

APPROVED
Date 9/19/2019

Multicultural Academy Board of Directors
Regular Meeting Minutes
Date: August 22, 2019
Time: 6:00 pm

I. Meeting Called to Order

The meeting was called to order at 6:06 pm at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

Dr. Samaha-President
Dr. Robert McTyre – Vice President
Richard DeBacker – Secretary
Peggy Hafiani

Excused Absence:

Also Present:

Yaser Farha - UMC
Angie Luck – UMC
Terry Farha – UMC
Mohana Mukherjee-MA
Liana Grey - GSRP
Steve Scheel – Crosky-Lanni

III. Approval of Agenda

A motion was made by Robert McTyre and second by Peggy Hafiani that the agenda for the August 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 July Organizational Meeting and the Regular Board Meeting and second by Peggy Hafiani. The motion passed unanimously.

V. Correspondence

- A. Security System – Work has begun and they are waiting for a piece of equipment. The outside cameras will be installed as well. Cameras will be located in the hallways and gym. Nothing inside the classrooms or offices.
- B. UMC Levy – Levy has been lifted. State claims have been rectified.

VI. Reporting

A. Principal's Report

Summer School

- Number of Students Invited : 50
- Number of Staff : 6
- Curriculum: Based on NWEA Spring 2019 score and targeting next grade readiness.
- End Status: Students who attended regularly showed impressive growth. Report Cards have been sent home.

Academic Year 2019-2020

Staff

- We Started on August 19. Timings are from 8:00 – 3:30
- We handed each staff (both returning and new) an Information Binder which contained all documents to refer to for a jump start into the year
- Paraprofessionals start from August 26th. Same timings.
- Currently we have the following positions filled up:
 - Kindergarten / Grade 1
 - Grade 3
 - Grade 5
 - Middle School: Math,

Middle School : Science
 Middle School : Social Studies
 Special Education Director
 Translator

- We are actively looking into resumes and hiring is in process.
- In the first two weeks we are working on Professional Development, Academic Collaboration, Mentoring New Teachers and Classroom Readiness. PD topics are based on: Instructional Requirements, Academic Readiness and Classroom Management.

Students and first week

- We have sent out information packets to all student families.
- Students join back on September 3rd.
- Timings are from 8:30-3:30
- As per re- enrollment forms and new applications, the total number is about 170 (as of 8/19/2019). Parent enquiries for new student enrollment are in progress.
- The first week, we shall focus with students more on classroom/ hallway/lunch room/ playground/ bus rules, discipline, policies and teacher expectations.
- Lesson plan, schedule instructions and para support for MTSS tiers to initiate from second week.
- From second week, we will work towards undoing academic summer loss and teach test skills for Fall NWEA.
- We will have breakfast in the gym. We will have allotted/scheduled teacher duties to eliminate discipline issues.
- Morning meeting to be held in each classroom.
- There will be whole school assembly the first Friday of every month.

Upcoming Events

September 13: Open House / Meet the Teachers
 September 17: Goodies with Grandparents

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

August 2019		
	Due Date	Date Submitted
Board Agenda – August (5 Business Days Before Meeting)	8/15	8/12
2019-2020 Board Approved School Calendar/School Day Schedule (MC380.1284a)	8/9	8/7
School Contact List	8/30	8/5
MME and M-STEP Test Results and Analysis	8/30	
Employee Handbook	8/30	
Proposed Board Minutes & Attachments – August (8 Business Days After Approved)	9/3	8/1
Approved Board Minutes & Attachments – July (5 Business Days After Approved)	8/29	8/26
Organizational Meeting Approved Minutes & Attachments (5 Business Days after Approved)	8/29	
September 2019		
	Due Date	Date Submitted
Board Agenda – September (5 Business Days Before Meeting)	9/12	
2019-2020 NWEA or Scantron School Testing Schedule – Fall	9/6	8/26
School Improvement Plan/Goals Management Summary	9/6	
Emergency Drill Day Schedule	9/20	8/22
MEGS Right to Prayer Certification	9/20	8/22
MEGS Constitution Day Certification	9/20	8/22
SE 4096 Special Education Actual Cost Report	9/27	
Playground Safety Training for Staff – Rules, Agenda, Attendance	9/27	
Teacher and Administrator Evaluation and Employee Certification Warranty	9/27	
Technology Protection Measures and Internet Safety Policy	9/27	8/22
Anti-Bullying/Cyber-Bullying Policy	9/27	8/22
Testing Login Information	9/27	
Expense Reimbursement Policies	9/27	8/22
Transparency Requirements on website/Mitten-Certificate of Completion	9/27	
Proposed Board Minutes & Attachments-Sept. (8 Business Days After Approved)	10/1	
Approved Board Minutes & Attachments-Aug. (5 Business Days After Approved)	9/26	

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

Recruitment for the 2019-2020 continues.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$7,587.79 / \$4,345.25	\$7,587.79 / \$4,345.25	Deposited/Pending
MDE Breakfast / Lunch	\$	\$	
Title IA	\$6,473.54	\$6,473.54	Deposited
Title IIA	\$	\$	
Title IIIIE	\$1,146.86	\$1,146.86	Deposited
Title III IMM	\$	\$	
Title IV	\$	\$	
CAFCP	\$	\$	
IDEA	\$	\$	
MISC- Reim. For Recruitment Campaign & Grant Writing Services	\$4,499.41	\$4,499.41	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 187,170.79
-------------------------------	---------------

Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$10,356.00	\$7,583.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$232,939.20	\$100,345.25

Insurance

Name	Date Paid
Health Insurance	8/16/2019
Life Insurance	8/15/2019
General Liability / Bus Insurance	8/23/2019
Workman's Compensation	Paid in Full

Financial Audits

Name of Audit	Date Occurring
NA	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. GSRP Report

a. Program/Parents Relations

- Enrollment is ongoing; 10 families have completed or are interested in completing enrollment.
- 6 applications are complete; intake appointments have been scheduled with 3 families to complete enrollment; I am in the process of scheduling another intake meeting.

b. Recruitment

- I am working with WISD and nonprofits (Jewish Family Services, Peace Neighborhood Center, Muslim Social Services, ACCESS) to recruit students.
- Transportation has been a barrier to recruitment; families have been requesting transportation for preschoolers.
- Families with older siblings at Multicultural Academy have inquired if Pre-K students can take the school bus with their siblings; I am looking into this with our Child Care Licensing Consultant.

c. Staffing

- Assistant Teacher Kathryn Gregg's start date is August 22, 2019.
- GSRP Director and Lead Teacher positions will be separate this school year; we are in the process of recruiting lead teacher candidates. One interview is scheduled.

d. Calendar

- 2019-2020 calendar is complete and has been submitted to WISD for approval.
- Start date will be September 23, 2019.

E. Technology

- a. A technology director has been hired. Teacher laptops and Chromebooks will be prepared and ready for the first day of school.
- b. Updates for WIDA, NWEA, and M-Step have been installed and ready for testing.
- c. The director will give an in-service training to all staff members.

VII. CAO Report

- A. Building Appearance – Bushes at the entrance to be cleared and painting the fence as well.
- B. Gym Lights – Repair or replace lights in the gym.
- C. \$5,000 will be allocated for the building maintenance.

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

- A. Budget
 - a. A motion was made by Khalil Samaha that the changes to the budget be adopted as presented and second by Robert McTyre. The motion passes unanimously, the new changes secured a 6.1% end fund balance.
- B. Staffing
 - a. The following grade levels need to be filled: 1st, 2nd, 4th, MS ELA, and MS Math.
 - b. Having a difficult time finding staff members. Currently using Zip Recruiters, Eastern Michigan University, University of Michigan, and Facebook.
 - c. May need to combine some grade levels and go back to a Multi-age Center Based setting.
- C. Reauthorization Update
 - a. The board revisited the Preliminary Reauthorization Review Feedback letter from Bay Mills Community College, and will respond to all requested change.
- D. Internal Controls
 - a. Petty Cash (\$500.00) will be implemented this year.
 - b. Purchase Orders
 - i. Are submitted once a month.
 - ii. Anything over \$1,000 needs to be initialed and approved by Dr. Samaha before submitting for payment.

XI. Extended Comments

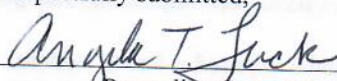
- A. Public
 - a. None
- B. Board Members
 - a. None

XII. Confirmation of Next Meeting

- A. September 19, 2019

XIII. Adjournment

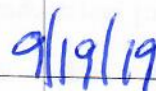
Robert McTyre made a motion to adjourn Richard DeBacker second. Meeting adjourned at 7:06 p.m. Minutes respectfully submitted.


Recording Secretary


Date

Approved by the Board of Directors at its September 19, 2019 meeting.


Board Secretary


Date