

APPROVED
Date 1/18/2024

I. Meeting Called to Order

The meeting was called to order at 6:04 pm

II. Roll Call

Present:

Dr. Khalil Samaha- President
Hana Shalabi – Secretary
Charlotte Henderson-Treasurer

Excused Absence:

Dr. Mariam Faied – Director
Richard DeBacker – Vice President

Also Present:

Terry Farha – UMC
Angie Luck – UMC
Mohana Mukherjee Das – MA

III. Approval of Agenda

A motion was made by Hana Shalabi and second by Charlotte Henderson that the agenda for the December 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 November 16, 2023 Regular Board Meeting second by Charlotte Henderson. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE Partnership:

MDE meeting date: November 27, 2023

District Updates/Celebrations/Challenges/Barriers

1. Current Enrollment: As of 11/27/23 293 students enrolled
2. Staff Update: No changes in staff besides adding new Paraprofessionals. Special Education teacher 5 days a week.
3. District Celebrations: Staffing looks good
Newcomers will be enrolled in an ESL program for 10 to 14 days before entering the classroom.
Community partnership events:
Club Connect Experts Visitations
Community experts come to talk to students about right and wrong social media, vaping, and marijuana.
4. Looking to hire 3 more paraprofessionals from the Section 41 grant
5. Teachers attending monthly Math workshops at the WISD monthly.

District Challenges and/or Barriers

Hiring more teachers

Hiring a full-time high school counselor

Teachers

- Thanksgiving Break: Nov 22 to Nov 24, 2023.
- MDE visit during club time: Dec 8, 2023.
- Progress Report: Dec 15, 2023.
- Spirit Week (see attached): Dec 18 to Dec 22, 2023.
- Science Fair: Dec 19, 2023.
- Winter Break: Dec 25 to Jan 5, 2024.

- NWEA Winter Schedule (see attached): Jan 9 to Feb 5, 2024.

Students and programs

- Thanksgiving break: Nov 22 to Nov 24, 2023.
- Holiday Card contest organized by Bay Mills: Nov 29, 2023.
- Students literary contribution towards The International Students Literacy Magazine: Dec 1, 2023
- MDE visit during club time: Dec 8, 2023.
- Progress Report: Dec 15, 2023.
- Spirit Week (see attached): Dec 18 to Dec 22, 2023.
- Science Fair- Dec 19, 2023.
- University of Michigan Collaborated science experiments for Grades 7-10 on Dec 4 & Dec 18, 2023.
- Winter Break: Dec 25 to Jan 5, 2024.
- NWEA Winter Schedule (see attached): Jan 9 to Feb 5, 2024.

Parents

- 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.

December 20232	Due Date	Date Submitted
Board Agenda – December (5 Business Days Before Meeting)	12/14	12/14
Registry of Educational Personnel Report (REP)	12/1	11/27
Transparency Requirements / Mitten-Certificate of Completion	12/29	11/27
Section 1 of Article VIII	12/29	11/27
Proposed Board Minutes & Attachments – December (8 Business Days After Approved)	12/28	
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	12/23	
January 2024	Due Date	Date Submitted
Board Agenda – January (5 Business Days Before Meeting)	1/11	
Resolution Requesting Reauthorization – (only if requested)		
Board Policy Manual	1/31	
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	
Second Quarter Financial Statement	1/31	
Budget-Amendment to 2023-2024 budget	1/31	
School Contact List	1/31	
Virtual Planning Questionnaire	1/31	
Proposed Board Minutes & Attachments – January (8 Business Days After Approved)	1/30	
Approved Board Minutes & Attachments – Dec. (5 Business Days After Approved)	1/25	

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	\$30,715.17	\$30,715.17	Deposited
Title IA	\$33,334.97	\$33,334.97	Deposited
Title IIA	\$	\$	
Title III LE	\$96.00	\$96.00	Deposited
Title III IMM	\$340.00	\$340.00	Deposited
Title IV	\$2,626.82	\$2,626.82	Deposited
ESSER III Form	\$1409.00	\$1,409.00	Deposited
Supply Chain Assistance	\$9,591.28	\$9,591.28	Deposited
MDE Health and Human Services	\$15.00	\$15.00	Deposited

Misc. (Tech. broken parts)	\$421.00	\$421.00	Deposited
----------------------------	----------	----------	-----------

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 121,127.33
-------------------------------	---------------

Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$223,000.00	\$10,453.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$354,432.00

Insurance

Name	Date Paid
Health Insurance	12/26/2023
General Liability / Bus Insurance	12/20/2023
Workman's Compensation	12/23/2023

Financial Audits

Name of Audit	Date Occurring
End of Year	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.

D. IT Report

- Repairing Chromebooks
- Looking for a new firewall for the school. Ours expired last month and we have been waiting on Comcast to give us specs to a machine that will be compatible with the one they will put in from the E-Rate. Still waiting on reply from Comcast.
- Copy machines have been put in place and are working as expected.
- New Laptops have been given to staff. Some laptops are with me and will be trying to solder power posts. If this works, they will go out to staff as needed.
- Configured new PSAT test site on Chromebooks for all students.

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

- A. 2023-2024 Behavior Policy
 - a. Tabled until next meeting.
- B. Academy Planning Document
 - a. The Board answered the questions on the Academy Planning Document.
- C. After School Virtual Program
 - a. A motion was made by Charlotte Henderson that the After School Virtual Program be adopted as presented and second by Hana Shalabi. The motion passes unanimously.
- D. UMC Contract
 - a. The board looked into the UMC Contract and the request for an adjustment. The board agreed on paying 12% of the unrestricted funds for the UMC Contract.
 - b. This increase will take place January 2024.
- E. Building Lease Contract
 - a. The board looked into the Building Lease contract and the request for an adjustment. The board agreed on paying 16% of the unrestricted funds for the building lease.
 - b. This increase will take place January 2024.

XI. Extended Comments

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

XII. Confirmation of Next Meeting

- A. January 18, 2024

XIII. Adjournment

Hana Shalabi made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:47 p.m.

Minutes respectfully submitted,

Angela T. Luck
Recording Secretary

1/18/2024
Date

Approved by the Board of Directors at its January 18, 2024 meeting.

[Signature]
Board Secretary

1/25/2024
Date