

Multicultural Academy Board of Directors

Approved Meeting Minutes

Date: April 18, 2024

Time: 6:00 pm

**APPROVED**  
Date May 23, 2024

**I. Meeting Called to Order**

The meeting was called to order at 6:02 pm

**II. Roll Call**

Present:

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

Excused Absence:

Dr. Mariam Faied-Director

Also Present:

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

**III. Approval of Agenda**

A motion was made by Richard DeBacker and second by Charlotte Henderson that the agenda for the April 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 March 21, 2024 Regular Board Meeting second by Richard DeBacker. The motion passed unanimously.

**V. Correspondence**

A. None

**VI. Reporting**

A. Principal's Report

MDE Partnership:

- No March meeting held. Meeting dates April: 2nd and 23rd, 2024.
- EWIMS review by MDE- April 8, 2024.
  - Accepted for the Pilot Program - MiEWIMS

Teachers

- Parent Teacher Conference- April 5, 2024.
- Professional Development for all teachers- In progress.

Students and Programs

- Spring Break- March 25 to March 29, 2024.
- End of Quarter 3 and Report Cards- April 5, 2024.
- Treetops collective Proposal Recap for Refugee girls in Grades 9 and 10 twice a month.
- ESL Newcomers Program- April 4, 2024.
- University of Michigan Collaborated Science Experiments for Grades 7-10- April 1, 2024.
- Extreme Science Demonstration for All Grades- April 12, 2024.
- PSAT 8/9 and PSAT 10- April 16th to April 18th 2024 (See attached).
- M STEP Grade 3 to Grade 8- April 22nd to May 3, 2024 (See attached).
- Arabic Spelling Bee Grades 3 to 8- April 19, 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.

April 2024		Due Date	Date Submitted
Board Agenda – April (5 Business Days Before Meeting)		4/11	4/10
Open Enrollment and Lottery Procedures		4/5	3/12
2023-2024 NWEA Or Scantron School Testing Schedule – Spring		4/5	3/18
Third Quarter Financial Statement		4/26	4/18
MEIS/MSDS) SRD) FTE-DS4061		4/26	4/11
Proposed Board Minutes & Attachments-April (8 Business Days After Approved)		5/7	
Approved Board Minutes & Attachments – March (5 Business Days After Approved)		4/25	
May 2024		Due Date	Date Submitted
Board Agenda – May (5 Business Days Before Meeting)		5/16	
Enrollment Lottery Description and Results, if conducted		5/24	
Board Member Application Documents for July Appointment(s)		5/31	
Board Member Nomination for July Appointment(s)		5/31	
Proposed Board Minutes & Attachments-May (8 Business Days After Approved)		6/4	
Approved Board Minutes & Attachments – April (5 Business Days After Approved)		5/30	

**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	\$23,262.93	\$23,262.93	Deposited
Title IA	\$	\$	
Title II A	\$	\$	
Title III E	\$	\$	
Title IV	\$	\$	
Wright Insurance Refund	\$40.00	\$40.00	Deposited
Trafora Refund	\$40.00	\$40.00	Deposited

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$ 81,776.23
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$263,547.16	\$45,382.00

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$275,773.86

**Insurance**

Name	Date Paid
Health Insurance	4/26/2024
General Liability / Bus Insurance	4/20/2024
Workman's Compensation	4/23/2024

**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.
- b. A copy of the 3<sup>rd</sup> Quarter Financial Report was provided to the board for review. The board accepted the 3<sup>rd</sup> Quarter Financial Report as is.

**D. IT Report**

- a. No report given.

**VII. CAO Report**

- A. None

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. None

**X. Scheduled New Business**

- A. Website Update
  - a. Website is currently updated.

- B. Reappointment of Board Member
  - a. The board nominated Charlotte Henderson for reappointment to the Board of Directors for the next term.
- C. Building Capacity
  - a. The board discussed the capacity of the building after the administrator reported significant enrollment applications for the 2024-2025 school year with a serious lack of space. The board will discuss with the landlord, options for the building.
- D. Spring 2024 Board Policy Update
  - a. A motion was made by Hana Shalabi 2024 Spring Board Policy Updates be adopted as presented and second by Charlotte Henderson. The motion passes unanimously.
- E. Financial Internal Control
  - a. Board president is requesting that all payroll transactions be noted in a separate Monthly Financial Report.

**XI. Extended Comments**

- A. Public
  - a. None
- B. Board Members
  - a. Requesting that the restroom be looked at for repairs.
  - b. Requesting that the landscaping be looked at and quotes will be solicited.

**XII. Confirmation of Next Meeting**

- A. May 23, 2024

**XIII. Adjournment**

Richard DeBacker made a motion to adjourn Hana Shalabi second. Meeting adjourned at 6:52 p.m.

Minutes respectfully submitted,

Anya T. Jack  
Recording Secretary

5/23/2024  
Date

Approved by the Board of Directors at its May 23, 2024 meeting.

Hana Shalabi  
Board Secretary

5/23/24  
Date