

APPROVED
Date 12/21/23

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
Dr. Mariam Faied - Director

Excused Absence:

Also Present:

Terry Farha – UMC
Angie Luck – UMC
Mohana Mukherjee Das – MA
Brittany Cook – BMCC
Steve Scheel – Croskey-Lanni
Janine Teagarden – Croskey-Lanni
Ryan Freemire- Maner Costerisan

III. Approval of Agenda

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

IV. Approval of Minutes

A motion was made by Hana Shalabi that the minutes be approved for the October 19, 2023 Regular Board Meeting second by Dr. Mariam Faied. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE Partnership:

- MDE Pal meeting: **Tuesday, October 24, 2023**

District Celebrations – What's Going Well

- Would like to split 2nd grade into two classrooms.
- Leasing another bus (5 operating now).
- NWEA fall testing is done, data talk # 1 is done, and intervention strategies are in place.
- Count day Enrollment was at 279 and still have kids enrolled.
- Added 10th grade for this year (currently have 20, 10th graders).
- Waitlist in a couple grades.
- Started Friday Clubs Schoolwide PBIS (Cooking, Art, Sports, Coding, Elocution & Theater, Music Therapy, ESL).
- Attended Bay Mills Leadership Conference- Recognized for highest NWEA growth out of 42 charter schools.
- Middle & High School went on their 1st fieldtrip (1st time for a field trip this early).
- 3 teachers attended Numeracy Development Math PD.
- Paras are attending WISD Para Bootcamp.
- Healthy habits will be in classrooms again this year, menus shared with cooking club.

- Food Gatherers (3rd Tuesday of the month) ISD connected to this resource (approx. 115 families).
- 10th grade High School Students are getting community hours to pack the food gatherers portions.
 - 12 staff members were trained in CPR
- Goodies with grandparents (5 families attended)
- Act of kindness recognition letter.
- All 9th and 10th graders are enrolled in Khan Academy for PSAT/SAT prep.
- Mohana shadowed at Salem High School to bring back knowledge and ideas.

District Challenges and/or Barriers

- Looking for more para (at least 2 more).
- Would like to split 2nd grade to two classrooms in the near future and add a teacher.
- 44% of the teaching staff is certified.
- 25% are in a program to become certified.
- 25% are on full-year permits but not in a program (passed MTTC)
- 6% have not passed the test or enrolled in a program PE, SS, ENG, and Science are certified secondary (Math and World Language are not certified, currently using Edgenuity)

Teachers

- Picture Day- Oct 25, 2023.
- 23 Grant Approved.
- Parent Teacher Conference- Nov 10, 2023.
- Professional Development for all teachers- In progress.

Students and Programs

- Picture Day- Oct 25, 2023.
- All 9th and 10th graders are enrolled in Khan Academy for PSAT/SAT prep.
- Parent Teacher Conference- Nov 10, 2023.
- University of Michigan Collaborated science experiments for Grades 7-10- Nov 13, 2023.

Parents

- Parent Teacher Conference- Nov 10, 2023.
- Food Gatherers, 3rd Tuesday of the Month- in progress.
- Robocalls, emails, and texts as and when needed.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

November 2023	Due Date	Date Submitted
Board Agenda - November (5 Business Days Before Meeting)	11/9	11/7
Audited Financial Statement and Management Letter (include A133 if completed)	11/3	11/3
FID Report to CEPI and BMCC (or as scheduled by MDE)	11/16	11/6
MEIS/MSDS (SRSD) FTE-DS4061, including MI-CIS for Special Education (Fall)	11/16	
Non-Building Lease	11/27	11/7
Audited Financial Statement Management Letter Response (if needed)	11/30	
Fire Marshall Inspection	11/27	
Bills over \$10,000	11/27	
School Staff Roster	11/27	
Proposed Board Minutes & Attachments – Nov. (8 Business Days After Approved)	11/28	
Approved Board Minutes & Attachments – October (5 Business Days After Approved)	11/23	
December 2023	Due Date	Date Submitted
Board Agenda – December (5 Business Days Before Meeting)	11/9	
Registry of Educational Personnel Report (REP)	12/1	
Transparency Requirements / Mitten-Certificate of Completion	12/29	
Section 1 of Article VIII	12/29	
Proposed Board Minutes & Attachments – December (8 Business Days After Approved)	11/28	
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	11/23	

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	\$37,174.77	\$37,174.77	Deposited
Title IA	\$	\$	
Title IIA	\$	\$	
Title IIIIE	\$	\$	
Title III IMM	\$	\$	
ACT 18	\$3,908.00	\$3,908.00	Deposited
ESSER III Formula	\$	\$	

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 72,135.00
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$277,098.00	\$1,498.09

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$200,800.00

Insurance

Name	Date Paid
Health Insurance	11/26/2023
General Liability / Bus Insurance	11/20/2023
Workman's Compensation	11/23/2023

Financial Audits

Name of Audit	Date Occurring
End of Year	11/16/2023

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.

D. IT Report

- Repairing Chromebook screens at a high rate. This week alone I replaced 6. I will need more parts.
- Looking for a new firewall for the school. Ours expired last month and we have been waiting on Comcast to give us specks to a machine that will be compatible with the one they will put in from the E-Rate.
- Copy machines have been ordered and will be here in about two weeks.
- New Laptop will be configured for staff that have broken Dells.
- Trained on MCIR. He is doing great with it. I have been keeping an eye on the progress.
- Finalized MSDS with a total of 278. Section 25E begins as soon as this collection is certified.
- I am asking if there is any kind of budget for our technology needs.

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business**A. 2022-2023 Financial Audit**

- a. A motion was made by Richard DeBacker and second by Dr. Mariam Faied that the 2022-2023 Financial Audit be approved. The motion passed unanimously.

B. 2023-2024 Behavior Policy

- a. Tabled until next meeting pending corrections to be made.

C. 2023 Fall Board Policy Updates

- a. A motion was made by Dr. Mariam Faied that the 2023 Fall Board Policy Updates be adopted as presented and second by Charlotte Henderson. The motion passes unanimously.

D. Re-authorization

- a. Reauthorized for 4 more years.
- E. Enrollment
 - a. 287 students currently enrolled
- F. Budgetary Questions
 - a. Special Education Budget
 - i. Board agreed to have Dr. Samaha approve a budget once a supply list is provided.
 - b. Technology Budget
 - i. Approved for a \$10,000 budget to end June 30, 2024.
 - c. Replacement of Light Fixtures
 - i. Board approved the \$14,895.00 estimate.

XI. Extended Comments

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

XII. Confirmation of Next Meeting

- A. December 21, 2023

XIII. Adjournment

Hana Shalabi made a motion to adjourn Dr. Mariam Faied second. Meeting adjourned at 6:49 p.m.

Minutes respectfully submitted,

Angela T. Luck
Recording Secretary

12/21/23
Date

Approved by the Board of Directors at its December 21, 2023 meeting.

Hana Shalabi
Board Secretary

12/21/23
Date