

APPROVED
Date 11/29/2017

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:

Shafic Khalil – Vice President
Richard DeBacker-Secretary
Dr. Robert McTyre - Director

Excused Absence:

Dr. Samaha – President
Jeffery Jones – Treasurer

Also Present:

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

III. Approval of Agenda

A motion was made by Robert McTyre and second by Richard DeBacker that the agenda for the October 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 September regular board meeting and second by Robert McTyre. The motion passed unanimously.

V. Correspondence

VI. Reporting

- A. Administrator Report
 - a. See UMC Report.
- B. UMC Report

Staff

Assist in retaining staff this year and the following years.

- Staff has attended a webinar by Lexia.
- Staff has received training by the Technology Department.
- Staff will be trained by the Curriculum Crafter Company.
- Principal has conducted data meetings with classroom teachers, ESL department, and the Title I support staff to create small group schedules for pull out and push in services.
- Ms. Park has resigned due to health problems.
- Lunch coordinator has resigned because he got another offer.
- We have hired a Kindergarten, 2nd grade, and a 4th grade teacher.

Students

Assist in increasing the students' enrollment number and the improvement of their performance in all subjects.

- Students have finished taking the WIDA for English Language Learners and NWEA for all others.
- Progress report cards have been sent home.
- On Count Day we had 180 students.
- Classroom walkthroughs have begun.
- Picture day was on October 9th.

- One Art class per week has been added to all grades.
- 2 Fire drills have been conducted in the building.

Parents

Assist in increasing parent's involvement in the school.

- Title I staff conducted a special event with grandparents and their children.
- We encouraged parents to volunteer in the classrooms.
- Math curriculum night will be conducted on the 19th of October at 4:00 pm.
- Parents have been informed about the resignation of Ms. Parks and the hiring of a new acting principal.

Arabic Department

Head and assist in improving the Arabic language curriculum and assessment.

- I am coaching the Arabic teacher to train her in teaching Arabic for nonnative speakers.
- I am working on a proposal to get a STARTALK grant to teach Arabic in the summer.
- We are using my old Arabic books until we develop a new curriculum.

Support

Support the staff and other administrators.

- I work very close with UMC to improve the school in many ways such as: offering classes of Art and arrange events and activities for students and parents.
- UMC is assisting in dealing with students' behavior as much they can.
- UMC is assisting in the interview process to hire new highly qualified staff members.
- UMC is trying to meet the needs of the staff in terms of Technology and other resources.
- We are creating a new culture and a family atmosphere in the building.

Epicenter

- All documents have been submitted as required.

October 2017	Due Date	Submission Date
Board Agenda – October (5 Business Days Before Meeting)	10/12	10/12
Blood Borne Pathogens Training – Agenda and Proof of Attendance or Learn Port Doc	10/6	10/2
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/6	NA
Annual Nonprofit Update	10/6	10/12
SE 4094 Transportation Expenditure Report (if required)	10/13	9/25
CIMS Determination Report 2017-2018	10/13	10/3
First Quarter Financial Statement	10/31	10/23
Proposed Board Minutes & Attachments- October (8 Business Days After Approved)	10/31	10/24
Approved Board Minutes & Attachments – Sept. (5 Business Days After Approved)	10/26	10/23
November 2017	Due Date	Submission Date
Board Agenda – November (5 Business Days Before Meeting)		
Audited Financial Statement and Management Letter (include A133 if completed)		
FID Report to CEPI and BMCC (or as scheduled by MDE)		
MEIS/MSDS (SRSD) FTE-DS4061, including MI-CIS for Special Education (Fall)		
Proposed Board Minutes & Attachments – Nov. (8 Business Days After Approved)		
Approved Board Minutes & Attachments – Oct. (5 Business Days After Approved)		

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 are interviewing for an 8th grade teacher along with 2 teachers and 1 Associate Teacher for the GSRP program.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$13,535.60/\$14,440.33	\$13,535.60/\$14,440.33	Deposited
MA Breakfast / Lunch	\$238.00	\$238.00	Deposited
MDE Breakfast / Lunch	\$11,631.49	\$11,631.49	Deposited
Title IA	\$	\$	NA
Title IIA	\$	\$	NA
CAFPCP	\$136.12	\$136.12	Pending
ACT 18	NA	NA	NA
Title III	NA	NA	NA
IDEA	NA	NA	NA
MISC.	NA	NA	NA

General Fund Purchase Order Expenditures

General Fund Purchases	\$59,292.98
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$21,175.00	\$1,500.37

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$92,421.92	\$120,604.18

Insurance

Name	Date Paid
Health Insurance	10/17/2017
Life Insurance	10/13/2017
General Liability / Bus Insurance	10/13/2017
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 was provided to the board for review. The board accepted the financial report as is.

D. GSRP

Program/Parents Relations

- 9/29 Reviewed Parent Handbook at Monthly QPP Meeting.
- We received guidance from Alan Oman, WISD Executive Director of Early Childhood Programs, Senate Bill 133 passed and is on its way to the Governor to become law. Allows children born Sept 1, 2013 through December 1, 2013 to become eligible for GSRP.
- 11 children enrolled. 4 completed applications tentatively scheduled to begin on October 24. This will bring enrollment to 15 total. Recruitment materials distributed at nearby surrounding areas.
- We posted and are recruiting for 1 teacher and 1 Associate Teacher. Teachers Marcia Rosen (Sept 29) and Eva Simon (Oct 5) resigned. Associate Teacher Linette Quinn, resigned (Oct 19).

Events

- 10/16 Parent Advisory Meeting
- 10/20 QPP School Readiness and School Advisory Committee @ WISD
- 10/26 Family Classroom Activity 3:00

Building Safety and Security

Financial

- September 2017 Reimbursements were submitted. Kim Whiren assisted.
- 2017-2018 Budget submitted with approval from WISD

VII. CAO Report

- A. None

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled/ New Business

- A. Pupil Accounting
 - a. Tabled until the November 22, 2017 meeting.

XI. Extended Comments

- A. Public
- B. Board members

XII. Confirmation of Next Meeting

November 22, 2017 at 6:00 pm

XIII. Adjournment

Robert McTyre made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:28 p.m.

Minutes respectfully submitted,

Angela T. Suck
Recording Secretary

11/29/17
Date

Approved by the Board of Directors at its November ~~22~~²⁹, 2017 meeting.

[Signature]
Board Secretary

11/29/17
Date