

**APPROVED**  
Date March 21, 2024

**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  
Charlotte Henderson-Treasurer

**Excused Absence:**

Hana Shalabi – Secretary  
Dr. Mariam Faied – Director

**Also Present:**

Terry Farha – UMC  
Angie Luck – UMC  
Mohana Mukherjee Das – MA  
Brittney Cook - BMCC  
Steve Scheel – Croskey Lanni

**III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Charlotte Henderson that the agenda for the February 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 January 25, 2024 Regular Board Meeting second by Richard DeBacker. The motion passed unanimously.

**V. Correspondence**

A. None

**VI. Reporting**

A. Principal's Report

**MDE Partnership:**

**District Updates/Celebrations/Challenges/Barriers**

**District Updates:**

- Current Enrollment - 295
- Staff Update - No Changes all the same staff is in place.
- Collaboration with U of M Department of Education and Sociology.
- NWEA scores All grades are above 50% growth.
- Identified the bubble students from NWEA and working on enriching them.
- Attendance has been good
- 4 people are in Talent Together with WISD

**District Challenges and/or Barriers**

- Increase in student numbers means increase in staff needed
- Not sure if 11th grade will be approved and if it is, the physical needs of expanding the school.

**WISD Updates**

- Updates
- The RAG meeting will just be an update from Sarah, will not need full hour
- Rag was approved

**MA Updates**

- EWIMS Update-Mohana met with Betty and established a process and will meet with her again in March. Betty trained the staff then Mohana streamlined it for MA

- Update on Parent liaison-communication w/ teachers for early id of attendance issues, phone calls w/ English speakers, in-person with Arabic and Afghan speakers, also a part of the newcomer program

**Teachers**

- Parent Teacher Conference- Jan 26, 2024.
- Black History Month celebration- Feb 28, 2024.

**Students and programs**

- Treetops Collective Proposal Recap for Refugee girls in Grades 9 and 10 twice a month.
- WIDA Access Testing for all EL Students from KG to Grade 10- In progress.
- Progress Report and Parent Teacher Conference End of Quarter 2- Jan 26, 2024.
- NWEA Winter Student Report – Feb 7, 2024. (See attachment)
- Club Connectz started 5<sup>th</sup> session- Feb 16, 2024.
- University of Michigan Collaborated science experiments for Grades 7-10 on Feb 12, 2024.
- Spelling Bee competition for all grades KG to Grade 10- Feb 22, 2024.
- Black History Month celebration- Feb 28, 2024.

**Parents**

- Food Gatherers, 3<sup>rd</sup> 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.

Board Agenda – February (5 Business Days Before Meeting)	2/15	2/15
Annual Education Report on website-certificate of completion on Epicenter	2/16	2/5
Emergency Operations Plan (EOP) certification (required biannually)	2/2	1/16
Proposed Board Minutes & Attachments – Feb. (8 Business Days After Approved)	3/5	
Approved Board Minutes * Attachments – Jan. (5 Business Days After Approved)	2/29	
Board Agenda – March (5 Business Days Before Meeting)	3/14	
Educator Evaluation Transparency on website: Certificate of Completion	3/22	
Proposed Board Minutes & Attachments March (8 Business Days After Approved)	4/2	
Approved Board Minutes & Attachments Feb. (5 Business Days After Approved)	3/28	

**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	\$21,906.12	\$21,906.2	Deposited
Title IA	\$9,751.51	\$9,751.51	Deposited
Title IIA	\$6,925.00	\$6,925.00	Deposited
Title IIIIE	\$	\$	
Title IV	\$1,179.32	\$1,179.32	Deposited
Misc. Computer Repairs	\$398.00	\$398.00	Deposited

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$ 86,743.00
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$229,087.00	\$71,755.00

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$228,179.17

**Insurance**

Name	Date Paid
Health Insurance	2/28/2024
General Liability / Bus Insurance	2/20/2024
Workman's Compensation	2/23/2024

**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
- Repairing Teacher Laptops and Chromebooks
- I have 0 cases. We will not be giving anymore out unless we order and the Tech budget doesn't have enough for that.
- Had to rebuild PowerSchool Report Cards.
- Civil Rights Data Collection is 90% complete and will be certified before the deadline.
- Trained teachers again on how to run Spring Count Day.
- Ending our Section 25E on Feb 27 for funding.
- Will be working with Angie on the Consolidated Application to try and fund for additional Chromebooks. We will have another grade level and will need one machine per student in grade K.

**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 the next meeting.
- B. 2023-2024 Budget Amendment
  - a. Tabled until the next meeting.
- C. ESP and Lease Agreement
  - a. The school council is updating documents and they will be sent to BMCC for Non-Disapproval.
- D. Payroll New Procedures
  - a. Requesting that a monthly report is given by Croskey-Lanni regarding payroll transactions.
- E. Count Day Results
  - a. 295 enrolled. Tracking 1 student currently.

**XI. Extended Comments**

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

**XII. Confirmation of Next Meeting**

- A. March 21, 2024

**XIII. Adjournment**

Richard DeBacker made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:42 p.m.

Minutes respectfully submitted,

Angela T. Luck  
Recording Secretary

3/21/2024  
Date

Approved by the Board of Directors at its March 21, 2024 meeting.

Hanan Shalabi  
Board Secretary

3/21/24  
Date