

Multicultural Academy Board of Directors
Regular Meeting Minutes
July 25, 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
Ammar Hamamy-Director
Shafik Khalil-Vice President
Jeffery Jones-Treasurer

Also Present:

Randa Furrha-Principal
LaTasha Mitchell-Board Recorder
Vince Buccirosso-UMC
Yasser Farha-Public
Angie Luck-UMC
Pat Sweeney-Corsky Lani
Dr. Harman-EMU
Peggy Yenor- Pre-School Director
Roxann Morcom-Administrative Assistant
Terry Farha-UMC

Approval of Agenda

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

III. Approval of Minutes

A motion was made by Richard DeBacker, and second by Ammar Hamany to approve the June 20, 2013 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

An email was sent to UMC and Academy Administration regarding compliance changes. The director of compliance with work with those involved to ensure that all documents are submitted in a timely manner.

Reporting

A. UMC Report

Compliance Calendar

Epicenter

All documents have been submitted as required.

Purchase Order

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

| July | Due Date | Date Submitted |
|----------------------------------------------------------------------------|----------|----------------|
| Board Agenda - July (5 Business Days Before Meeting) | 7/15 | 7/14 |
| Board Meeting Posting | 7/15 | 7/1 |
| Organizational Board Agenda and Posting (5 Business Days Before Meeting) | 7/22 | 7/22 |
| DS 4168 Report of Days & Hours | 7/15 | 7/1 |
| MEAP/MME Test Results and Analysis | 7/15 | 7/11 |
| Playground Inspection Log | 7/15 | 7/14 |
| School Calendar for 2013-2014 | 7/15 | 7/9 |
| Fourth Quarter Financial Statement from 2012-2013 | 7/31 | 7/22 |
| DS 4168 Report of Days & Hours | 7/15 | 7/5 |
| Approved Board Minutes & Attachments - June (8 Days After Approved) | 8/1 | 7/26 |
| Certificate of Completion: 2012-2013 Budget details were posted to website | 7/31 | 7/22 |
| | | |

| August | Due Date | Date Submitted |
|--------------------------------------------------------------------------------------------------------|----------|----------------|
| Board Agenda - August (5 Days Before Meeting) | 8/18 | |
| Annual Education Report, with dated Notice to Public, dated Posting to Website with Local Cover Letter | 8/15 | |
| 2012-2013 School Report Card | 8/31 | |
| CIMS Determination Report for 2012-2013 | 8/31 | |
| Proposed Board Minutes & Attachments-August (8 Days After Approved) | 9/4 | |
| 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 | |
| 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) | 10/2 | |
| Approved Board Minutes & Attachments – August (5 Days After Approved) | 9/26 | |

A. Principal's Report

Professional Development:

- July 3, 10, 17, and 25 EMU meetings on curriculum.
- July 29 PD Title I training at Wayne RESA.

MDE/MEGS/Bay Mills accreditation:

-

Student achievement/Progress reports:

- Scorecard Status for The Academy is yellow (The order of highest of color to lowest, they are: green, lime, yellow, orange, and red.) The scorecard status is derived from four components, they are: educator evaluation, compliance factor, proficiency, graduation. A three color scheme is used for proficiency, attendance, and graduation. The Academy's label is N/A (Schools have one of

three labels: priority, focus, and reward.) Copy of the scorecard Guide book may be found in the administration office.

- Review NWEA data with the board.

Advisor is working on the following items:

Curriculum Advisor

- Restructured the master school schedule as well as individual staff schedule to have schedules based on student readiness as opposed to strictly grade level.
- Renamed student classes to evoke interest and increase rigor.
- Decided on alternate lesson plan format to assist teachers in the planning process.
- Met with Eastern Michigan University professors to discuss curriculum, scheduling, and our plan for curriculum development.

HS Advisor

- Contacted students and parents to set up credit recovery for student that failed a class during the school year.
- Meet with students weekly during the summer to monitor credit recovery packet progress. Set-up beginning of the year professional development for teachers.
- Updated all HS checklists in student file and created new checklists for incoming freshman. (AL)

Title I Coordinator is working on the following items:

- Completed the School Data Analysis with the SIP team.
- Prepared for Title I audit.
- Created a school-wide inventory with every item purchased this year and last year inventoried. Set up professional development for Title I workshop for myself.

ELL Teacher is working on the following items:

- Oversee the Summer school program.
- Working with students on reading skills.
- Planned activities and excursions for the students.
- Calling and meeting with parents.
- Lead team meetings with the summer school staff.
- Analyzing ELPA data.

Lead Teachers and Mentors are working on the following items:

- Out for the summer.

Administrative Assistant is working on the following items:

- Continual processing of new applications for Fall 2013 enrollment.
- Updates to Teacher manuals.
- Continual update of exits and enters as they happen for enrollment.
- Scheduling important all school dates such school pictures, Hearing/vision screening, teeth cleaning etc.
- Creation of new systems to work smoothly in front office such as medication distribution, mail delivery to employees, logging binders etc.
- Continual maintenance of communication between Multicultural Academy and Universal management

- Timely completion of archiving items that linger beyond needed usage time.
- Attention to needs of children attending summer school and their families.
- Process timesheets in a timely manner.
- Continual mindfulness of supplies as they need to be ordered.

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

- 2013-2014 PBIS Plan/ Update PBIS Handbook
- School Creed –Which will be recited each morning by students at morning assembly
- Celebrations, Assemblies, Incentives, etc.
- 2013-2014 Assembly Schedule
- Updating MS/ELEM and HS Handbook
- Attendance Letter –(Generated in PS this)
- Enrollment
- Recruitment/ Local summer events / Marketing Plan/ Open enrollment events/ raffle /Brochure

Pre-School updates:

Working on classroom inventory and summer program.

Items for the Board:

Parent /community involvement and school events:

- June 25 Summer program drawing

V. Financial Report

Pat Sweeney led the board in review of the monthly financial report.

VI. CAO Report

Dr. Samaha informed the board that effective in August Vince Buccirosso will be at the Academy full-time.

VII. Public Comments

VIII. Board Comments

A letter was read to the board by board member Jeffery Jones from a MA parent regarding the uniform change. A school-wide uniform change will be effective 9/3/13 and will remain as is.

IX. Scheduled/ New Business

Free Before and After Care Enrichment Program: Academy Administration proposed an afterschool enrichment program that would be at no cost to parents. It would ideally involve academic support and extracurricular activities for MA students from 3:30pm to 6:00pm. This

program would be in place of school provided transportation. It was determined that additional promotion and planning of the program would be necessary before implementation. Dr. Samaha instructed Academy Administration to continue to research the project and determine how much interest there is.

Confirmation of New Board Member: Jeffery Jones was confirmed as a Multicultural Academy board member. He will serve as the board treasurer.

Approval of Middle School and High School Handbook: The 2013-2014 Handbooks were updated by Academy Administration to reflect the changes for the upcoming school year and approved by the board. The handbooks are available for review in the main office at the Academy.

Curriculum Update: A Curriculum update was presented to the board by Dr. Harman. The curriculum development process is progressing quite well. MA faculty will begin participating in professional development concerning the curriculum as well as additional areas to strengthen our faculty as early as August 2013.

Academy Activity Field: Planning for expansion is in process. The Field behind the Academy playground will be cleared in preparation for this.

Office Reorganization: The front office will be reorganized. LaTasha Mitchell will move to the area that is currently designated for the on-site UMC office.

Board Policy Update: The Board Policy has been updated; copies will be available in the Academy main office for review.

The regular board meeting was adjourned.

Organizational Meeting: The organizational meeting was led by Dr. Samaha. All offices were declared vacant and filled. Organizational operations will remain as is.

Organizational meeting concluded.

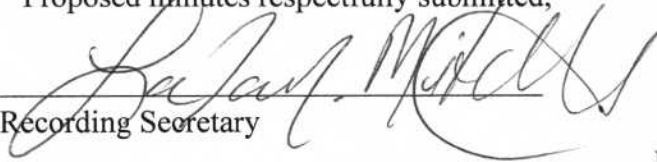
- Confirmation of Next Meeting

August 21, 2013 at 6:00pm

1. Adjournment

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

Proposed minutes respectfully submitted,


Recording Secretary

Date: 8/21/13

Approved by the Board of Directors at its Aug 21, 2013 meeting.


Board Secretary

8/21/2013
Date