

APPROVED
Date 11/16/2025

I. Meeting Called to Order

The meeting was called to order at 6:01 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
Mohana Mukherjee Das - MA
Saher Ramadan – MA
Andrea Kidd - MA
Brittany Cook – BMCC

III. Approval of Agenda

A motion was made by Richard DeBacker and second by Hana Shalabi that the agenda for the December 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 November 21, 2024 Regular Board Meeting second by Richard DeBacker. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE: District Updates, Celebrations, Challenges, and Barriers

- None

Teachers

- NWEA Test Preparation: Teachers are actively preparing for NWEA test administration (refer to the attached NWEA Schedule).
- MI MTSS Conference: Administration will attend the MI MTSS Conference on November 12-13, 2024
- MAPSA Conference: Administration will attend the MAPSA Conference on December 11-12, 2024.

Students and Programs

- Field Trip for 11th Graders: A movie field trip was scheduled for December 10, 2024, as a reward for 11th-grade students.
- Grade 2 Science Museum Visit: Second graders visited the Hands-On Museum on December 11, 2024.
- Progress Reports: All grades received their progress reports on December 13, 2024.
- Oral Health Initiative: Dentist visited the school on December 16, 2024, to provide oral care for students from kindergarten to grade 11.
- Science Fair: The whole school will participate in a science fair on December 19, 2024.
- Winter Break: The school will be closed for winter break from December 23, 2024, to January 3, 2025.

Parents

- Food Gatherers Program: Scheduled for December 19, 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.

December 2024	Date Due	Date Submitted
Board Agenda – December (5 Business Days Before Meeting)	12/12	12/12
Registry of Educational Personnel Report (REP)	12/6	12/2
Transparency Requirements/Mitten – Certificate of Completion	12/27	12/13
Section I of Article VIII	12/27	
Proposed Board Minutes & Attachments – December (8 Business Days After Approved)	12/26	
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	12/31	
January 2025	Date Due	Date Submitted
Board Agenda – January (5 Business Days Before Meeting)	1/9	
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	
Second Quarter Financial Statement	1/31	
Budget – Amendment to 2024-2025 budget	1/31	
School Contact List	1/31	
Virtual Planning Questionnaire	1/31	
Proposed Board Minutes & Attachments – January (8 Business Days After Approved)	1/28	
Approved Board Minutes & Attachments – December (5 Business Days After Approved)	1/23	

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	\$35,783.82	\$35,783.92	Deposited
Title IA	\$2,990.00	\$2,990.00	Deposited
Title IA	\$	\$	
Title III E	\$	\$	
Title III IMM	\$	\$	
ESSER III Formula	\$22,679.21	\$22,679.21	Deposited
Section bb	\$7.50	\$7.50	Deposited
Food Reimbursement	\$248.00	\$248.00	Deposited
2023-2024 ACT 18 Final Reimbursement	\$6,564.00	46,564.00	Deposited
2024-2025 2 nd ACT Reimbursement	\$9,805.00	\$9,805.00	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 98,800.00
------------------------	--------------

Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$138,007.35	\$24,092.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$395,690.47

Insurance

Name	Date Paid
Health Insurance	12/26/2024
General Liability / Bus Insurance	12/20/2024
Workman's Compensation	12/23/2024

Financial Audits

Name of Audit	Date Occurring
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.

D. IT Report

- A. Comcast was out this week to add more access points to the building for the internet.

E. ESL Coordinator/Teacher Report

Newcomer Program

- At this time our newcomer program is at a pause for now. We will resume the program with the enrollment of any newcomer students to our school in the coming months.

Testing

- The WIDA Access 2.0 testing window is open beginning Jan 27th-Apr 4th. The WIDA testing calendar has been created by the ESL department and will be shared with all staff.

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.
- One behavioral plan was set to address an IEP student.
- A formal MDR process was initiated to be submitted to WISD concerning an IEP student who had a total suspension day that mounted to 11 days.
- Suspensions during the month of December decreased remarkably with only 2 for the month.

Attendance

- A family notified the school earlier that their children will be in Jordan in December. Their absence is excused.
- Families have been called according to lists submitted by homeroom teachers about repetitive absences of specific students.
- The total account on 12/19/2024 is 334 students.
- The average attendance for the last two weeks was 297.

The Newcomers Program

- No newcomers in December.

Communication with Parents

- A family was visited as well as another guardian who was called to provide and facilitate further psychological therapy and assistance.

Professional Development Sessions

- Registered for RESA PD titled "Rooting Attendance Growth Thru Multi-Tiered Approach." pending payment.

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

A. Building Security/Safety

- a. A quote was given to replace the network, which is outdated, the new system is AI generated. A cloud subscription needs to be purchased in order to use the new system.

B. Fall 2024-2025 Board Policy Updates

- a. A motion was made by Hana Shalabi that the 2024 Fall Board Policy Updates be adopted as presented and second by Richard DeBacker. The motion passes unanimously.

C. Technology Policy and Budget

- a. Table until next meeting.

D. Annual Planning Document

- a. The Board answered and completed the questions on the Academy Planning Document.

E. Building Maintenance Update

- a. All doors have been fixed.
- b. The blinds in the classroom will be replaced with tint on all windows.
 - i. You will be able to see out, but not inside.
 - ii. 15-year warranty
- c. The fence has been installed.

F. Board Meeting Order

- a. Roberts Rules are to be followed at all meetings.
- b. There is an on-line training on Roberts Rules in January. Board members are encouraged to attend.

XI. Extended Comments

- A. Public
 - a. None
- B. Board Members
 - a. Asked questions about college visitations.
 - i. Visits have been scheduled beginning in January 2025.

XII. Confirmation of Next Meeting

- A. January 16, 2025

XIII. Adjournment

Richard DeBacker made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:38 p.m.

Minutes respectfully submitted,

Angela T. Luck
Recording Secretary

1/16/2025
Date

Approved by the Board of Directors at its January 16, 2025 meeting.

Hanan Shubachi
Board Secretary

1/16/25
Date