

Multicultural Academy Board of Directors

Approved Meeting Minutes

Date: November 20, 2025

Time: 6:00 pm

APPROVED
Date 12/18/2025

I. Meeting Called to Order

The meeting was called to order at 6:08 pm

II. Roll Call

Present:

Dr. Khalil Samaha- President

Richard DeBacker- Vice President

Charlotte Henderson – Director

Excused Absence:

Hana Shalabi-Secretary

Also Present:

Terry Farha - UMC

Angie Luck – UMC

Mohana Mukherjee Das – MA

Sultan Farha – MA

Michael Bonds - MA

Brittany Cook – BMCC

Steve Scheel – cBiz

Ryan Freemire- Manor Costerisan

III. Approval of Agenda

A motion was made by Richard DeBacker and second by Charlotte Henderson that the agenda for the November 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 October 23, 2025 Regular Board Meeting second by Richard DeBacker. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE Updates

Last Meeting

- December 4th Authorizer's visit- Confirmed.

RAG Grant Progress

- Guidance counselor Mentorship Finalized with Michigan Virtual.
- Two additional staff mentors approved on extended day.
- Art Teacher/Mentoring added.
- Stipends approved.

Teachers

- WISD Immigration Task Force with Puja Mullins and Dawn Stewart: November 7, 2025.
- Parent Teacher Conference Quarter 1-November 7, 2025.
- Report Cards Sent Home- November 7, 2025.
- Tri-county conference- November 18, 2025.

Students and Programs

- Enrichment classes began for Grades 3 – 8- October, 2025.
- Field Trip to Wiard Orchards apple picking Grade 4- Grade 8- October, 2025.
- Live school Assembly-November 13, 2025.
- U of M Chrysler Stadium trip-November 16, 2025.
- Total enrollment-329 (as of November 17, 2025).

Parents

- Food Gatherers Distribution will take place on the 3rd Tuesday of each month: November 18, 2025.
- 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.

November	Date Due	Date Submitted
Board Agenda – November (5 Business Days Before Meeting)	11/13	11/10
Audited Financial Statement and Management Letter (include A133 of completed)	11/3	10/30
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/14	11/3
MEIS/MSDS (SRSD) FTE-DS4061, including MI-CIS for Special Education (Fall)	11/14	11/10
Audited Financial Statements Management Letter Response (if needed)	11/28	11/5
Proposed Board Minutes & Attachments – Nov. (8 Business Days After Approved)	12/2	
Approved Board Minutes & Attachments – Oct. (5 Business Days After Approved)	11/27	
December	Date Due	Date Submitted
Board Agenda – December (5 Business Days Before Meeting)	12/11	
Registry of Educational Personnel Report (REP)	12/5	
Transparency Requirements/Mitten Certificate of Completion	12/19	
Section I of Article VIII	12/19	
Proposed Board Minutes & Attachments – December (8 Business Days After Approved)	12/29	
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	12/25	

- Meetings took place with CBIZ to review all purchase orders and payroll.
- Consolidated Application was submitted. Waiting for approval.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
MDE Breakfast / Lunch	\$48,242.76	\$48,242.76	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	
Field Trips	\$189.00	\$189.00	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 106,505.00
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$ 423,037.34	\$11,034.65

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$ 262,291.60

Insurance

Name	Date Paid
Health Insurance	11/26/2025
General Liability / Bus Insurance	11/20/2025
Workman's Compensation	11/23/2025

Financial Audits

Name of Audit	Date Occurring
End of Year	Nov. 20, 2025

C. Financial Report

- 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

- IT Report Continuing to repair Chromebooks.
- Repairing teacher's computers
- Updating server programming
- New server will go live on Thursday.
- Power plug adapters arrived missing a vital part. Company rushed an order to the school of the part missing.
- Fall 25 count reported 328 students for FTE

E. Assistant Principal Report

Special Education

- Special Education has been impactful in handling new referrals and aiding in disciplinary situations.

Behavior Assistant / Parent Liaison

- Behavior Assistant has reduced the number of suspensions from last year

Social Worker

- Supported the Special Education teacher/director in IEPs as well as the Behavior Assistant's office in reducing student suspensions.

Physical Education

- Nothing to report at this time

Language Program

- Nothing to report at this time

F. Director of Operations

Transportation

- With my continued mission to save money in transportation, I have started purchasing directly from the manufacturer to obtain parts and daily-use items—such as wiper blades, coolant, and washer fluid—at a lower cost for the school. I am also working on purchasing oil and oil filters at cost to reduce expenses further.
- I have also been making small repairs myself to cut down on sending it to the mechanic.
- Everything else in transportation is running smoothly with no concerns.

Breakfast/Lunch Program

- Everything is running smoothly, and there are no concerns to report.

Maintenance

- The gym's lights have been replaced with LED lighting, as well as motion-activated lights, to reduce our electrical bill costs.
- We are seeking quotes for repairing broken window frames.
- This month, we had to replace a water heater as well as a heat exchanger in one of the units.

Building Safety

- Everything is running smoothly, and there are no concerns to report.

Purchasing

- Everything is running smoothly, and there are no concerns to report.

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

- A. 2024-2025 Financial Audit

- a. A motion was made by Richard DeBacker and second by Charlotte Henderson that the 2024-2025 Financial Audit be approved. The motion passed unanimously

- B. Enrollment Update

- a. 329 enrolled students as of November 17, 2025.

- C. MDE Partnership Update

- a. Last meeting will take place on December 4, 2025. The index scores have been increasing and there is no longer any need to be included.

- D. Academy Website

- a. Would like a review of the website to make sure everything is updated.

- E. 2025 Fall Board Policy Updates

- a. A motion was made by Richard DeBacker that the 2025 Fall Board Policy Updates be adopted as presented and second by Charlotte Henderson. The motion passes unanimously.

XI. Extended Comments

- A. Public

- a. None

- B. Board Members

- a. None

XII. Confirmation of Next Meeting

- A. December 18, 2025

XIII. Adjournment

Charlotte Henderson made a motion to adjourn Richard DeBacker second. Meeting adjourned at 7:05 p.m. Minutes respectfully submitted,

Angela T. Luck
Recording Secretary

12/18/2025
Date

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

~~Handwritten signature~~

Board Secretary

12/18/2025
Date

Bob DeBach