

Multicultural Academy Board of Directors  
Regular Meeting Minutes  
Date: April 18, 2019  
Time: 6:00 pm

**APPROVED**  
Date 5/23/2019

### I. Meeting Called to Order

The meeting was called to order at 6:00 pm at 5550 Platt Road, Ann Arbor.

### II. Roll Call

Present:

Dr. Samaha-President  
Dr. Robert McTyre – Vice President  
Richard DeBacker – Secretary  
Jeffery Jones - Treasurer

Excused Absence:

Also Present:

Angie Luck – UMC  
Terry Farha – UMC  
Dr. Naji Shalabi – MA  
Michael Braden - GSRP  
Brittany Cook – BMCC  
Steve Scheel – Crosky-Lanni  
Peggy Hafiani - Parent

### III. Approval of Agenda

A motion was made by Robert McTyre and second by Jeffrey Jones that the agenda for the April regular board meeting be approved. The motion passed unanimously.

### IV. Approval of Minutes

A motion was made by Jeffrey Jones that the minutes be approved for the March regular board meeting and second by Robert McTyre. The motion passed unanimously.

### V. Correspondence

A. None

### VI. Reporting

A. Principal's Report

Staff

- Main topics on Friday meeting: In our weekly meetings staff has been working on: Imagine Math, review of Behavior Policy, updates of MTSS and 31A documents.
- Progress Report Cards: Progress report cards have been sent home on the 11<sup>th</sup> of March.
- Emergency Drills: The school has implemented several emergency drills and we are done with all except one more tornado drill.
- SIP: All teachers, administration, and Title I Staff were invited to be members of the School Improvement Plan (SIP). We had several SIP meetings on Fridays to discuss and edit the SIP document. Staff worked on it individually, with partners and in groups until it was completed. More than 6 SIP meetings were conducted to get the document completed. So, the current SIP document is not a product of a small team, on the contrary, it is a work of the entire staff and some members of the stake holders of Multicultural Academy. So, we need the document to be approved as presented.
- Official Observations: The principal has conducted official observations with most of the staff. According to Danielson the process is as follows: A pre observation meeting should be conducted with each individual teacher. Each teacher has to answer about 8 questions before the observation. After the observation, each teacher has to reflect on the lesson delivery, and then a post observation should be conducted. Finally, each teacher has to reflect on the conference that took place in the principal's office.



Students

- Morning Advisory: Each class has to stop by the cafeteria, take their breakfast and report to class. After getting breakfast, each class has to make the morning announcement in their classrooms. Morning announcement includes the followings: Mission, Vision, Students' Creed, Pledge of Allegiance, and Character Trait of the month.
- Progress Report Cards: We have sent students' Progress Reports to parents on the 11<sup>th</sup> of March.
- Kick off Day: We had a kick off day for the Reading Month on the 27<sup>th</sup> of February.
- Reading Goal: Each class had to set up their reading goal on the 28<sup>th</sup> of February.
- Celebrate Dr. Seuss Birthday: The school celebrated Dr. Seuss Birthday on the 1<sup>st</sup> of March.
- Huntington Bank: Employees of Huntington bank came to our school and gave lessons to grades 3-8 from 9:00 am – 2:00 pm on the 7<sup>th</sup> of March.
- Variety of Activities: During the reading month, staff and students did several educational activities such as: Spelling Bee competition, Arabic Spelling Bee competition, Career Day, Storytelling, Writing, Sport Day, and Book Fair.
- M-Step: Students are the taking M-Step test as they started in the middle of April. They are going to be done by the first week of May. In the middle of May, they will take the NWEA test.

Parents

- Monthly Newsletter: March and April newsletters were posted in the first week of March.
- Voice Mail: We have sent several messages to parents regarding the events and the activities of the reading month.
- Spelling Bee Competition: Parents have been invited to observe the Spelling Bee completion in the school.
- Book Fair: Parents have been invited to a Book Fair event.
- Parent Teacher Conference: Parents will be invited to Parent Teacher Conferences on the 26<sup>th</sup> of April.
- Flyers: Parents have been informed about the Reenrollment and New Rnrollment process. They are also informed about the M-Step test and the NWEA test. Our enrollment now is 190 students.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

April		
	Due Date	Date Submitted
Board Agenda – April (5 Business Days Before Meeting)	4/11	4/8
Posted Open Enrollment and Lottery Procedures	4/5	4/4
2018-2019 NWEA or Scantron School Testing Schedule-Spring	4/5	4/4
Annual Education Report on website – certificate of completion on Epicenter	4/26	4/11
Third Quarter Financial Statement	4/26	4/16
Proposed Board Minutes & Attachments – April ( 8 Business Days After Approved)	4/30	4/22
Approved Board Minutes & Attachments – March ( 5 Business Days After Approved)	4/25	4/22
May		
	Due Date	Date Submitted
Board Agenda – May ( 5 Business Days Before Meeting)	5/16	
Board Member Application Documents for July Appointment(s)	5/24	
Board Member Nomination for July Appointment(s)	5/24	
Enrollment Lottery Description and Results, if conducted	5/24	
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 Crosky & Lanni to review all purchase orders and payroll along with updates for GSRP reporting.

HR/MA Personnel Changes

We continue to look for teachers for 1<sup>st</sup>, 2<sup>nd</sup>, MS ELA, and MS Science.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$8,241.80/\$8,943.38	\$8,241.80/\$8,943.38	Deposited/Pending
MDE Breakfast / Lunch	\$12,650.62	\$12,650.62	Deposited
Title IA	\$10,872.94	\$10,872.94	Deposited
Title IIA	\$	\$	
Title IIIIE	\$	\$	
Title III IMM	\$	\$	
Title IV	\$	\$	
CAFCEP	\$254.34	\$254.34	Deposited
IDEA	\$	\$	



MISC (Insurance Reim)	\$	\$857.10	Deposited
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**General Fund Purchase Order Expenditures**

General Fund Purchases	NA
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$8,014.00	\$1,201.00

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$215,568.76	\$101,943.38

**Insurance**

Name	Date Paid
Health Insurance	3/19/2019
Life Insurance	4/9/2019
General Liability / Bus Insurance	3/27/2019
Workman's Compensation	Paid in Full

**Financial Audits**

Name of Audit	Date Occurring
NA	NA

C. Financial Report

D. GSRP Report

Program / Parents Relations

- K-2 Follow-up Surveys completed by Kindergarten / 1<sup>st</sup> grade teachers
- QPP Meeting – April 26<sup>th</sup> at WISD
- washtenawpreschool.org accepting interest forms for 2019-2020 GSRP enrollment
- 4 Eligible applications ( 2 complete and 2 in progress)

Events

- Bricks 4 Kidz Onsite Field Trip – April 18<sup>th</sup>
- GSRP Spring Assessment Checkpoints due May 24<sup>th</sup>

Financial

- March 2019 reimbursements submitted.

E. Technology

- Everything is on track and testing is going as planned
- Still waiting to order hard drives

**IX. Financial Report**

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

**X. CAO Report**

**XI. Public Comments**

A. None

**XII. Board Comments**

A.

**XIII. Scheduled/ New Business**

A. Reauthorization

- May 15<sup>th</sup> was the deadline for the completed document from Dr. Naji to the board. The deadline is difficult as NWEA testing will not be completed until May 31, 2019.
- Dr. Samaha will reach out to Bay Mills to see if a one week extension can be given so NWEA data can be included in their report.
- Governance and compliance documents also need to be included in the report

B. School Improvement Plan

- The board members received a draft copy of the document. The final copy will be given to the board at the May meeting for approval.

C. Dr. McTyre Budget and Financial Training Update

- Dr. McTyre reviewed the training documents with the board members. A binder with the materials from the breakout sessions were given to the board.

- D. Board Membership Appointment
  - a. References were interviewed and documentation given to the board for review.
  - b. Dr. Samaha will complete the Public School Academy Board Member Applicant Interview.
- E. Building Security
  - a. The academy received a grant from the Michigan State Police (MSP), Grants and Community Services Division, for security cameras to be installed throughout the building, classroom will not be included.
  - b. The grant award was for \$49,000.
  - c. Installation will take place over the summer months.
- F. Food Service
  - a. The academy received a grant from the state to update the equipment for the food service program.
  - b. The grant award was for \$22,000.
  - c. Existing equipment will be sold.
  - d. Labor will take place over the summer months.

**XVIII. Extended Comments**

A. Public

**XV. Confirmation of Next Meeting**

May 23, 2019 at 6:00 pm

**XVI. Adjournment**

Jeffrey Jones made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:51 p.m.  
Minutes respectfully submitted,

Angela T. Jack  
Recording Secretary

May 23, 2019  
Date

Approved by the Board of Directors at its May 23, 2019 meeting.

[Signature]  
Board Secretary

May 23, 2019  
Date