

**I. Meeting Called to Order**

The meeting was called to order at 6:00 pm

**II. Roll Call**

Present:

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

Excused Absence:

Also Present:

Terry Farha – UMC  
Angie Luck - UMC  
Mohana Mukherjee – MA  
Tami Phelps – MA  
Steve Scheel – Croskey-Lanni

**III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Hana Shalabi at the agenda for the January 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 December 22, 2022 Regular Board Meeting second by Mariam Faied. The motion passed unanimously.

**V. Correspondence**

A. None

**VI. Reporting**

A. Principal's Report

Students

- School resumed on Jan 9, 2023 post winter break
- NWEA Winter Assessment:
  - Reading start date: Jan 10, 2023
  - Math start date: Jan 24, 2023
- End of 2nd quarter- Jan 27th, 2023.
- Parent Teacher Conference and Report Card sent out on Jan 27th, 2023.
- After School Enrichment Program – in progress 6:30 pm – 7:30 pm for Grades 3 and up.
- Students enrolled as of 1/17/2023 - 214

Teachers

- NWEA Winter Assessment:
  - Reading Started on Jan 10, 2023
  - Math Starts on Jan 24, 2023
- End of 2nd quarter -
- Parent Teacher Conference and Report Card to be sent out on Jan 27th, 2023.
- Teachers actively participating in PD's.
- After School Enrichment Program – 1 teacher for Grade 3, 2 teachers for Grades 4-5, 2 teachers for Grades 6-7, 2 teachers for Grades 8-9.
- MDE partnership team meeting # 1 - Dec 19, 2023 (Virtual)
- MICIP training for team - Jan 12, 2023
- MDE in-person meeting at WISD - Jan 18, 2023

**Parents**

- End of 2nd quarter- Parent Teacher Conferences on Jan 27th, 2023.
- Robocalls, emails and texts as and when needed.
- We have active Parent Volunteers in school events- Helping in translation and interpretations.

**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

January 2023	Due Date	Date Submitted
Board Agenda – January (5 Business Days Before Meeting)	1/12	1/9
Resolution Requesting Reauthorization – (only if requested)	NA	NA
Virtual Program Questionnaire	1/27	1/9
Board Policy Manual	1/31	1/17
Academy Planning Document due to BMCC and Epicenter (Note: Additional Tasks May be assigned and due on 6/30 if changes are planned at your Academy per this document)	1/31	12/23
Second Quarter Financial Statement	1/31	1/15
Budget Amendment to 2022-2023 Budget	1/31	Tabled
School Contact List	1/31	1/4
Proposed Board Minutes & Attachments – January (8 Business Days After Approved)	1/31	1/20
Approved Board Minutes & Attachments – Dec. (5 Business Days After Approved)	1/26	1/20
February 2023	Due Date	Date Submitted
Board Agenda – February (5 Business Days Before Meeting)	2/9	
Annual Education Report on website – certificate of completion in Epicenter	2/3	
NWEA Winter Testing Schedule	2/3	1/5
Proposed Board Minutes & Attachments – February (8 Business Days After Approved)	1/31	
Approved Board Minutes & Attachments – January (5 Business Days After Approved)	1/26	

**Purchase Orders**

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

**Grants Expenditure**

	Expenditures	Revenues	Current/Pending
MDE Breakfast / Lunch	\$19,306.84	\$19,306.84	Deposited
Title IA	\$10,972.12	\$10,972.12	Deposited
Title II A	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	
ESSER II Formula	\$	\$	
ESSER III Formula	\$15,969.80	\$15,969.80	Deposited

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$ 64,747.63
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$5,829.00	\$23,029.00

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$154,452.17

**Insurance**

Name	Date Paid
Health Insurance	1/26/2023
General Liability / Bus Insurance	1/20/2023
Workman's Compensation	1/23/2023

**Financial Audits**

Name of Audit	Date Occurring
NA	NA

**C. Financial Report**

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

**D. IT Report**

- Still repairing and handing out Chromebooks.
- Workorders are up to date.
- Working with ISD on MCIR.

- Securely is monitored daily and the kids are doing great so far.
- Working on PowerSchool data to keep it clean.

**VII. CAO Report**

A. None

**VIII. Public Comments**

A. None

**IX. Board Comments**

A. None

**X. Scheduled New Business**

A. Board Member Assignment

- a. A motion was made by Richard DeBacker and second by Mariam Faied that Charlotte Henderson be assigned as Treasurer of the board. The motion passed unanimously.

B. Budget Amendment

- a. Tabled until the February 16, 2023 Board Meeting.

C. Reauthorization Update

- a. The Reauthorization Response Letter was sent to BMCC and all the Board Members.

D. High School Handbook

- a. The board requests that the updated High School Student Handbook be sent for review.

**XI. Extended Comments**

A. Public

- a. None

B. Board Members

- a. None

**XII. Confirmation of Next Meeting**

A. February 16, 2023

**XIII. Adjournment**

Richard DeBacker made a motion to adjourn Hana Shalabi second. Meeting adjourned at 6: 43p.m.

~~Minutes~~ respectfully submitted,

Angela T. Luck  
Recording Secretary

2/16/2023  
Date

Approved by the Board of Directors at its February 16, 2023 meeting.

Hana Shalabi  
Board Secretary

2/16/23  
Date