

Multicultural Academy Board of Directors

Approved Meeting Minutes

Date: April 17, 2025

Time: 6:00 pm

**APPROVED**  
Date May 22, 2025

**I. Meeting Called to Order**

The meeting was called to order at 6:04 pm

**II. Roll Call**

Present:

Dr. Khalil Samaha- President

Richard DeBacker- Vice President

Charlotte Henderson-Treasurer

Excused Absence:

Hana Shalabi - Secretary

Dr. Mariam Faied – Director

Also Present:

Terry Farha – UMC

Angie Luck – UMC

Mohana Mukherjee Das - MA

Saher Ramadan – MA

Brittany Cook – BMCC

Tami Phelps - UMC

**III. Approval of Agenda**

A motion was made by Charlotte Henderson and second by Richard DeBacker that the agenda for the April 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 March 20, 2025 Regular Board Meeting second by Charlotte Henderson The motion passed unanimously.

**V. Correspondence**

- A. Karen Parish requesting the estimated amount of twelfth grade students for the 2025-2026 school year.

**VI. Reporting**

A. Principal's Report

District Updates / Celebrations / Challenges & Barriers

Staffing / Vacancies

- Current Vacancy: Paraprofessionals

Student Enrollment

- Total Enrollment: 342 Students

Celebrations

Reading Month (March 2025)

- All grade levels are actively participating in Reading Month activities throughout March.

MDE Guest Visitor

- Dr. Betty Underwood visited on March 10, 2025, and read a book to students in Kindergarten through Grade 11.

Ann Arbor Library Visit

- Students attended a library visit on March 12, 2025.

Women's History Month Celebration

- A guest speaker from the University of Michigan visited on March 17, 2025, in honor of Women's History Month.

Community Helper Day

- Pittsfield first responders visited on March 18, 2025, and read to students in all grade levels.

English Spelling Bee

- Held on March 20, 2025, for students from Kindergarten through Grade 11.

Challenges / Barriers

- Ongoing paraprofessional vacancies continue to pose staffing challenges and impact student support services.

#### Upcoming Events

##### Spring Break

- March 24–28, 2025

##### College Board Assessments

- April 7, 2025

Grades 8–11 will participate in SAT, ACT, PSAT 10, and PSAT 8/9 testing.

##### M-STEP Assessments

- April 14, 2025

Administered to Grades 3–8 and Grade 11.

##### NWEA Assessments

- May 5, 2025

Testing window opens for Grades Kindergarten through Grade 11.

#### Teachers

- Grade 8 - Grade 11: PSAT 8/9, PSAT 10, SAT, and ACT assessments.
- Grade 3 - Grade 8: M STEP Assessments in Progress April 14th to May 1, 2025.

#### Students and Programs

- EL Coordinator- Puja Mullins: Visit to all grades on April 2, 2025.
- Parent Teacher Conference – Q3: April 4, 2025.
- MDE Guest Visitor – Dr. Betty Underwood: April 10, 2025.
- Arabic Spelling Bee: April 10, 2025.
- U OF M Mental Health Awareness: All middle school and High school on April 11, 2025.
- College board Assessments (SAT/ACT, PSAT 10, and PSAT 8/9): April 7, 2025, for Grades 8-11.

#### Parents

- Food Gatherers Program: Scheduled for April 15th, 2024.
- 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.

<u>April 2025</u>	<u>Due Date</u>	<u>Date Submitted</u>
Board Agenda – April (5 Business Days Before Meeting)	4/10	4/10
Open Enrollment and Lotter Procedures	4/4	3/12
2024-2025 NWEA or Scantron School Testing Schedule-Spring	4/4	3/13
Third Quarter Financial Statement	4/25	4/17
MEIS/MSDS (SRSD) FTE-DS4061	4/25	
Proposed Board Minutes & Attachments – April (8 Business Days After Approved)	4/29	
Approved Board Minutes & Attachments – March (5 Business Days After Approved)	4/24	
<u>May 2025</u>	<u>Due Date</u>	<u>Date Submitted</u>
Board Agenda May (5 Business Days Before Meeting)	5/15	
Enrollment Lottery Description and Results, if conducted	5/23	
Board Member Application Documents for July Appointments(s)	5/30	
Board Member Nomination for July Appointment(s)	5/30	
Proposed Board Minutes & Attachments-May (8 Business Days After Approved)	5/29	
Approved Board Minutes & Attachments-April (5 Business Days After Approved)	6/3	

#### Purchase Orders

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

All signage moving forward must include the name of the authorizer and ESP.

#### Grants Expenditure

<u>Grant Name</u>	<u>Expenditures</u>	<u>Revenue</u>	<u>Current/Pending</u>
MDE Breakfast / Lunch	\$19,172.16	\$19,172.16	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
IDEA	\$	\$	
ACT 18	\$	\$	
Title IV	\$	\$	

#### General Fund Purchase Order Expenditures

<b>General Fund Purchases</b>	<b>\$ 103,755.64</b>
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#### Dated Bank Statements on Cash Flow / Payroll Escrow

<b>Cash Flow</b>	<b>Payroll Escrow</b>
<b>\$489,000.00</b>	<b>\$6,948.00</b>

<b>Payable / Receivable Accounts</b>	
<b>Pending Amounts Account Payable</b>	<b>Pending Amounts Account Receivable</b>
NA	\$321,798.35

  

<b>Insurance</b>	
<b>Name</b>	<b>Date Paid</b>
Health Insurance	4/26/2025
General Liability / Bus Insurance	4/20/2025
Workman's Compensation	4/23/2025

  

<b>Financial Audits</b>	
<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 3<sup>rd</sup> Quarter Financial Report was provided to the board for review. The board accepted the 3<sup>rd</sup> Quarter Financial Report as is.

**D. IT Report**

- Repairing Chromebooks and Teacher Laptops.
- The Asus computer will be the one I suggest purchasing for ALL staff.
- Updated all ubiquity equipment.
- Worked with Comcast to ensure we have our connections where they need to be.
- Worked with Ubiquity to ensure our connections are correct.
- UTECH says our connection issues are not stemming from our firewall.
- I installed an access point in every classroom over the weekend. Tested it and everything pointed to having a high connection. Utech gave me a verbal quote to re-run these wires and access points of 5800. I had not time to wait for them. I needed it done before testing happened on Monday. I had my husband and grandson with me and we did it except for the HS at this time. I ran out of time and will move the two that are back there and install the last 3 within the next two weeks.

**E. ESL Coordinator/Teacher Report**

Newcomer Program

- We have 3 new students enrolled/who are starting with us 4/15. They will participate in at least two weeks of the Newcomer Program and then be filtered into an ESL small group.

Testing

- The WIDA Access 2.0 testing at Multicultural Academy concluded on March 12<sup>th</sup>. With the enrollment of our 3 Newcomer students, they will be given the WIDA screener assessment to place them in the appropriate ESL small group level.

Small Group Services

- ESL small group services have been actively provided to LEP students. With the beginning of state testing of SAT, ACT, PSAT, M-step and NWEA the ESL team has begun to assist with testing or adjusted our daily schedules to accommodate the grade level/classroom testing schedule.

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

Behavior

- Intervention sessions continued with students who still needed extra support.
- MDR meeting with SPED team and parent was held in the presence of a WISD personnel to address IEP student who was referred to BA.

Attendance

- Communicating with families as well as talking to the students to foster attendance. The average attendance was above 87% EXCEPT on the first day after the spring break (64%)

The Newcomers Program

- 3 new students were enrolled to begin 4/15/25. One in KG, one in elementary, and one in middle school.

Communication with Parents

- Meetings with parents who came to school as well as making phone calls to facilitate academic or behavioral progress.

Professional Development Sessions

- No PD's since 3/4/2025

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

**X. Scheduled New Business**

- A. Staff Use of Technology
  - a. Policy was approved at the start of the school year and staff has signed the agreement.
- B. Reappointment of Board Member
  - a. The board nominated Dr. Khalil Samaha and Hana Shalabi for reappointment to the Board of Directors for the next term.
- C. Building Maintenance
  - a. Plan has been submitted for the addition for the high school. It's in review at the state level.
  - b. Floors in the classrooms will be replaced with carpet tiles.
    - i. Bids/Quotes will be presented at a board meeting.
- D. Transportation
  - a. For the 2025-2026 busses will be leased instead of owning them.
- E. Spring Board Policy Updates
  - a. A motion was made by Charlotte Henderson 2025 Spring Board Policy Updates be adopted as presented and second by Richard DeBacker. The motion passes unanimously.

**XI. Extended Comments**

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

**XII. Confirmation of Next Meeting**

- A. May 22, 2025

**XIII. Adjournment**

Charlotte Henderson made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:57 p.m.

Minutes respectfully submitted,

Angela T. Luck  
Recording Secretary

5/22/2025  
Date

Approved by the Board of Directors at its May 22, 2025 meeting.

Hana Shalabi  
Board Secretary

5/22/25  
Date