

Multicultural Academy Board of Directors  
Regular Meeting Minutes  
Date: January 18, 2018  
Time: 6:00 pm

### **I. Meeting Called to Order**

The meeting was called to order at 6:00 pm at 5550 Platt Road, Ann Arbor.

### **II. Roll Call**

Present:

Dr. Samaha – President  
Shafic Khalil – Vice President  
Richard DeBacker-Secretary  
Jeffery Jones – Treasurer  
Robert McTyre - Director

Excused Absence:

Also Present:

Terry Farha - UMC  
Angie Luck – UMC  
Naji Jaber – UMC  
Michael Braden- GSRP  
Mark Nezich – BMCC

### **III. Approval of Agenda**

A motion was made by Robert McTyre and second by Jeffrey Jones that the agenda for the January regular board meeting be approved. The motion passed unanimously.

### **IV. Approval of Minutes**

A motion was made by Robert McTyre that the minutes be approved for the December regular board meeting and second by Richard DeBacker. The motion passed unanimously.

### **V. Correspondence**

- A. A notice from the MDE regarding changes to the Michigan Finance Authority's 2018 SAN Program was discussed.

### **VI. Reporting**

- A. Administrator Report

Staff

**Goal 1-Assist in retaining staff this year and the following years.**

1. Some staff representatives attended a webinar on Curriculum Crafter on the 10<sup>th</sup> of January.
2. Title 1 staff attended a webinar on Dream Box Learning.
3. We started SIP meetings in order that our staff can see the implementation of the document and decide on areas to be updated.
4. Staff has shared hands on activities, Daily 5, and instructional strategies to teach ESL students during a full day PD.
5. PLC meetings are conducted every Wednesday at 3:45 pm.

Students

**Goal 2-Assist in increasing the students' enrollment number and the improvement of their performance in all subjects.**

1. 3 fire drills have been conducted in the building, 1 tornado drill, and 1 lock down drill.
2. All students recite the mission, the vision, the character trait and the pledge on a daily bases in the morning assembly.
3. The end of the second quarter is on January 19. Report cards will be sent home on the 22<sup>nd</sup> of January.
4. Students received vision and hearing screening on January 11.
5. The NWEA kick off day was conducted on Thursday the 11<sup>th</sup> of January.

- We started implementing the NWEA assessment on January 16. The first week is for Math and the second week for Reading.

**Parents**

**Goal 3-Assist in increasing parent's involvement in the school.**

- We communicated with parents regarding the followings: Winter Holiday, Snow Day, Martin Luther King Day, and NWEA assessment.
- We also communicated with our parents as we sent them the report cards and the monthly newsletter.

**Arabic Department**

**Goal 4-Head and assist in improving the Arabic language curriculum and assessment.**

- We have hired a new Arabic teacher.
- The new Arabic teacher has assessed all students in Arabic to find out their levels and to make lesson plans accordingly.

**Support**

**Goal 5- Support the staff and other administrators.**

- Angie and Terry are assisting in dealing with students' behavior as much as they can.
- The Management Company is trying to meet the needs of the staff in terms of Technology and other teaching resources.
- Angie, Terry and I are trying to create a new culture and a family atmosphere in the building.
- We started a discussion about the curriculum to find out all current resources and other resources to be purchased for next school year.

**B. UMC Report**

**Epicenter**

All documents have been submitted as required.

January 2018		
	Due Date	Submission Date
Board Agenda – January ( 5 Business Days Before Meeting)	1/11	1/15
Academy Planning Document	1/30	12/22
Second Quarter Financial Statement	1/30	1/15
Budget – Amendment to 2017-2018 Budget	1/30	1/19
School Contact List	1/30	1/4
Board Policy Manual	1/30	1/29
Proposed Board Minutes & Attachments – January ( 8 Business Days After Approved)	1/30	1/23
Approved Board Minutes & Attachments – December ( 5 Business Days After Approved)	1/25	1/23
February 2018		
	Due Date	Submission Date
Annual Education Report of Website-Cert. of Completion on Epicenter	2/28	
Board Agenda-February (5 Business Days Before Meeting)	2/15	
Proposed Board Minutes & Attachments Feb. (8 Business Days After Approved)	3/6	
Approved Board Minutes & Attachments – Jan. (5 Business Days After Approved)	3/1	

**Purchase Orders**

Meetings took place with Crosky & Lanni to review all purchase orders and payroll along with updates for GSRP reporting.

**HR/MA Personnel Changes**

We are continuing to look for a Kindergarten and Eighth Grade Teacher.

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$11,675.76	\$11,675.76	Pending
MA Breakfast / Lunch	\$	\$	
MDE Breakfast / Lunch	\$9,017.48	\$9,017.48	Deposited
Title IA	\$3,279.32	\$3,279.32	Deposited
Title IIA	NA	NA	NA
CAFCP	\$123.40	\$123.40	Deposited
Special Ed 2 <sup>nd</sup> Payout	\$17,922.00	\$17,922.00	Deposited
ACT 18	NA	NA	NA
Title III	NA	NA	NA
IDEA	NA	NA	NA
MISC. (Follett Books Reim)	NA	\$16.49	Deposited
MISC. (GSRP Revenue)	\$725.00	\$725.00	Deposited

**General Fund Purchase Order Expenditures**

<b>General Fund Purchases</b>	\$75,250.14
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$6,489.56	\$1,375.72

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$161,193.36	\$116,814.76

**Insurance**

Name	Date Paid
Health Insurance	1/8/2018
Life Insurance	1/10/2018
General Liability / Bus Insurance	1/9/2018
Workman's Compensation	Paid in Full

**Financial Audits**

Name of Audit	Date Occurring
NA	NA

**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. GSRP**

- Program/Parents Relations
  - 2 additional openings enrolled/ 36 of 64 slots enrolled. 18 Children total.
  - Quality Preschool Partnership meeting January 26 at WISD.
  - Staff to attend Feb 2 "Conflict Resolution" training at WISD.
  - Parents invited for 2018 Preschool Expo at Ann Arbor District Library
- Events
  - Preschool Expo at Ann Arbor Library - Sunday, January 28, 2018 1:00 - 4:00.
  - Classroom staff began "Regie Rainbow" Nutrition Curriculum in Partnership with National Kidney Foundation.
  - Hearing and Vision Screenings complete.
- Building Safety and Security
  - Emergency procedures for Fire, Tornado, and Lockdown from Dr. Naji shared with staff. To be posted inside of classrooms near emergency drill logs.
- Financial
  - December 2017 Reimbursements submitted.

**VII. CAO Report**

- A. None

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

**X. Scheduled/ New Business**

- A. Amended Budget
  - a. A motion was made by Shafic Khalil and second by Richard DeBacker that the Amended Budget be approved. The motion passed unanimously.
- B. Behavior Policy
  - a. The Behavior Policy will be sent to the school lawyer for review before approval.
- C. Retention Policy
  - a. The Retention Policy will be sent to the school lawyer for review before approval.
- D. Emergency Procedures
  - a. Tabled until the February board meeting.

**XI. Extended Comments**

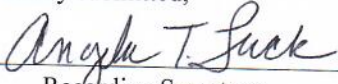
- A. Public
  - a. None
- B. Board members
  - a. None

**XII. Confirmation of Next Meeting**

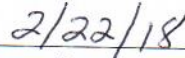
February 22, 2018 at 6:00 pm

**XIII. Adjournment**

Robert McTyre made a motion to adjourn Shafic Khalil second. Meeting adjourned at 6:26 p.m.  
Minutes respectfully submitted,

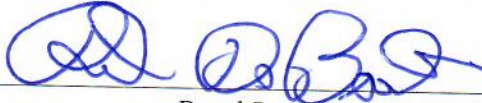
  
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Recording Secretary

  
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Date

Approved by the Board of Directors at its February 22, 2018 meeting.

  
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Board Secretary

  
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Date