

Multicultural Academy Board of Directors
Regular Meeting Minutes
August 21, 2013 6:00 pm

I. Meeting Call 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
Richard DeBacker-Secretary
Shafik Khalil-Vice President
Jeffery Jones-Treasurer

Excused Absence:

Ammar Hamamy-Director

Also Present:

Randa Furrha-Principal
LaTasha Mitchell-Board Recorder
Vince Buccirosso-UMC
Yasser Farha-Public
Angie Luck-UMC
Terry Farha-UMC
Jose Valderas-BMCC

Approval of Agenda

A motion was made by Richard DeBacker and second by Shafik Khalil that the agenda be approved. Motion passed unanimously.

III. Approval of Minutes

A motion was made by Richard DeBacker, and second by Jeffery Jones to approve the July 25, 2013 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

1. Bay Mills Academy Board Certification Warranty: The Academy Board Certification was signed by Dr. Samaha assuring that all personnel at Multicultural Academy are properly certified, licensed, and endorsed as required by their employment status with all appropriate oversight bodies for the 2012-2013 school year.
2. State Aid Note: The SAN note was received. The Board was informed that as of August 20, 2013 proceeds from the new loan are available to draw down.

Reporting

A. UMC Report

Epicenter

All documents have been submitted as required.

Purchase Order

Meetings took place with Crosky & Lanni to review all purchase orders and payroll.

Compliance Calendar

August	Due Date	Date Submitted
Board Agenda - August (5 Days Before Meeting)	8/15	8/14
Annual Education Report, with dated Notice to Public, dated Posting to Website with Local Cover Letter	8/15	8/12
2012-2013 School Report Card	8/31	8/20
CIMS Determination Report for 2012-2013	8/31	8/21
Proposed Board Minutes & Attachments-August (8 Days After Approved)	9/3	
Approved Board Minutes & Attachments - July (5 Business Days After Approved)	8/29	
September	Due Date	Date Submitted
Board Agenda - September (5 Business Days Before Meeting)	9/14	
Employee Handbook	9/1	8/19
Playground Safety Training for Staff-Rules, Agenda, Attendance	9/30	
SE-4096 Special Education Actual Cost Report	9/30	

Certified Teacher Warranty	9/30	
Proposed Board Minutes & Attachments-September (8 Business Days After Approved)	10/1	
Approved Board Minutes & Attachments – August (5 Days After Approved)	9/26	
October	Due Date	Date Submitted
Board Agenda - October (5 Business Days Before Meeting)		
Bloodborne Pathogens Training-Agenda and Proof of Attendance or Learn Port Documentation	10/1	
Pest Control Compliance (See User’s Manual for Details)	10/1	
DS-4898 Preliminary Pupil Membership Count (during first three years of existence)	10/1	
Annual Nonprofit Corporation Update	10/1	
MEGS Protective Eyewear Certification	10/1	
MEGS Right to Prayer Certification	10/1	
MEGS Constitution Day Certification	10/1	
SE 4094 Transportation Expenditure Report (if required)	10/15	
Certificate of Completion for Elevate 360 Fall Results	10/18	
Audited Financial Statement and Management Letter (include A133 if completed)	10/30	
First Quarter Financial Statement	10/30	
Proposed Board Minutes & Attachments- October (8 Business Days After Approved)	11/5	
Approved Board Minutes & Attachments – September (5 Days After Approved)	10/31	

a. Principal’s Report

Professional Development:

- August 7, 12, and 21 EMU meetings on curriculum.

- August 19 Staff return to school for PD

MDE/MEGS/Bay Mills accreditation:

- Pre-opening Site Visit

Student achievement/Progress reports:

- Testing new students

Advisor is working on the following items:

Curriculum Development

- Recreated the master school schedule as well as individual staff schedule to have schedules based on student readiness as opposed to strictly grade level.
- Decided on alternate lesson plan format to assist teachers in the planning process.
- Met with Eastern Michigan University professors and teachers to discuss curriculum and our plan for curriculum development.
- Contacted families of former students to encourage them to come to the school's carnival and other events and shared some of the changes taking place with MA's curriculum.
- Assigned elementary students to teachers based on their NWEA Reading RIT scores.
- Purchased needed supplies/resources for teachers to improve curriculum (teacher books) and keep students organized (Friday folders and Assignment Books).
- professors to discuss curriculum, scheduling, and our plan for curriculum development.

HS Advisor

- Meet with students weekly to monitor and discuss progress on credit recovery packet.
- Assigned High School student to teachers/classes for the 2013-2014 school year.

Title I Coordinator is working on the following items:

- Attended the Title I meeting, 'Charting the Course.'
- Training the Title I staff.

ELL Teacher is working on the following items:

- Out for the month.

Lead Teachers and Mentors are working on the following items:

- Out for the summer.

Administrative Assistant is working on the following items:

- Scheduled school year events such as Hearing/vision screening, school pictures, teeth cleaning.
- Updates to manuals and binders of all relations in front office (staff, students, Bay Mills).
- Continual update of exits and enters as they happen for enrollment to be on target.
- Updating décor in front office so as to present a welcoming spot for parents and students.
- Creation of new systems to work smoothly in front office such as medication distribution, mail delivery to employees, logging binders, sign in/out, emails etc.
- Continual maintenance of communication between Multicultural Academy and Universal management
- Archiving all items from last school year while updating binders and files for the upcoming year.

- Attention to communication between MA and current families, newly enrolled families and potential families (dress code, carnival, website, parent info, registration).
- Processes timesheets in a timely manner.
- Order important office supplies as needed for a successful school year.
- Communicating with those involved in the re-structuring of MA's camp.

Assistant Principal of Student Affairs Discipline is working on the following items:

- Working on Recruitment for the 2013-2014 school year
 - We have placed a billboard on Carpenter Rd. It will remain there for four weeks.
 - A carnival took place 8/15/13 where current MA and potential students attended.
 - We are in the process of developing a partnership with the Bryant center, they have agreed to advertise our school at no cost and a representative from the academy will address families at their monthly community meeting.
 - Attended the Ypsilanti Heritage Festival where MA had a booth to increase awareness about our school.
 - Contacting MA families, both current and formal regarding recruitment.
- PBIS Calendar for the 2013-2014 school year.
- Attended an anti-bullying orientation in Lansing, MI sponsored by the MI department of ED and the MI department of Civil rights.
- In the process of scheduling celebrations for the 2013-2014 school year for k-8 students that meet behavior requirements.
- Provided tours of the Academy and assisting in the enrollment process.
- Processing all new applications for admissions to the Academy.
- Continuing to assist in the management of the front office as needed.

Pre-School updates:

- Preparing for the beginning of the school year.

Items for the Board:

- High School Improvements
- Technology updates

Parent /community involvement and school events:

- Carnival August 15, 2013
- Parent Info night August 27, 2013
- Heritage Festival

Multicultural Academy Committee: (MAC/PAC)

- PAC Meeting will be on August 27, 2013.

V. Financial Report

The monthly financial report is available for review at the Academy.

VI. CAO Report

Dr. Samaha provided the school with uniform vouchers for students that cannot afford them. There are also two retailers that will donate 200 each for needy students. We will also do a press release regarding this substantial donation of uniforms.

The Academy will ask for bids for the management of technology. Randa Furrha and UMC will interview the candidates.

Dr. Samaha asked for a written document with our curriculum. We have an agreement with EMU and would like to see documentation by the next board meeting.

VII. Public Comments

None.

VIII. Board Comments

None.

IX. Scheduled/ New Business

1. BMCC New Leasing Policy: MA has an 8 year lease. BMCC has provided excellent guidelines. Any amendments made to the lease will be subject to the new policy. We will comply with the new policy moving forward it is not retroactive.
2. Property Improvement: We are in the process of expanding the parking lot. There will be an additional 25 parking spaces.
3. Enrollment 2013-2014: We are at approximately 232 students and are actively enrolling students. The Academy will be adding a paid pre-k program that will be operating this Fall.
4. MA High School: We are going to have a virtual high school rather than an in seat program beginning Fall 2013. This will eliminate cost and allow the building to run more efficiently. Dr. Samaha asked for a report on the virtual high school by the next board meeting.
5. Disposition Form: We will be removing items from the board policy As Universal Management is performing these items. Richard Debacker made a motion to adopt the disposition it was second by Shafik Khalil. The resolution was signed and adopted by the board.

6. Staff Dress Code: There is a dress code in the employee hand book that describes what is acceptable and unacceptable dress for staff. It was proposed that the staff adhere to a uniformed dress code. The UMC president stated that the teachers are not dressing appropriately and is asking that the teachers wear something that defines them from the rest of the population. The Board President will leave to the discretion of the teachers.

- Confirmation of Next Meeting

September 19, 2013 at 6:00pm

1. Adjournment

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


Proposed minutes respectfully submitted,



Recording Secretary

Date: 9/23/2013

Approved by the Board of Directors at its 9 23 2013 meeting.



Board Secretary

9/23/2013
Date