

## I. Meeting Called to Order

The meeting was called to order at 6:01 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  
Dan Allen - UMC  
Michael Braden- GSRP

## III. Approval of Agenda

A motion was made by Shafik Khalil and second by Jeffrey Jones that the agenda for the February regular board meeting be approved. The motion passed unanimously.

## IV. Approval of Minutes

A motion was made by Shafik Khalil that the minutes be approved for the January regular board meeting and second by Robert McTyre. The motion passed unanimously.

## V. Correspondence

A. None

## VI. Reporting

A. Administrator Report

### Staff

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

- Curriculum Crafter representative met with our teachers individually, as they were trained on how to efficiently use the program.
- Title I staff, ESL staff and I met with every individual teacher and analyzed data and made decisions regarding At Risk students.
- We started SIP meetings in order that our staff can see the implementation of the document and decide on areas to be updated.
- The entire staff stopped by the Title I room and had an idea about the resources that are available in the Title I room.
- PLC meetings are conducted every Monday at 3:45 pm.
- One of our staff attended a conference about “First Aid for Mental Health” and she made a presentation to our staff about it on February 12th.

### Students

#### **Goal 2: Assist in increasing the students’ enrollment number and the improvement of their performance in all subjects.**

- All students recite the Mission, the Vision, The Character Trait, and The Pledge on daily basis in the morning assembly.
- Report cards were sent home on the 22<sup>nd</sup> of January. Teachers made phone conferences with parents and discussed with them the report cards.

# APPROVED

- Students received vision and hearing screening on January 11th.
- The NWEA assessment was conducted successfully and we started WIDA assessment right after NWEA.
- We communicated with an organization called: "Jewish Family Services" as they sent 2 people to talk to our students about Anti Bullying.
- Spelling Bee competition was conducted on Monday the 5<sup>th</sup> of February.
- We celebrated our students' success in NWEA and in Spelling Bee on February 14th.
- Count Day was on February 14<sup>th</sup> as we had 180 students with only 5 absences.
- We started scheduling Title I students according to NWEA data. The NWEA data is attached.

## Parents

### Goal 3: Assist in increasing parent's involvement in the school.

- We communicated with parents regarding the followings: Report Cards, Snow Day, NWEA Assessment, and our Monthly Newsletter.
- We also communicated with our parents to invite them for the Celebration Day and for the Spelling Bee competition. Around 30 parents participated.

### B. UMC Report

All documents have been submitted as required.

February 2018	Due Date	Submission Date
Board Agenda-February (5 Business Days Before Meeting)	2/15	2/12
Proposed Board Minutes & Attachments Feb. (8 Business Days After Approved)	3/6	
Approved Board Minutes & Attachments – Jan. (5 Business Days After Approved)	3/1	
March 2018	Due Date	Submission Date
Board Agenda – March ( 5 Business Days Before Meeting)	3/15	
Educator Evaluation Transparency on website: Certificate of Completion	3/30	
Proposed Board Minutes & Attachments – March ( 8 Business Days After Approved)	4/3	
Approved Board Minutes & Attachments – Feb. ( 5 Business Days After Approved)	3/29	

## 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 continue to look for a Kindergarten, Second, and Eighth Grade Teacher.

## Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$11,675.76 / \$9,383.91	\$11,675.76 / \$9,383.91	Deposited
MA Breakfast / Lunch	\$19.65	\$0	
MDE Breakfast / Lunch	\$10,841.12	\$10,841.12	Deposited
Title IA	\$4,331.28/\$3,638.92/\$9,845.40	\$4,331.28/\$3,638.92/\$9,845.40	Deposited/Pending
Title IIA	\$	\$	
CAFPCP	\$203.96	\$203.96	Deposited
ACT 18	NA	NA	NA
Title III	NA	NA	NA
IDEA	\$10,179.00	\$10,179.00	Deposited
MISC. (Box Tops)	NA	\$37.50	Deposited
MISC. (Discount School Supply)	NA	\$19.99	Deposited

## General Fund Purchase Order Expenditures

General Fund Purchases	\$92,683.07
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## Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$3,500.00	\$3,357.00

## Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$114,319.37	\$115,845.40

## Insurance

Name	Date Paid
Health Insurance	2/10/2018
Life Insurance	1/25/2018
General Liability / Bus Insurance	2/1/2018
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 Report

- Program/Parents Relations
  - 1 opening enrolled/34 of 36 amended slots enrolled. 17/18 children total.
  - Teacher resigned without notice effective 1/18/2018.
  - Parent Advisory meeting February 23 from 11:30 - 1:00.
  - Staff attended Feb 2 "Conflict Resolution" training at WISD.
  - washtenawpreschool.org begins accepting interest forms for 2018-2019 GSRP enrollment on March 1st
- Events
  - March 9 and March 16 - Parent Teacher Conference #2.
  - Classroom concluded implementation of "Regie Rainbow" Nutrition Curriculum in Partnership with National Kidney Foundation.
- Building Safety and Security
  - Emergency procedures for Fire, Tornado, and Lockdown posted inside of classrooms near emergency drill logs.
- Financial
  - January 2018 Reimbursements with amendment submitted.

E. Technology Report

Projects:	<ul style="list-style-type: none"> <li>• WIDA Testing Lab Updates</li> <li>• Chromebook Provisioning, Demo and Rollout</li> <li>• Smartboard and Projector: Update, Demo and Rollout</li> </ul>
<ul style="list-style-type: none"> <li>• WIDA Testing Lab Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Updated Testing Manager application on Mrs. Mohanna's laptop – downloaded new testing content</li> <li>• Created new WIDA testing network with current client information</li> <li>• Updated and tested pc's to meet requirements for testing</li> </ul>
<ul style="list-style-type: none"> <li>• Chromebook Provisioning, Demo and Rollout</li> </ul>	<ul style="list-style-type: none"> <li>• Joined 18 User &amp; 2 Admin Chromebooks to the domain</li> <li>• Labeled and Added to inventory</li> <li>• Created user accounts</li> <li>• Applied security updates and Pushed security policies to devices</li> <li>• Provided demonstration to staff</li> <li>• Assembled charging station for storage, charging and daily sign-outs</li> </ul>
<ul style="list-style-type: none"> <li>• Smartboard and Projector: Update, Demo and Rollout</li> </ul>	<ul style="list-style-type: none"> <li>• Updated firmware</li> <li>• Tested functionality</li> <li>• Installed smartboard software and drivers on test machine</li> <li>• Provided demonstration to staff</li> </ul>
Milestones for next week	Install smartboards, projectors and roll-out Chromebook.

**VII. CAO Report**

A. None

**VIII. Public Comments**

A. None

**IX. Board Comments**

A. None

**X. Scheduled/ New Business**

A. Behavior Policy

a. A motion was made by Robert McTrye and second by Shafik Khalil that the Behavior Policy be approved. The motion passed unanimously.

B. Retention Policy

a. A motion was made by Robert McTrye and second by Shafik Khalil that the Retention Policy be approved. The motion passed unanimously.

C. Emergency Procedures

a. A motion was made by Richard DeBacker and second by Jeffrey Jones that the Emergency Procedures be approved. The motion passed unanimously.

**XI. Extended Comments**

A. Public

a. None

B. Board members

a. None

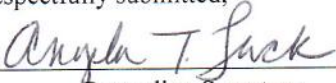
**XII. Confirmation of Next Meeting**

March 22, 2018 at 6:00 pm

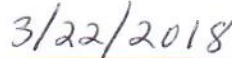
**XIII. Adjournment**

Robert McTyre made a motion to adjourn Jeffrey Jones second. Meeting adjourned at 6:42 p.m.

Minutes respectfully submitted,



Recording Secretary



Date

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



Board Secretary



Date