

APPROVED
Date 9-17-15

Multicultural Academy Board of Directors

Regular Meeting Minutes

August 21, 2015

6:00pm

I. Meeting Called to Order

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

II. Roll Call

Present:

Dr. Samaha-President

Shafik Khalil-Vice President

Richard DeBacker-Secretary

Jeff Jones-Treasurer

Dr. Robert McTyre-Director

Also Present:

LaTasha Mitchell-Board Recorder

Terry Farha-UMC

Angie Luck-UMC

Yaser Farha-Public

Mark Nezich-BMCC

Steve Scheel-Croskey Lanni

III. Approval of Agenda

Dr. McTyre made a motion to approve the agenda Jeff Jones second it. The motion passed unanimously.

-Approval of Minutes

Shafik Khalil made a motion to approve the agenda Richard DeBacker second it. The motion passed unanimously.

IV. Correspondence

None.

V. Reporting

A. Principals Report

Current Enrollment: 187

Correspondence over the Summer to:

- Parents
 - a) Two Letters
 - b) School Messenger Calls
 - c) Phone calls
- Teachers and Staff
 - a) School Messenger
 - b) Welcome Back Letter

Marketing Strategies:

- Weekly Marketing Meetings
- School Messenger
- Various Summer Events
 - a. Open House, July 9th
 - b. Ann Arbor Art Fair, July 15th – July 18th
 - c. Open House, August 13th
 - d. Open House, August 27th

Many members of our staff and volunteers participated during events

MCA Policy & Procedure Manuals 2015/2016:

Developed 3 MCA Policy and Procedure Manuals for:

- Teachers and Instructional Staff
- Interventionist, Food Service, Custodians and Bus Drivers
- Office Assistant

Global Psychology Services (GPS):

Will be partnering with us during the 2015/2016 school year to support the Academy's goal to become a "high performing school"

- Attended various meetings with the team leaders during the past month

Professional Development 2015:

Begins *Monday, August 24th* and continues through *Friday September 4th*

- Teachers and Bus Drivers return *Monday, August 24th*
- Interventionists (Paras) and Food Service staff return *Monday, August 31st*

GPS will conduct our Professional Development *Monday August 24th – Thursday, August 27th*.

Topics include:

- Establishing Positive School Culture
- Elements of a High Performing School
- Responsive Teaching
- Educating the Whole Child
- Curriculum Crafter
- Lesson Planning and Scaffolding
- Differentiation
- Best Practice
- Multi-tiered System of Support

Each session will be video-taped so that it can be utilized for training

Additional important training opportunities will be available to staff during PD sessions *August 28th – September 4th*

Petty Cash Reconciliations:

7/20/2015 – PO #714 \$367.24

8/12/2015 - PO # 720 \$248.40

Total \$615.64

Detail Summaries are available in CEO's packet

Bay Mills Leaders Conference is *Monday, October 5th and Tuesday October 6th*

First day of school is *Tuesday September 8th*

B. UMC Report

Epicenter

All documents have been submitted as required.

Compliance Calendar

August 2015		
Board Agenda – August (5 Business Days Before Meeting)	8/6	8/4
Board Posting - August	8/1	7/30
School Contact List	8/31	8/4
Transparency Requirements/Mitten-Certificate of Completion	8/31	8/19
CIMS Determination Report for 2014-2015	8/31	8/11
Proposed Board Minutes & Attachments-August(8 Business Days After Approved)	8/25	
Approved Board Minutes & Attachments-July (5 Business Days After Approved)	8/20	

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

Arabic teacher, paraprofessional/office staff, and GSRP Director have been hired.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$6,129.71	\$6,129.71	Deposited
MA Lunch	NA	NA	NA
MDE Lunch	NA	NA	NA
Title IA	\$6082.00	\$6082.00	Deposited
Title IIA	NA	NA	NA
CAFPCP	NA	NA	NA
IDEA			
ACT 18	NA	NA	NA

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 200,929.73
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$4,146.12	\$10,029.18

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$336,544.00	\$547,523.24

Insurance

Name	Date Paid
Health Insurance	8/11/2015
Life Insurance	8/11/2015
General Liability / Bus Insurance	8/11/2015
Workman's Compensation	8/11/2015

Financial Audits

Name of Audit	Date Occurring
NA	NA

Financial Report: The financial report was led in review by Steve Scheel of Croskey Lanni. The Board accepted the financial report as is.

C. Student Affairs Report

I. Assemblies

Currently working with local agencies to schedule assemblies for the upcoming school year

II. Transportation

All M.A. Transportation employees will be returning on Monday, August 24th. All drivers are scheduled for a Certification renewal training on Sept 26th at Wayne Resa.

III. Emergency Drills

An Emergency Drill Schedule is being prepared for the 2015-2016 school year at will meet all requirements.

IV. Safety and Security

The academy leader and I are in the process of updating the school safety plan and safety procedures.

V. Board Minutes On Website

The Board minutes and agendas are currently up to date on the school website.

VI. Marketing

Coordinating marketing and recruitment efforts at the Academy. We will have a booth at the heritage festival Friday August 21st- Sunday August 23rd. Plans are well underway for the Open house on Thursday August 27th.

VI. CAO Report

The CAO stated that building improvements are well underway and it is expected that all projects will be completed September 2015.

VII. Public Comments

None.

VIII. Board Comments

None.

IX. Scheduled New Business

1. Building Improvements

All projects are well underway, Academy restrooms have been renovated and all flooring has been replaced with commercial tile. Several additional improvements are slated to be completed during the fall of 2015.

2. State-Aid Note: The State Aid Note is expected to arrive the week of 8/24/15.

3. Update on Purchase of the Building: Dougherty & Company LLC are managing the purchase of the building. All bonds have been sold and it is anticipated that the process should be complete by the fall of 2015.

4. Completion of Parking Lot Expansion: The parking lot expansion project is almost complete.

5. Platt Rd. Speed Limit: Dr. Khalil Samaha, CAO contacted the Pittsfield Township Supervisor regarding placing a speed limit in front of the Academy. The Township supervisor responded and the request has been forwarded to the Road Commission.

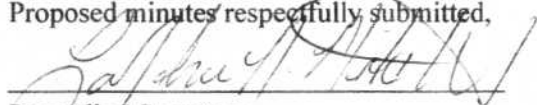
- Confirmation of Next Meeting

September 17, 2015 at 6:00pm

1. Adjournment


Rick DeBacker made a motion to adjourn. Shafik Khalil second.

Proposed minutes respectfully submitted,


Recording Secretary

Date: 9-17-2015

Approved by the Board of Directors at its Sept, 12, 2015 meeting.


Board Secretary

9/17/2015
Date