

**APPROVED**  
Date 7/20/2023

### **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-Treasurer

#### Excused Absence:

Dr. Mariam Faied – Director

#### Also Present:

Terry Farha – UMC  
Angie Luck - UMC  
Brittany Cook – BMCC  
Steve Scheel-Croskey Lanni, PC

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

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

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

A motion was made by Charlotte Henderson that the minutes be approved for the May 18, 2023 Regular Board Meeting second by Richard DeBacker the motion passed unanimously.

### **V. Correspondence**

A. None

### **VI. Reporting**

A. Principal's Report

#### MDE Partnership:

MDE: Dr. Pearson and Cassandra Guidry-Benion visited the school on June 6, 2023.

#### Students and Programs

- WISD Personnel Heather Holshoe visited school on May 19, 2023.
- MS/HS field trip to Toledo zoo on May 25, 2023.
- Science Fair on May 26, 2023.
- Grade 2 & 3 field trip to Hands on Museum on May 30, 2023.
- MS/HS Soccer game at Lilly Park on June 7, 2023.
- Multicultural Day on June 9, 2023.
- KG & Grade 1 field trip to Domino's Petting Farm on June 12, 2023.
- KG- Grade 9 Field day at Lilly Park on June 14, 2023.
- Award Ceremony on June 15, 2023.
- KG, Grade 5 and Grade 8 Graduation Day on June 16, 2023.
- Summer school starting from June 26, 2023 to Aug 3, 2023.

#### Teachers

- Year-End Report Cards available on PS from June 16, 2023.
- Selected teachers participating in: Summer School Readiness.
- Selected teachers and students participating in: WISD Culturally Responsive Training over summer.
- Selected paraprofessionals participating in WISD administered week long training on intensive small group instructions.
- Targeted teachers participating in training and tutoring for MTTC clearance.

**Parents**

- Invited to attend the Graduation Ceremony on June 16, 2023.
- Robocalls, emails and texts as and when needed.

**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

June 2023	Due Date	Date Submitted
Board Agenda – June (5 Business Days Before Meeting)	6/15	6/13
Measures of Academic Progress (MAP/NWEA)	6/9	5/25
2023-2024 Board Meeting Calendar	6/16	5/19
Registry of Educational Personnel (REP) Confirmation	6/23	6/19
Budget-Amendment (or final Budget) for 2022-2023	6/23	
School Infrastructure Database (SID)	6/23	6/21
Emergency Drills Log	6/23	5/24
Playground Inspection Log	6/23	6/13
Confirmation of submission of MEIS/MSDS End of Year – DS4061	6/23	6/21
Satisfaction Survey Results	6/23	5/15
Certificate of Insurance	6/23	6/22
Health Department or Food Service Permit	6/23	5/19
Budget-Approved for 2023-2024	6/30	
Proposed Board Minutes & Attachments June (8 Business Days After Approved)	7/4	
Approved Board Minutes & Attachments May (5 Business Days After Approved)	6/29	
Budget Hearing Posting for Actual Budget (5 Business Days Before Meeting)	6/15	
Budget Hearing Agenda for 2023-2024 Budget (5 Business Days Before Meeting)	6/15	
Budget Hearing Minutes for 2023-2024 Budget (5 Business Days After Approved)	6/29	
July 2023	Due Date	Date Submitted
Board Agenda – July (5 Business Days Before Meeting)	7/13	
Organizational Board Agenda (5 Business Days Before Meeting)	7/13	
State Aid Note Program Requirements	7/14	
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction	7/14	
Asbestos 3 Year Inspection (initial and re-inspections every three years if needed)	7/28	NA
Fourth Quarterly Financial Statement from 2022-2023	7/28	
Lease Renewal Certification	7/28	
Management Contract-New, Amendments or Renewals	7/28	
Elevator Inspection	7/28	NA
Boiler Inspection	7/28	NA
Cardiac Emergency Response Plan (updated plans)	7/28	
Services (transportation, maintenance, food service etc.) Contracts	7/28	
PSA Board Member Annual Conflict of Interest Disclosure	7/28	
Child Care/Preschool Licenses	7/28	NA
Matriculation Agreements	7/28	
Board Member Roster	7/28	
Organizational Meeting Proposed Minutes & Attachments (8 Business Days After Approved)	8/1	
Proposed Board Minutes & Attachments – July (8 Business Days After Approved)	8/1	
Approved Board Minutes & Attachments – June (5 Business Days After Approved)	7/27	

**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	\$30,263.60	\$30,263.60	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	
TIV	\$	\$	
ACT 18	\$	\$	
Misc. Staples Refund	\$497.94	\$497.94	Deposited

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$ 66,898.15
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$2,670.00	\$19,098.00

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$132,206.77

**Insurance**

Name	Date Paid
Health Insurance	6/26/2023
General Liability / Bus Insurance	6/20/2023
Workman's Compensation	6/23/2023

**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.
- B. Break out for Budget Meeting 6:06 pm. Re-opened meeting at 6:20 pm
- C. Presentation of Amended 2022-2023 Budget and Proposed 2023-2024 Budget
  - a. A motion was made by Richard DeBacker that the Presentation of the Amended 2022-2023 Budget be approved and second by Hana Shalabi. The motion passes unanimously.
  - b. A motion was made by Charlotte Henderson that the Presentation of the 2023-2024 Proposed Budget be approved and second by Hana Shalabi.
  - c. Steve Scheel provided the board with a general overview of the budgets.

**D. IT Report**

- 85% of the Chromebooks have been returned. Some will need repair during the summer. Some went back out for Summer School.
- Updated the server
- Updated Wireless Router Firmware
- Repaired Chromebooks
- Preparing End of Year file for state
- Preparing SID
- Preparing PowerSchool System Roll Over
- Will be updating systems to Windows 11 during the summer

**VII. CAO Report**

- A. None

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. How did Re-Enrollment and Open Enrollment go?
  - a. Went well. Will be enrolling students throughout the summer months for the fall.

**X. Scheduled New Business**

- A. Reauthorization Update
  - a. Met with BMCC on June 14<sup>th</sup>. They will be meeting with their Board of Regents at the end of July and will let us know after that.
- B. 2023-2024 State Aid Note
  - a. 90% of Phase I is completed.
    - i. Will be sending documents this week.

**XI. Extended Comments**

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

**XII. Confirmation of Next Meeting**

- A. July 20, 2023

**XIII. Adjournment**

Hana Shalabi made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:36 p.m.

Minutes respectfully submitted,

Angela T. Luck

Recording Secretary

7/20/2023

Date

Approved by the Board of Directors at its July 20, 2023 meeting.

Hana Shalabi

Board Secretary

7/20/23

Date