

APPROVED
Date 12/30/2019

Multicultural Academy Board of Directors
Regular Meeting Minutes
Date: November 21, 2019
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. Robert McTyre - President
Dr. Samaha-Vice President
Richard DeBacker – Secretary
Peggy Hafiani – Treasurer

Excused Absence:

Also Present:

Angie Luck – UMC
Terry Farha - UMC
Mohana Mukherjee-MA
Brittany Cook – BMCC
Brandy Pavlik – Croskey-Lanni
Carmela McTyre – Visitor
Jeff Straus – Maner Costerisan

III. Approval of Agenda

A motion was made by Khalil Samaha and second by Peggy Hafiani that the agenda for the November regular board meeting be approved. The motion passed unanimously.

IV. Approval of Minutes

A motion was made by Khalil Samaha that the minutes be approved for the October Regular Board Meeting and second by Peggy Hafiani. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

Staff

- Main topics on Friday meeting
 - In our weekly meetings staff has been working on: Collaboration on common Core Standards, Data Team Talks, MTSS documentation and timely update of assessments and grades in PowerSchool.
- Classroom Walkthrough
 - Informal observation and classroom walkthroughs are being very productive.
 - Each informal observation is followed by a discussion and a follow up observation.
 - Main focus is: Classroom Learning Environment, Expectations and Objectives, Teacher and Student Interaction, Students' Engagement, Instructional Strategies, Lesson Delivery, and Assessment.
- Report Cards
 - Teachers have opened up Parent-Teacher Conferences slots the week of November 11 from 3:30-4:30 pm.
 - November 15, Friday is Parent Teacher Conferences from 2-5 pm.
 - Target – To cover 100 % Parent Conferences either in person or through telephone.
- Additional Data Talks
 - Agenda-To discuss para intervention effectiveness and doable from here

Students

- Report Card
 - Handing over to parents on conference time slots. Remaining to be mailed out.
- Student Council Body Formed
 - First campaign for President and Vice-President held on November 8th. Campaign posters displayed. Voting on November 3. Results to be declared on a general assembly on November 20
 - Teachers have integrated social studies lessons with the importance of leadership, democracy, voting and responsibility.
- Snow Day
 - Because of the weather conditions, November 12th was declared a snow day.
- Chess Club
 - December 14, 2019 will host a Chess Tournament at the Academy.
 - Students from around the state will participate.



Parents

- Monthly newsletter
 - We post Monthly newsletters on the website and school bulletin board
- Phone Conferences
 - Teachers have been given enough time to make phone conferences and to discuss report cards with parents.
 - Getting positive parent involvement.
- Face to Face Meetings
 - Administrators have made several face to face conferences with parents regarding student behavior and to discuss the importance of co-educating a child.
- Fall Festival / Math Curriculum Day: October 25
 - Good number of parent participation
 - Teachers were actively involved
 - Mainly Math games, but with lots of treats to win.
 - Positive Feedback.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

| November 2019 | Due Date | Date Submitted |
|---|----------|----------------|
| Board Agenda – November (5 Business Days Before Meeting) | 11/14 | 11/12 |
| Audited Financial Statement and Management Letter (include A133 if completed) | 11/1 | 10/31 |
| FID Report to CEPI and BMCC (or as scheduled by MDE) | 11/15 | 11/4 |
| MEIS/MSDS (SRSD) FTE-DS4061, including MI-CIS for Special Education (Fall) | 11/22 | |
| NWEA Winter Testing Schedule | 11/29 | 10/5 |
| Audited Financial Statements Management Letter Response (if needed) | 11/29 | |
| Proposed Board Minutes & Attachments – Nov. (8 Business Days After Approved) | 12/3 | |

| | | |
|---|----------|----------------|
| Approved Board Minutes & Attachments – Oct. (5 Business Days After Approved) | 11/28 | |
| December 2019 | | |
| Board Agenda – December (5 Business Days Before Meeting) | Due Date | Date Submitted |
| Transparency Requirements/Mitten – Certificate of Completion | 12/12 | |
| Registry of Educational Personnel Report (REP) | 12/6 | 11/14 |
| Proposed Board Minutes & Attachments – December (8 Business Days After Approved) | 12/13 | |
| Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved) | 12/31 | |
| | 12/26 | |

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

Continue to search for a first and second grade teacher.

Other

- Fairness First Press Release was sent to MLive for publication.
- Transparency Requirements for the website have been updated and approved by the MDE.
- MDE Treasury
 - Visit on November 21, 2019.
 - Update on finances, student body, and any concerns.
 - They would like us to put a list together regarding ways they could provide help.
 - Examples include:
 - Energy Efficient items
 - Curriculum
 - Supplemental Materials for the classroom

Grants Expenditure

| Grant Name | Expenditures | Revenue | Current/Pending |
|-----------------------|--|--------------------------------------|---------------------------------|
| GSRP | \$4,007.10 and \$6,034.47 / \$8,544.61 | \$4,007.10 and 6,034.47 / \$8,544.61 | Deposited / Deposited / Pending |
| MDE Breakfast / Lunch | \$14,625.10 | \$14,625.10 | Deposited |
| Title IA | \$13,654.45/ \$3,090.07 | \$13,654.25/\$3,090.07 | Deposited |
| Title IIA | \$1,250.00 | \$1,250.00 | Deposited |
| Title IIIIE | \$ | \$ | |
| Title III IMM | \$ | \$ | |
| Title IV | \$ | \$ | |
| CAFCP | \$ | \$ | |
| IDEA | \$5,551.00 | \$5,551.00 | Deposited |
| MISC-Reimbursements | \$ | \$ | |

General Fund Purchase Order Expenditures

| | |
|------------------------|--------------|
| General Fund Purchases | \$ 17,570.00 |
|------------------------|--------------|

Dated Bank Statements on Cash Flow / Payroll Escrow

| | |
|------------|----------------|
| Cash Flow | Payroll Escrow |
| \$8,071.00 | \$9,930.00 |

Payable / Receivable Accounts

| | |
|---------------------------------|------------------------------------|
| Pending Amounts Account Payable | Pending Amounts Account Receivable |
| \$135,141.20 | \$109,544.61 |

Insurance

| Name | Date Paid |
|------------------|------------|
| Health Insurance | 11/12/2019 |
| Life Insurance | 11/1/2019 |

| | |
|-----------------------------------|--------------|
| General Liability / Bus Insurance | 11/1/2019 |
| 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. IT Report

- Working with Comcast to increase the bandwidth.
- Interactive boards are being used with the students.
 - Software will be updated on the boards to make them more interactive and student friendly.

E. GSRP Report

- Enrollment
 - Currently 8 students are enrolled (including 1 over-income student awaiting official WISD approval)
- New Contract/Budget
 - WISD contract currently includes funding for 6 students (\$36,955) but will be amended to include additional students after November 22nd. Amended budget amount expected to be \$50,440.
 - Budget is being drafted, but will not be complete until final allocation amount determined after November 22nd.
- Staffing
 - Director Liana Grey has resigned due to her pregnancy and will be leaving Nov. 20th. We are looking for a new director and have identified a potential one. Due to new budget, number of staff will need to be reduced to lead teacher, director, and a lunch aid if budget allows.
 - Given the small size of the program and limited hours director can work (8 hrs/week,) it would make sense for director and lead teacher to work as partners, rather than director acting as supervisor of classroom staff. Lead teacher can handle classroom-related responsibilities, and director can handle administrative tasks related to managing GSRP grant. Our WISD consultant supports this idea. She will continue to support the lead teacher with coaching/frequent visits to the school.

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

- A. Dr. McTyre would like to thank Dr. Samaha for his mentoring and tutoring over the years. He is looking forward to working with everyone involved with the Academy.

X. Scheduled New Business

A. Financial Audit Presentation 2018-2019

- a. Will stay in early warning. Need to have at least a 5% fund balance.
- b. One year left on long term debt to the management company.
- c. A significant deficiency was noted.
- d. Financial Audit was presented and reviewed with the Board of Directors. No management letter is needed.
- e. A motion was made by Richard DeBacker and second by Khalil Samaha that the 2018-2019 Financial Audit be approved. The motion passed unanimously.

B. Academy Planning Document for the 2020-2021 School Year

- a. A motion was made by Richard DeBacker and second by Khalil Samaha that the Academy Planning Document 2020-2021 be approved. The motion passed unanimously

C. UMC Contract

- a. The CAO suggests to the board that some changes are necessary to the UMC Contract. Is requesting that UMC follow-up with answers to the board by the December board meeting.

- D. 2019-2020 Budget
 - a. A meeting will take place to discuss the budget.
 - b. An amendment will be required at the next board meeting.
- E. Reauthorization Update
 - a. As soon as the budget is amended questions will be answered and submitted to BMCC.
- F. MA Bank Signatures
 - a. Checks will be signed by Robert McTyre moving forward.
- G. Transportation
 - a. Discussion took place regarding the 4 busses opposed to using 3 busses.
 - i. 4 busses are needed to provide service to all the locations.
- H. Chorus Instruction Middle School
 - a. The 4th grade teacher is endorsed with a Vocal Music Degree. She would like to work with the 6th - 8th grade students once a week during their lunch period. Students would volunteer to be in the group. There would be no cost involved. This will be a co-curricular activity.
- I. Pupil Accounting
 - a. Pupil accounting will be contracted to Educational Reporting Solutions.

XI. Extended Comments

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

XII. Confirmation of Next Meeting

- A. December 19, 2019

XIII. Adjournment

Richard DeBacker made a motion to adjourn Peggy Hafiani second. Meeting adjourned at 7:44 p.m. Minutes respectfully submitted,

Angela T. Jack
Recording Secretary

12/30/2019
Date

Approved by the Board of Directors at its December ³⁰~~19~~, 2019 meeting.

[Signature]
Board Secretary

12/30/19
Date