

APPROVED
Date 8/23/2018

Multicultural Academy Board of Directors
Regular Meeting Minutes
Date: July 19, 2018
Time: 6:00 pm

I. Meeting Called to Order

The meeting was called to order at 6:03 pm at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

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

Excused Absence:

Shafic Khalil – Vice President

Also Present:

Dr. Naji Shalabi – Principal
Angie Luck – UMC
Mike Braden - GSRP
Marc Nezych – BMCC
Steve Scheel – Crosky-Lanni

III. Approval of Agenda

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

IV. Approval of Minutes

A motion was made by Jeffrey Jones that the minutes be approved for the June Budget Hearing and Regular Board Meeting and second by Robert McTyre. The motion passed unanimously.

V. Oath of Office

A. Dr. Robert McTyre took the oath of office and was sworn in as a member of the Multicultural Academy board.

Meeting adjourned at 6:03 pm

Meeting opened at 6:07 pm

VI. Organizational Meeting

A. Khalil Samaha, President, Robert McTyre, Vice President, Richard DeBacker, Secretary, Jeffrey Jones, Treasurer, Shafik Khalil, Director.

VII. Correspondence

A. Invitations were given to the board members for the BMCC Board Training.

VIII. Reporting

A. Principal's Report

Staff

- Staff has turned in their exit forms on June 14, 2018
- Staff attended the celebration and the ceremony day on June 14, 2018
- 2018 -2019 PD calendar has been prepared.
- Some interviews have been conducted to hire new staff members.

Students

- Field Day was organized on June 13th

- Celebration Day and Graduation Day were conducted on June 14th.
- All Fire Drills, Tornado Drills and Lock down Drills have been completed.
- Students have shown much progress in NWEA this year than last year. The percentage of students who achieved their projected goals in Math is more this year than last year with the exception of 4th. Moreover, the percentage of students who achieved their projected goals in Reading is more this year than last year with the exception of 6th. The attachment shows this fact.
- Summer program has started on July 9 and it will end on August 2nd. It is run from 8:30-12:30 on M-Th. 6 staff members are working in the program as we have around 75 enrolled students.

Parents

- 3 celebration sessions were conducted on June 14th. Around 75 parents attended each session. K-2nd at 9:00 am, 3rd-5th at 10:00 am, and 6th-8th at 11:00 am.
- Donuts with Dads event was conducted on June 7th.
- Parents were invited to the Field Day event on June 13th.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

July		
	Date Due	Posted Date
Board Agenda – July (5 Business Days Before Meeting)	7/12	7/9
Organizational Board Agenda (5 Business Days Before Meeting)	7/12	7/9
State Aid Note Program Requirements - Phase II	7/16	7/15
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/16	7/15
Fourth Quarterly Financial Statement from 2017-2018	7/27	7/23
PSA Board Member Annual Conflict of Interest Disclosure	7/27	7/23
Organization Meeting Proposed Minutes & Attachments (8 Business Days After Approved)	7/31	7/23
Proposed Board Minutes & Attachments – July (8 Business Days After Approved)	7/31	7/23
Approved Board Minutes & Attachments – June (5 Business Days After Approved)	7/26	7/23
August		
	Date Due	Posted Date
Board Agenda– August (5 Business Days Before Meeting)		
2018-2019 Board Approved School Calendar//School Day Schedule (MC 380.1284a)	8/10	
School Contact List* 8/31	8/30	
MME and M-STEP Test Results and Analysis* 8/31	8/30	
Employee Handbook	8/31	
Proposed Board Minutes & Attachments- August (8 Business Days After Approved)	9/4	
Approved Board Minutes & Attachments – July (5 Business Days After Approved)	8/30	
Organizational Meeting Approved Minutes & Attachments(5 Business Days After Approved)	8/30	

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

Interviewing for staff to fill open positions.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$6,284.37	\$6,284.37	Pending
MA Breakfast / Lunch			
MDE Breakfast / Lunch	\$4,696.03	\$4,696.03	Deposited
Title IA	\$2,428.21/\$9,000.00	\$2,428.21/\$9,000.00	Deposited
Title IIA	\$80.00	\$80.00	Deposited
Title III LE	\$8,295.00	\$8,295.00	Deposited
Title III IMM	\$1,087.00	\$1,087.00	Deposited
Title IV			
CAFPCP	\$255.48	\$255.48	Deposited
ACT 18	\$11,763.00	\$11,763.00	Deposited
MISC. (Boxtops)		\$117.00	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$89,821.51
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$2,761.76	\$5,498.09

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$96,681.49	\$113,284.37

Insurance

Name	Date Paid
Health Insurance	6/30/2018
Life Insurance	6/30/2018
General Liability / Bus Insurance	6/30/2018
Workman's Compensation	Paid in Full

Financial Audits

Name of Audit	Date Occurring
NA	NA

- C. Financial Report
- D. GSRP Report
 - Program/Parents Relations
 - washtenawpreschool.org continues accepting interest forms for 2018-2019 GSRP enrollment. Recruitment efforts continue throughout summer. Eligibility Selection began July 1 for 0-100% FPL families and July 15 for 101-150% FPL families. Eligibility Selection continues July 31 for 151-200% FPL families, August 15 for 201-250% FPL families.
 - 13 Eligible Applications complete. 2 interest forms awaiting response from Parent/Guardian(s) for application appointment.
 - MI Child Care License renewal information arrives August 2018. Renewal preparation in process.
 - Events
 - GSRP calendar for 2018-19 school year is updated and complete.
 - Staff members (Mike Braden, Kathryn Gregg) scheduled to attend WISD Early Childhood Conference August 23, 24. CPR/First Aid Training August 29.
 - 1st Home Visits September 4-6.
 - First day of school for GSRP children September, 10, 2018.
 - Building Safety and Security
 - Financial
 - June 2018 Reimbursements submitted.
- E. Technology Report
 - End of Year Closure
 - Collect employee assets – completed
 - Assets allocated for Summer School
 - Back-up data
 - Wipe
 - Online Ticket System
 - Set-up printing on Summer School PCs
 - Bay Mills Reauthorization
 - Review technology relate content and prepare summary statement for presentation – Milestone complete
 - Awaiting response from Bay Mills
 - IT Asset Inventory & projects
 - Assessment of current assets in progress to determine needs for next year
 - Monitors and keyboards-waiting to be delivered. Old devices can then be swapped out. (shipment 1 of 2)
 - 8 new access points to be installed. Pending schedule confirmation with vendor. (Expected week of 8/6/18) or sooner. Contingent on delivery of equipment.
 - New goals, expectations and procedures in terms of communication and technology.
 - Intranet/Sharepoint/Google Classroom – Shared Resources
 - Restricted Printing/Page Allowance/Secured Storage
 - Student account options/Shared accounts vs. assigned
 - IT Class
 - Find or develop typing classes/games (pending)
 - Develop terminology/Learn Spanish and Arabic technology words.

- Develop learning projects for classrooms.
- Introduce classroom to technology in the real world.
- ShapeLog Fitness Group/Technology & Fitness Event. (pending details)
- Tech Club: Games, PC Repair, Coding (examples)
- Donations
 - MB Financial donated computer equipment to the school.

IX. Financial Report

A copy of The Monthly Financial Report was provided to the board for review. The board accepted the financial report and as is.

X. CAO Report

A. Maner Costerisan conducted a one hour phone interview with the board president. Discussion took place for the pre-audit. No need for extra auditing.

XI. Public Comments

A. None

XII. Board Comments

A. None

XIII. Scheduled/ New Business

- A. Oath of Office
 - a. Robert McTyre took the Oath of Office.
- B. Board Member Annual Conflict of Interest Disclosure
 - a. Forms were collected from each board member and there were no disclosures of conflict of interest.
- C. Textbooks
 - a. The board approved the purchase of new textbooks and supplemental materials.
- D. State Aid Note
 - a. Step One is completed.
- E. Reauthorization Update
 - a. Presentation was given to the BMCC staff. They will be putting a feedback report together and will present it to the board at a meeting in the fall.

XIII. Extended Comments

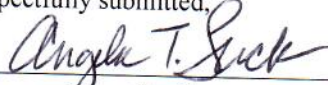
- A. Public
 - a. None
- B. Board members
 - a. None

XV. Confirmation of Next Meeting

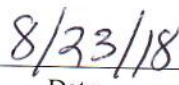
August 23, 2018 at 6:00 pm

XVI. Adjournment

Jeffrey Jones made a motion to adjourn Robert McTyre second. Meeting adjourned at 6:39 p.m. Minutes respectfully submitted.

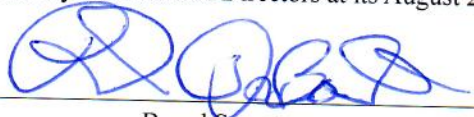


 Recording Secretary



 Date

Approved by the Board of Directors at its August 23, 2018 meeting.



 Board Secretary



 Date