

Multicultural Academy Board of Directors
Regular Meeting Minutes
November 27, 2012 2:30 pm

I. Meeting Call to Order

The meeting was called to order at 2:40 p. m. at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

Richard DeBacker-Secretary

Shafik Khalil-Vice President

Yameen Jaffer-Treasurer

Excused: Dr. Samaha-Board President

Also Present:

Randa Furrha-Principal

KC Farha-UMC

LaTasha Mitchell-Board Recorder

Yasser Farha-Public

Karly Bignotti

Approval of Agenda

Motion by Richard Debacker, supported by Shafik Khalil that the agenda be approved. Motion passed unanimously.

III. Approval of Minutes

Motion by Richard DeBacker, and second by Yameen Jaffer to approve the October 20, 2012 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

None.

A motion was made to change the sequence of agenda, presenting item number ten by Yameen Jaffer. Second by Debacker. The motion passed unanimously.

A Presentation was made by Karly Bignotti detailing a corrective action plan for an accounting error. A motion was made by Richard Debacker and second by Yamen Jaffer that we submit a letter with the corrective submit to Bay mills by December 3, 2012 as required. The motion passed unanimously.

Reporting

A. Administration Report

Professional Development:

- November 5-6-Staff and Administration attended MAPSA Conference

NIDE/MEGS/Bay Mills accreditation:

- Revised District AMAO Status for 2011-2012 school year- The report stated that there were errors, the errors have been corrected and did positively impact our district's results.

Student achievement/Progress reports:

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Curriculum Coordinator is working on the following items:

Resources

- Obtained sample copies of needed resources such as Science examview and Health and ordered additional resources for Economics.
- Uploaded required lesson plans, assessments, and corresponding science resources to the shared drive.
- Cleaned and organized shared drive so teachers can quickly and easily upload their lesson plans and student data.

Lesson Planning

- Reviewed teacher lesson plans and assessment binders to make sure they are aligned to current standards and Core Knowledge curriculum.
- Met with teachers to discuss current progress of lesson planning and areas to improve.
- Created spreadsheet representing who is turning in lesson plans and who has a completed assessment binder.

Professional Development

- Coordinated professional development live webinars for teachers using Pearson materials (Grades6-12).

Title I Coordinator is working on the following items:

- Updated monthly bulletin board
- met with teachers and the title staff to check on how things are going, observed and discussed problems with title I and classroom teacher, updated Title 1 list
- Planned the school improvement meeting for November
- Started a website for ELL- Special Education-Title I

- Worked with staff on how to utilize the Bay Mills Grant.

ELL Teacher is working on the following items:

- Continued testing new students and contacting previous schools for ELPA scores.
- Teaching a high school ESL class, focusing on reading, writing, and vocabulary. All is going well so far!
- ELL teacher **III** and Title **III** parapro continue to pull small groups and individuals out for extra help, but we are trying to work more inside the classroom.
- Observe the high school team to help them find more strategies to implement to help struggling ELLs.
- Modify assignments and assessments for the ELL students.
- Assist students in completing her Independent Study class.

Lead Teachers and Mentors are working on the following items:

- Met with staff or corresponded through email about questions and concerns the mentees had.
- Assigned PDs in Educational Impact and sent out reminders for important dates and update websites and grades.

High School Advisor is working on the following items:

- Weekly grades sent to staff each Monday evening.
- Collected grades from staff members and put them into the on-going binder system.
- Reviewed a transcript for a possible new student enrollment and gave the information to Mrs. Furrha.
- Changed student's classes for 2nd quarter that needed to be in the English Language Learner class with Ms. Oren.
- Sent Credit Recovery course work to Keystone.
- Attended weekly HS meeting.
- Researched on the MDE site for work permits and gave the information to a parent that requested it.
- Spoke with parent regarding their child's credits and GPA.

-administrative Assistant is working on the following items:

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

- Continuing to serve as the disciplinarian for M.A. Meeting with students regarding disciplinary concerns.
- Facilitating parent and student meetings to discuss student academic and behavioral progress and or concerns.
- We are continuing to implement phases of PBIS. Character Education lessons are being presented in all classes. We will begin our monthly celebrations in January.
- Met with MS and HS teachers to discuss any concerns related to student affairs.
- Everest Institute conducted an interactive workshop for our HS seniors providing them with information and tools to prepare them for course after HS.
- Provided tours of the Academy resulting in new student enrollment.
- Implemented a uniform procedure to help decrease the number of uniform infractions, which will include but is not limited to daily uniform sweeps.
- Working with Child Student Team to develop behavioral strategies for students that require assistance in regulating their behavior.
- Continuing to provide support to the front office on a daily basis.

October ATM meetings:

- Grade level team meetings

Pre-School is working on:

- MA Preschool finished with closing the past year preschool with WISD (GSRP fiscal year Oct 1 st-Sept 30). We are currently received last payment of \$30,076.28. The carry over will be \$46,445.96, which is currently to be approved by the WISD.
- Included is the budget for 20122013 revised from the WISD. The budget may still be changed and contract should be received within the month.
- Preschool held their November conferences had a total of 90% of parents attend on the Friday conference. The conferences were held at Java Jungle this year and the preschool had its best turn out. We have set up times for the remaining parents and which will give us a 100% of parent's attendance.
- Preschool will host a Multicultural Academy night with University of Michigan Jumpstart on Dec. 6th . They will host activities and food for parents. It will give parents a chance to talk to UM and ask questions about their literacy program and what takes place in the program. As the students leave for winter break they were not able to do the events on MA date of December 20th.

Items for the Board:

None for this month

Parent /community involvement and school events:

Multicultural Academy Committee: (MAC)

Multicultural Academy Committee is raising money for healthy snacks.

Co-chairperson Mona Samaha has acquired a donation from Cole Taylor Mortgage a Division of Cole Taylor Bank. They will be donating 1600.00 to purchase healthy snacks for children who do

not receive them from home. The classroom will make thank you cards for Cole Taylor.

B. UMC Report

MAPSA Conference

Attended the Michigan Association of Public Schools Academy 2 day conference.

EpiCenter Training

Attended the EpiCenter training on November 12th. All compliance documents for the month of November have been uploaded into this new system.

Crosky & Lanni

Meetings were held with Pat Sweeney and Brian O'Reilly to review Purchase Order processes and procedures.

Final Expenditure Report for 2011-2012

Completed the Final Expenditure Report in the Cash Management System for the 2011-2012 school year.

Registry of Educational Personnel(REP)

REP has been completed. (December 1 deadline)

November	Due Date	Date Submitted
Board Agenda - November (5 Days Before Meeting)	11/23	11/14
FID Report to CEPI and BMCC (or as scheduled by MDE	11/16	11/14
MSDS Fall DS 4061	11/16	11/14
Board Member Application Documents for January Appointment(s)	11/30	NA
Board Member Nomination for January Appointment(s)	11/30	NA
Board's Response to Auditors Management Letter (if needed)	11/30	
Approved Board Minutes & Attachments - October (10 Days After Approved	11/28	

December	Due Date	Date Submitted
Board Agenda - December (5 Days Before Meeting)	12/9	
Special Education Count on MI-CIS	12/15	
Fall REP Report Confirmation	12/15	
Budget Amendment to 2011-12 budget	12/31	
Approved Board Minutes & Attachments - November (10 Days After Approved	12/26	

C. Financial Report

The financial report was approved as stated. A Motion was made by Richard Debacker and second by Yameen Jaffer.

CAO Report

D. Public Comments

None.

G. Extended Comments

None.

H. Public Comments

None.

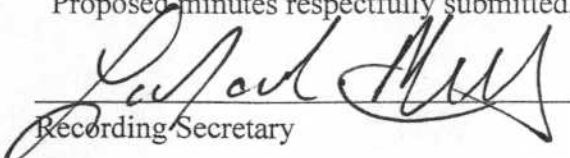
I. Confirmation of Next Meeting

December 20, 2012 2:30pm

J. Adjournment


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

Proposed minutes respectfully submitted,


Recording Secretary

Date: 12-20-12

Approved by the Board of Directors at its 20 Dec 2012 meeting.


Board Secretary

12/20/12
Date