

**APPROVED**  
Date 11/17/2022

### **I. Meeting Called to Order**

The meeting was called to order at 6:07 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  
Angie Luck - UMC  
Mohana Mukherjee – MA  
Miriam Faied – Parent  
Tami Phelps - MA  
Brittany Cook - BMCC

### **III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Hana Shalabi at the agenda for the October Regular Board Meeting be approved. The motion passed unanimously.

### **IV. Approval of Minutes**

A motion was made by Richard DeBacker that the minutes be approved for the September 22, 2022 Regular Board Meeting second by Hana Shalabi. The motion passed unanimously.

### **V. Correspondence**

- A. Letter from the MDE Treasury lifting the school from Fiscal Distress.

### **VI. Reporting**

- A. Principal's Report

#### Students

- NWEA window closed on Oct 4th, 2022.
- Fall NWEA Progress Report sent home.
- Count Day Oct 5th, 2022. 191 students
- Club connect started on Oct 7th 2022.
  - Computer Club
  - Art Club
  - Literacy Club
  - Cooking Club
  - Sports Club
  - World Language Club

#### Teacher

- Fall NWEA Progress Report sent home.
- Data Talk with the administrator.
- Teachers actively participating in PD's.
- Administrator attended 2-day conference with authorizer on October 17<sup>th</sup> and 18<sup>th</sup> at Brimley, MI

#### Parents

- Robocalls, emails and texts as and when needed.

B. Administrative Report – UMC

**Epicenter**

All documents have been submitted as required.

An email was received from Croskey – Lanni requesting Dr. Samaha to represent the board in signing the auditing documents that are due Oct. 30. Board approved unanimously.

<b>October 2022</b>	<b>Due Date</b>	<b>Date Submitted</b>
Board Agenda – October (5 Business Days Before Meeting)	10/13	10/12
Bloodborne Pathogens Training- Agenda	10/7	9/23
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/7	10/7
Annual Nonprofit Corporation Update	10/21	10/12
CIMS Determination Report for 2022-2023	10/14	10/7
First Quarter Financial Statement	10/31	
Proposed Board Minute & Attachments-Oct (8 Business Days After Approved)	11/1	
Approved Board Minutes & Attachments-Sept. (5 Business Days After Approved)	10/29	
<b>November 2022</b>	<b>Due Date</b>	<b>Date Submitted</b>
Board Agenda – November (5 Business Days Before Meeting)	11/24	
Audited Financial Statement and Management Letter (include A133 if completed)	11/4	
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/11	
MEIS/MSDS (SRSD) FTE - DS4061, including MI-CIS for Special Education (Fall)	11/11	
Audited Financial Statements Management Letter Response (if needed)	11/25	
Proposed Board Minutes & Attachments- Nov. (8 Business Days After Approved)	11/29	
Approved Board Minutes & Attachments– Oct. (5 Business Days After Approved)	11/24	

**Purchase Orders**

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

**Grants Expenditure**

<b>Grant Name</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>Current/Pending</b>
MDE Breakfast / Lunch	\$20,670.44	\$20,670.44	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
Title IIIILE	\$	\$	
Title III IMM	\$	\$	
ESSER II Formula	\$24,138.00	\$24,138.00	Deposited
ESSER III Formula	\$117,184.00	\$117,184.00	Deposited
Pandemic EBT Local Level Costs	\$628.00	\$628.00	Deposited

**General Fund Purchase Order Expenditures**

<b>General Fund Purchases</b>	\$ 82,960.00
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

<b>Cash Flow</b>	<b>Payroll Escrow</b>
\$148,630.00	\$11,736.00

**Payable / Receivable Accounts**

<b>Pending Amounts Account Payable</b>	<b>Pending Amounts Account Receivable</b>
NA	\$95,337.00

**Insurance**

<b>Name</b>	<b>Date Paid</b>
Health Insurance	10/26/2022
Life Insurance	10/25/2022
General Liability / Bus Insurance	10/20/2022
Workman's Compensation	10/23/2022

**Financial Audits**

<b>Name of Audit</b>	<b>Date Occurring</b>
End of Year	October 2022

C. Financial Report

- A. A copy of The Monthly Financial Report and First Quarter Financial Report was provided to the board for review. The board accepted the Financial Report and First Quarter Financial Report as is.

D. IT Report

- A. Parts have come in and work continues in repairing Chromebooks.
- B. All Chromebooks have new cases.
- C. Waiting on one part to come in and the Interactive Boards will be installed in each classroom.

- D. Web Filtering – Negotiating prices as they have increased since the ESSER III Grant was approved. Dr. Samaha has requested a filtering scenario be drafted and sent to him so he can discuss with the school lawyer if needed.

**VII. CAO Report**

- A. None

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

**X. Scheduled New Business**

A. Reauthorization Update

- a. The board will draft a letter answering the 3 questions that were asked by BMCC.

B. New Board Member

- a. Mariam Faied has completed all documents; reference checks as well as the Board Member Applicant Interview have been completed.

C. Pay Off of Busses

- a. Busses will be paid off in November.

D. ESSER I, II, III Update

- a. Dr. Samaha would like a meeting to discuss the grants and to make sure all approved budgets are assigned to the people that are responsible for purchasing.

E. Enrollment / Budget

- a. 191 students
- b. Budget will be amended in December 2022.

**XI. Extended Comments**

A. Public

- a. None

B. Board Members

- a. None

**XII. Confirmation of Next Meeting**

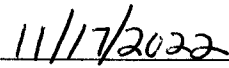
- A. November 17, 2022

**XIII. Adjournment**

Richard DeBacker made a motion to adjourn Hana Shalabi second. Meeting adjourned at 6:57 p.m.

Minutes respectfully submitted,

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

  
\_\_\_\_\_  
Date

Approved by the Board of Directors at its November 17, 2022 meeting.

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

  
\_\_\_\_\_  
Date