

**APPROVED**  
 Date 8/18/2022

**I. Meeting Called to Order**

The meeting was called to order at 6:20 pm

**II. Roll Call**

Present:

- Dr. Khalil Samaha- President
- Richard DeBacker- Vice President
- Hana Shalabi – Secretary
- Charlotte Henderson-Director

Excused Absence:

Also Present:

- Terry Farha - UMC

**III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Charlotte Henderson that the agenda for the July Regular Board Meeting be approved. The motion passed unanimously.

Closed Regular Meeting for Organizational Meeting.  
 Regular Meeting re-opened at 6:25 pm

**IV. Approval of Minutes**

A motion was made by Richard DeBacker that the minutes be approved for the June 16, 2022 Regular Board Meeting Budget Hearing Meeting second by Charlotte Henderson. The motion passed unanimously.

**V. Correspondence**

- A. None

**VI. Reporting**

- A. Principal's Report

Students

- Summer School from June 27 to Aug 4
- In – person: Approx. 40 + students
- Whole School: Virtual

Teacher

- 5 Summer School Teachers working from the building.

Parents

- N/A

- B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

<b>July 2022</b>	<b>Due Date</b>	<b>Date Submitted</b>
Board Agenda – July (5 Business Days Before Meeting)	7/14	7/11
Organizational Board Agenda (5 Business Days Before Meeting)	7/14	7/11
State Aid Note Program Requirements	7/15	7/11
DS – 4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/15	7/12
Asbestos 3 Year Inspection (initial and re-inspections every three years – if needed)	7/29	NA
Fourth Quarterly Financial Statement from 2021-2022	7/29	
Lease Renewal Certification	7/29	
Management Contract – New, Amendments or Renewals	7/29	
Elevator Inspection	7/29	NA
Boiler Inspection	7/29	NA
Cardiac Emergency Response Plan (updated plans)	7/29	6/28
Services (transportation, maintenance, food services, etc) Contracts	7/29	
PSA Board Member Annual Conflict of Interest Disclosure	7/29	
Child Care/Preschool Licenses	7/29	NA
Matriculation Agreements	7/29	

Board Member Roster	7/29	
Organizational Meeting Proposed Minutes & Attachments (8 Business Days After Approved)	8/2	
Proposed Board Minutes & Attachments – July (8 Business Days After Approved)	8/2	
Approved Board Minutes & Attachments – June (5 Business Days After Approved)	7/28	
<b>August 2022</b>		
	<b>Date Due</b>	<b>Date Due</b>
Board Agenda – August (5 Business Days Before Meeting)	8/11	
2022-2023 Board Approved School Calendar	8/26	
School Contact List	8/26	
Employee Handbook	8/26	
Proposed Board Minutes & Attachments – August (8 Business Days After Approved)	8/30	
Approved Board Minutes & Attachments – July (5 Business Days After Approved)	8/25	
Organizational Meeting Approved Minutes & Attachments (5 Business Days After Approved)	8/25	

**Purchase Orders**

Meetings took place with Croskey & Lanni to review all purchase orders and payroll.

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
MDE Breakfast / Lunch	\$8,816.10	\$8,816.10	Deposited
Title IA	\$12,488.00	\$12,488.00	Deposited
Title IIA	\$983.00	\$983.00	Deposited
Title IIIIE	\$2,068.00	\$2,068.00	Deposited
Title III IMM	\$	\$	
ESSER II Formula	\$1,350.00	\$1,350.00	Deposited
ESSER III Formula	\$47,046.00	\$47,046.00	Deposited
Reim Health & Human Services	\$15.00	\$15.00	Deposited

**General Fund Purchase Order Expenditures**

<b>General Fund Purchases</b>	\$ 130,543.00
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

<b>Cash Flow</b>	<b>Payroll Escrow</b>
\$15,835.20	\$32,098.00

**Payable / Receivable Accounts**

<b>Pending Amounts Account Payable</b>	<b>Pending Amounts Account Receivable</b>
NA	\$100,000.00

**Insurance**

Name	Date Paid
Health Insurance	7/26/2022
Life Insurance	7/25/2022
General Liability / Bus Insurance	7/20/2022
Workman's Compensation	7/23/2022

**Financial Audits**

<b>Name of Audit</b>	<b>Date Occurring</b>
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.
- B. A copy of the 4<sup>th</sup> Quarter Financial Statement was provided to the board for review. The board accepted the 4<sup>th</sup> Quarter Financial Statement as is.

**C. IT Report**

- I am in desperate need of parts.
- Put the Lab back together and did system updates to all machines.
- Began checking in students' computers that left from summer school.
- Began cleaning and checking machines that came in from the End of Year

**VII. CAO Report**

- A. None

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

**X. Scheduled New Business**

- A. ESSER III – Assigning Duties
  - a. No changes

- B. 2022-2023 School Calendar
  - a. A motion was made by Richard DeBacker that the 2022-2023 School Calendar be adopted as presented and second by Charlotte Henderson. The motion passes unanimously.
- C. PSA Board Member Annual Conflict of Interest Disclosure
  - a. All Board Members have filled out and returned the Conflict of Interest Disclosure.
- D. State Aid Note
  - a. Phase 1 has been completed. Phase 2 will begin shortly.
- E. Building Lease
  - a. The Building Lease will continue as contractually agreed upon. No changes
- F. ESP Contract
  - a. The ESP Contract will continue as contractually agreed upon. No changes.
- G. Building Maintenance
  - a. The Board discussed items with regard to roof leaking, special areas need painting, and update our air conditioning maintenance. The ESP manager will report to the next board meeting updating the status of the building maintenance.

**XI. Extended Comments**

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

**XII. Confirmation of Next Meeting**

- A. August 18, 2022

**XIII. Adjournment**


Richard DeBacker made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:35 p.m.

Minutes respectfully submitted,

  
 \_\_\_\_\_  
 Recording Secretary

\_\_\_\_\_  
 8/18/2022  
 Date

Approved by the Board of Directors at its August 18, 2022 meeting.

  
 \_\_\_\_\_  
 Board Secretary

\_\_\_\_\_  
 8/18/2022  
 Date