

Multicultural Academy Board of Directors
Regular Meeting Minutes
Date: April 19, 2018
Time: 6:00 pm

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
Shafic Khalil – Vice President
Richard DeBacker-Secretary
Jeffery Jones – Treasurer
Robert McTyre - Director

Excused Absence:

Also Present:

Angie Luck – UMC
Naji Jaber – UMC
Dan Allen – UMC
Terry Farha - UMC
Michael Braden- GSRP
Steve Scheel – Crosky-Lanni
Mark Nezich - BMCC

III. Approval of Agenda

A motion was made by Richard DeBacker and second by Shafic Khalil that the agenda for the April regular board meeting be approved. The motion passed unanimously.

IV. Approval of Minutes

A motion was made by Richard DeBacker that the minutes be approved for the March regular board meeting and second by Robert McTyre, with one abstention. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Administrator Report

Staff

- PLC meetings are conducted every Monday at 3:45 pm.
- SIP meetings are conducted every Thursday at 3:45 pm.
- We had Smart Board training for all staff members on Monday March 12, 2018
- Staff attended 2 Webinars by Pearson Education regarding ELA and Math books for next school year.
- Reauthorization team has been formed and started meeting regarding the reauthorization process.
- Parent Teacher Conferences were held on April 12, 2018 and around 80% of our parents either came to school or they had phone conferences.
- Official observation meetings just started in the middle of April.
- Parent Surveys were conducted on April 12, 2018.
- Staff Surveys were conducted on the week of April 16, 2018.

Students

- Every day we have an assembly in the gym from 8:00-8:30 am.
- Report Cards were discussed with parent on April 12, 2018.
- Career Day was conducted on the 5th of April. 6 professional volunteers were rotating in the building.
- Students were rewarded pizza and ice cream for their achievement during Reading Month.
- M-STEP Test started on April 9 for 3rd grade and up. We will be done by the end of April.

- NWEA Test will be conducted in the end of May.
- Saturday Open Enrollment was implemented on April 14, 2018.
- Student Surveys were conducted on the week of April 16, 2018.
- Kindergarten Round Up was done on April 13, 2018.

Parents

- Parent Teacher Conferences were conducted on April 12, 2018 from 4:00-6:30 pm. 80% of our parents either they came to school or they had phone conferences with teachers.
- April newsletter was posted on the website in the first week of April.
- Voice mail messages were sent to parents regarding Kindergarten Round Up and Parent Teacher Conferences.
- Kindergarten Round Up was conducted on April 13, 2018.
- Parent Surveys were conducted on April 12, 2018.

B. UMC Report

Epicenter

All documents have been submitted as required.

April		
	Due Date	Submission Date
Board Agenda – April (5 Business Days Before Meeting)	4/12	4/12
Posted Open Enrollment and Lottery Procedures	4/6	3/22
2017-2018 NWEA Testing Schedule – Spring	4/6	3/19
Third Quarter Financial Statement	4/27	4/19
2017-2018 Spring FTE DS4061	4/27	4/9
Proposed Board Minutes & Attachments – April (8 Business Days After Approved)	4/3	
Approved Board Minutes & Attachments – March (5 Business Days After Approved)	3/29	
May		
	Due Date	Due Date
Board Agenda – May (5 Business Days Before Meeting)	5/17	
Board member Application Documents for July Appointments(s)	5/25	
Board Member Nomination for July Appointment(s)	5/25	
Enrollment Lottery Description and Results, if conducted	5/25	
Proposed Board Minutes & Attachments-May (8 Business Days After Approved)	6/5	
Approved Board minutes & Attachments-April (5 Business Days After Approved)	5/31	

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 a Kindergarten, Second, Seventh and Eighth Grade Teacher.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$6,458.45	\$6,458.45	Pending
MA Breakfast / Lunch	\$10,993.06	\$10,993.06	Deposited
MDE Breakfast / Lunch	\$75.20	NA	
Title IA	\$2,440.27	\$2,440.27	Deposited
Title IIA	\$2,200.00	\$2,200.00	Deposited
CAFPCP	\$205.80	\$205.80	Deposited
ACT 18	NA	NA	NA
Title III	NA	NA	NA
IDEA	NA	NA	NA
MISC. Pitney Bowes	NA	\$20.58	Deposited
MISC. Pittsfield Township	NA	\$101.20	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$65,293.11
------------------------	-------------

Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$5,952.53	\$1,033.67

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$109,970.44	\$113,458.45

Insurance

Name	Date Paid
Health Insurance	3/1/2018
Life Insurance	3/3/2018
General Liability / Bus Insurance	3/15/2018
Workman's Compensation	Paid in Full

Financial Audits

Name of Audit	Date Occurring
NA	NA

C. Financial Report

- A copy of The Monthly Financial Report and 3rd Quarter Financial Statement were provided to the board for review. The board accepted the Financial Report and 3rd Quarter Financial Statement as is.

D. GSRP Report

Program/Parents Relations

- K - 2 Follow-Up Surveys completed by Kindergarten/1st Grade Teachers.
- QPP Meeting - April 27 at WISD
- washtenawpreschool.org accepting interest forms for 2018-2019 GSRP enrollment.
- 4 Eligible Applications complete. 6 interest forms in process, awaiting documents returned from parents.

Events

- Parents and Families invited for Kindergarten Round-Up event April 13th in collaboration with Dr. Naji.
- Classroom PQA (Program Quality Assessment) April 16th.
- May 12th - 'Touch A Truck' Event at Ypsilanti High School. MA Bus Driver, Amber, bringing MA School Bus. Multicultural Academy staff member needed for school enrollment opportunities.

Building Safety and Security

Financial

- March 2018 Reimbursements submitted.

E. Technology Report

M-Step Readiness

- April 9, 2018 – May 4, 2018 – In Progress
- Lab computer update complete
- New TSM console device
- Complete: 12 working devices in the lab
- Complete: All Chromebooks

Online Ticket System

- In use
- Increase response time
- Increased resolution time
- Allows for better time management

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled/ New Business

- A. Wright Specialty
- a. The board is not interested at this time with the proposal that was presented at the last board meeting.
- B. Board Member Appointment
- a. Dr. Robert McTyre term is up June 30, 2018 and he would like to be reappointed. Paperwork will be sent to him to fill out.

C. Reauthorization

- a. The Reauthorization Process has begun. A committee was formed that includes 2 board members, 3 UMC employees, the building administrator, the academy accountant and a teacher. The Academy Board will assemble a written evaluation of the operations of the Academy to send to the authorizer by May 14, 2018. A PowerPoint Presentation will also be created and sent to the authorizer by June 15, 2018. The Academy will present to the Reauthorization Team on the BMCC campus on July 16, 2018. The board approved that Dr. Samaha and Dr. McTyre will draft the Executive Summary for the Reauthorization document that is required by May 14, 2018.

D. Short Term Loan

- a. A motion was made by Khalil Samaha and second by Robert McTrye that the Acknowledgement Resolution be approved; the resolutions attached to these minutes and incorporated herein by this reference are hereby adopted. All board members were present. The motion passed unanimously.

E. 501 (c) (3) and Grants

- a. The 501(c) (3) discussion took place. The document should be finalized within 30 days.

XI. Extended Comments

A. Public

- a. None

B. Board members

- a. None

XII. Confirmation of Next Meeting

May 24, 2018 at 6:00 pm

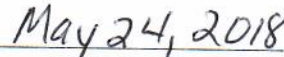
XIII. Adjournment

Robert McTyre made a motion to adjourn Jeffrey Jones second. Meeting adjourned at 6:27 p.m.

Minutes respectfully submitted,



Recording Secretary



Date

Approved by the Board of Directors at its May 24, 2018 meeting.



Board Secretary



Date