

Multicultural Academy Board of Directors
Regular Meeting Minutes
January 24, 2013 2:30 pm

I. Meeting Call to Order

The meeting was called to order at 2:33 p. m. at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

Dr. Samaha-President

Richard DeBacker-Secretary

Shafik Khalil-Vice President

Absent:

Yameen Jaffer-Treasurer

Also Present:

Randa Furrha-Principal

KC Farha-UMC

LaTasha Mitchell-Board Recorder

Yasser Farha-Public

Pat Sweeney

Angie Luck-UMC

Vince Buccirosso-UMC

Approval of Agenda

A motion was made by Richard Debacker and supported 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 Shafik Khalil to approve the December 20, 2012 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

None.

Reporting

A. UMC Report

Staff Audit with QPR

The staff audit took place January 17, 2013 with Sue from QPR. Everything was in order and no red flags were given.

Building Security

The following have been put in place at the school regarding building security: PA system has been installed, 10 new locks have been installed, and a staff member has been placed in charge of building security along with keeping a daily log of security checks.

School Credit Cards

Sam's Club

- A Business Membership would need to be established for the school.
- A Business Credit Account would need to be established.
 - Someone would need to be placed on the account representing the school.
 - This person determines who is able to use the account.

Gordon's Foodservice

- Business Card with the school address and contact person. (5% discount given) This only sets up an account for the card holder to receive credit.
- GSF Customer Account
 - No discount given
 - Fill out an application- will e-mail the application to UMC.

Walmart

- Credit Card only

Compliance Calendar

January	Due Date	Date Submitted
Board Agenda-January (5 days Before Meeting)	1/19	1/14/
Academy Planning Document due to BMCC and PaperVision	1/15	12/20/12
Second Quarter Financial Statement	1/31	1/15
Approved Board Minutes & Attachments – December (10 Days After Approved)	2/6	
February	Due Date	Date Submitted
Board Agenda-February (5 days Before Meeting)	2/16	
Approved Board Minutes & Attachments – January (10 Days After Approved)	3/5	
March	Due Date	Date Submitted

Board Agenda – March (5 days Before Meeting)	3/22	
MSDS Spring DS4061	3/15	
Approved Board Minutes & Attachments – February (10 Days After Approved)	4/9	

UMC presented information to the board on setting up an account with Sams Club, Gordons or Wal-Mart. Dr. Samaha requested that UMC continue researching this and provide the board with additional information at the February board meeting .

B. Financial Report

The financial report was lead in review by Pat Sweeney. He also provided information on the lunch report. Dr. Samaha requested that next month we have a report on revenues and expenditures of the food service program as he would like to know how efficient the program is. Dr. Samaha stated that after six months into the budget we are on target.

A motion was made by Richard DeBacker that the financial report be approved. Shafik Khalil second it.

CAO Report

Incorporated into the Scheduled/ New Business.

C. Public Comments

None.

D. Board Comments

Richard DeBacker asked when the student count is? The Spring count day is February 13th.

E. Scheduled/ New Business

-Board Policy: The board adopted and approved the updated policy.

-Board Member Interview: This interview has been postponed for the February meeting.

-Recent School Incidents: Dr. Samaha stated that we have responsibilities that we are liable to. The Board was informed of and discussed the incident where two instructors transported students in their personal vehicles. It is in our manual that staff should not transport students however, the Principal did approve this. The teachers will receive a note and the Principal will also receive a note. Dr. Samaha requested that all high school teachers know that they are not to transport students in their car. Dr. Samaha would like to see the notes before they go out.

It was also noted that students are not allowed to leave school building without parental and school permission.

-Added Security Measures: Dr. Samaha stated that we have one of the best programs for security. We have appointed a full-time individual that is in charge of safety, health, and security.

Dr. Samaha has approved the following new safety measures:

- check points at each of the doors
- a new PA system that adds 10 internal and external points.
- a new fire alarm system

Dr. Samaha stated that we have clear instructions that no one is to open the door, except for Roxann Morcom and Dr. Rezza.

-Building Parking: We are working with counsel to see how we will add to our parking. We are also working with counsel to determine who will pay for this. It has not yet been determined whether it will be a landlord cost or Academy cost.

-Website Assignment: An individual has been appointed, with a stipend of \$200.00 dollars per month. Dr. Samaha has requested that any updates be emailed to him. He will be the contact for the web-site.

-Petty Cash Management: Dr. Samaha would like to have a list of what is being spent out of petty cash. Dr. Samaha would like to be aware of all money being spent over 500.00

F. Extended Comments

Dr. Samaha stated that the Administrators meeting should only last 1 hour.

G. Confirmation of Next Meeting

February 26, 2013 2:30pm

H. Adjournment

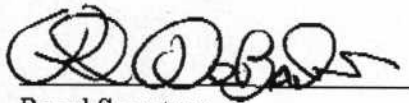
Richard Debacker made a motion to adjourn. Shafik Khalil second. Meeting Adjourned at 3:20p.m.

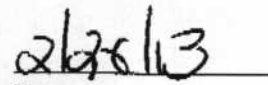
Proposed minutes respectfully submitted,


Recording Secretary

Date: 2-26-13

Approved by the Board of Directors at its 27th meeting.


Board Secretary


Date