them that installed it
- Technology Needs for Now and Next year.
  - Our server needs to be replaced. It has been power cycling a few times a week. We purchased it in 2019 and it is out of warrantee.
  - I submitted options to keep it going using Option one and Option two. This will help a bit with our speed issues in the building.
  - Option 3 is the dell Quote.
  - Option 4 is I put a hot spot in each room. I tested this out tracing back the wire that was ran when I ran the building when it was new. Takes time, but I tested one in grade 3 and it worked. Just need to put them in the ceiling.
  - Our Wiring is very outdated. We need to meet the Comcast standard of 6A to pull down the speed that we want to achieve. When working with UTECH we were told what I did over the summer would be good enough for all students to test at the same time. It's not. That is why I made them come back. I want to put it out there that IF we build up, we will want to replace the wiring then. This is something that is a must not just a want. The new equipment will handle the upgrade on wire. At the time of getting the blueprints, they will give us a quote.
  - The staff are complaining about the Dells and that some are old and breaking and that they are not what should be in our school. I also have staff on Chromebooks and they are not liking those either. They do not work all the time because they want them to work as if they are a windows machine. I have priced Lenovo and they are approx. 700.00 each machine. We would need one for every staff member.

E. ESL Coordinator/Teacher Report

Newcomer Program

- As of Monday, January 13<sup>th</sup> we have enrolled a new 10<sup>th</sup> grade newcomer student. He was given the WIDA Screener assessment and will participate in the newcomer program and then be assigned to an ESL group.

Testing

- The WIDA Access 2.0 testing window is open beginning Jan 27<sup>th</sup>-Apr 4<sup>th</sup>. The WIDA testing calendar has been created by the ESL department and has been shared with all staff. At this time students are participating in NWEA testing and the ESL team is assisting them in small groups as needed.

Small Group Services

- The ESL team continues to meet daily with students to provide ESL services. Meeting with students allows the team to continually work with, monitor and reassess individual students based on their needs. Beginning the week before and continuing after winter break the ESL team will engage students in test practice to prepare them for their WIDA Access 2.0 testing session.

F. Behavior Assistant/Parent Liaison Report

Behavior

- Intervention sessions continued with students who still needed help or assistance regarding their behavioral issues or misconducts.
- A formal MDR process was submitted to WISD concerning an IEP student who had a total suspension day that mounted to 11 days.
- No off-school suspensions from December 19, 2024, to the day of this report.

Attendance

- Families have been called according to lists submitted by homeroom teachers about repetitive absences of specific students.

- The total account on 1/16/2024 is 335. Another 13 students have already filled out applications of enrollments and are waiting for the buses to provide services.
- The average attendance in the last two weeks is 262. The number is low due to buses mechanical issues.

The Newcomers Program

- Meet with parents of the newly enrolled students, introducing them to their teachers, and classmates.
- Help parents and teachers with interpretation.

Communication with Parents

- Three meetings have been arranged with parents who children needed advanced behavioral therapeutic services.

Professional Development Sessions

- Registered for RESA PD scheduled for 1/22/2025, titled "Rooting Attendance Growth Thru Multi-Tiered Approach."

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

**X. Scheduled New Business**

- A. Technology Policy and Budget
  - a. Quotes were presented for areas of need for the building.
  - b. Server upgrade will be done with a \$2,000 budget given.
  - c. A new server will be installed in September 2025.
- B. Enrollment/Transportation
  - a. Current enrollment is at 346 as of today.
  - b. With the increase of students there is a need for another small bus.
- C. Update on Classroom Windows
  - a. Classrooms windows have been tinted.
- D. Amended Budget
  - a. Tabled until the February 20, 2025.

**XI. Extended Comments**

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

**XII. Confirmation of Next Meeting**

- A. February 20, 2025

**XIII. Adjournment**

Hana Shalabi made a motion to adjourn Dr. Mariam Faied second. Meeting adjourned at 6:37 p.m.

Minutes respectfully submitted,

Angela T. Luck  
Recording Secretary

2/20/2025  
Date

Approved by the Board of Directors at its February 20, 2025 meeting.

Hana Shalabi  
Board Secretary

2/20/2025  
Date