

Multicultural Academy Board of Directors

Approved Meeting Minutes

Date: July 20, 2023

Time: 6:00 pm

APPROVED
Date 8/23/2023

I. Meeting Called to Order

The meeting was called to order at 6:04 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

Mohana Mukherjee Das – MA

Brittany Cook – BMCC

Sara Saylor – WISD

Bonnie Lee - WISD

III. Approval of Agenda

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

Closed Regular Meeting for Organizational Meeting.

Regular Meeting re-opened at 6:12 pm

IV. Approval of Minutes

A motion was made by Hana Shalabi that the minutes be approved for the June 22, 2023 Regular Board Meeting Budget Hearing Meeting second by Richard DeBacker. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE Partnership:

- MDE Partnership meeting to be held at the Academy on June 18, 2023.
 - Attendees: Cassandra (MDE), Heather (WISD), Terry Farha (UMC), Angie Luck (UMC), Mohana Mukherjee (MA)
- CSI Plan submitted on GEMS.

Challenges Addressed and Recommendations:

- Finding certified staff
- Having teachers pass the MTTC
- Staffing for the next year (who is teaching what)
- Class size reduction needed in some grades (especially in lower grades) 25 maximum
- Hiring a full time Assistant Principal with the responsibilities of curriculum, MICIP, Discipline, Evaluations, MDE Partnership, Mentoring Teachers and High School.
- The Principal will then do ESL overseeing, evaluations, MICIP, MDE Partnership Agreements, Paraprofessionals and reporting.
- MDE recommends that class sizes be max at 25 with a new Grade 2 class section with an additional teacher.

Students and programs

- Summer School Start Date: June 26, 2023.
- HS students on Credit Recovery Path in Summer program.
- MS/HS selected students and teachers participated in the *Tri-county Culturally Responsive Program* from June 19, 2023 to June 29, 2023.
- WISD Health Personnel working with students during Summer School on MI Model of Health and Nutrition.

Teachers

- WISD administered Curriculum Audit: July 18, 2023
- Selected paraprofessionals participating in WISD administered week long training on intensive small group instructions.
- Targeted teachers participating in training and tutoring facilitated by Bay Mills Community College for MTTC clearance.
- Selected teachers will participate in MIMTSS Explicit Instruction Academy from August 7, 2023 to August 11, 2023 in Dearborn Michigan.

Parents

- Robocalls, emails and texts as and when needed.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

July 2023		Due Date	Date Submitted
Board Agenda – July (5 Business Days Before Meeting)		7/13	7/10
Organizational Board Agenda (5 Business Days Before Meeting)		7/13	7/4
DS-4168 Report of Actual Days and Clock Hours of Pupil Instruction		7/14	7/4
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	7/21
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	7/4
Services (transportation, maintenance, food service etc.) Contracts		7/28	7/4
PSA Board Member Annual Conflict of Interest Disclosure		7/28	7/21
Child Care/Preschool Licenses		7/28	NA
Matriculation Agreements		7/28	7/4
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	
August 2023		Due Date	Due Date
Board Agenda – August (5 Business Days Before Meeting)		8/17	
2023-2024 Board Approved School Calendar/School Days Schedule (MCL 380.1284a)		8/25	
School Contract List		8/25	
Employee Handbook		8/25	
Proposed Board Minutes & Attachments-August (8 Business Days After Approved)		9/4	
Approved Board Minutes & Attachments-July (5 Business Days After Approved)		8/31	
Organizational Meeting Approved Minutes & Attachments (5 Business Days After Approved)		8/31	

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	\$15,486.07	\$15,486.07	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	
TIV	\$	\$	
ACT 18	\$	\$	
Misc. Staples Refund	\$	\$	

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 69,082.32
-------------------------------	--------------

Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$16,062.50	\$8,983.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$211,000.00

Insurance

Name	Date Paid
Health Insurance	7/26/2023
General Liability / Bus Insurance	7/20/2023
Workman's Compensation	7/23/2023

Financial Audits

Name of Audit	Date Occurring
End of Year	Currently taking place

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 4th Quarter Financial Statement was provided to the board for review. The board accepted the 4th Quarter Financial Statement as is.

C. IT Report

- A. None

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

- A. PSA Board Member Annual Conflict of Interest Disclosure
 - a. All Board Members have filled out and returned the Conflict of Interest Disclosure.
- B. State Aid Note
 - a. Phase 1 has been completed. Ready for Phase 2.
- C. Building Lease
 - a. The Building Lease was amended.
 - b. A motion was made by Richard DeBacker that the Dr. Samaha's recommendation to amended Building Lease be adopted as presented and second by Hana Shalabi. The motion passes *unanimously*.
- D. ESP Contract
 - a. The ESP Contract will continue as contractually agreed upon. No changes.
- E. 2023-2024 School Calendar
 - a. A motion was made by Richard DeBacker that the 2023-2024 School Calendar be adopted as presented and second by Charlotte Henderson. The motion passes *unanimously*.
- F. Spring 2023 Board Policies
 - a. A motion was made by Richard DeBacker that the Spring 2023 Board Policies be adopted as presented and second by Hana Shalabi. The motion passes *unanimously*.
- G. Internal/External Communications
 - a. Any communication going out to any outside agency, Dr. Samaha would like to be copied.
- H. My Future Fund
 - a. Represents the Washtenaw Intermediate School District
 - b. A new program at the Washtenaw Intermediate School District started.
 - c. A children's savings account program for future college and career training.
 - d. The Board would like the information presented to the school families.
- I. Oath of Office
 - a. Richard DeBacker was reappointed to the Board of Directors and took the Oath of Office.

XI. Extended Comments

A. Public

- a. BMCC would like some dates changed for Board Meetings. Brittany will send the dates that she would need to be changed.
- b. Next board meeting will be rescheduled to Wednesday, August 23, 2023.

B. Board Members

- a. None

XII. Confirmation of Next Meeting

- A. August 23, 2023

XIII. Adjournment

Hana Shalabi made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 7:16 p.m.

Minutes respectfully submitted,

Angela T. Luck

Recording Secretary

8/23/2023

Date

Approved by the Board of Directors at its August 23, 2023 meeting.

Hana Shalabi

Board Secretary

8/23/23

Date