

Multicultural Academy Board of Directors
Regular Meeting Minutes
November 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
Ammar Hamamy-Director
Jeffery Jones-Treasurer

Absent:

Shafik Khalil-Vice President

Also Present:

Randa Furrha-Principal
LaTasha Mitchell-Board Recorder
Yasser Farha-Public
Angie Luck-UMC
Pat Sweeney-Corsky Lani
Terry Farha-UMC
George Butler-Legal Counsel
Mark Nezich-BMCC
Dennis D. Theis-Maner Costerism

Approval of Agenda

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

III. Approval of Minutes

A motion was made by Jeff Jones, and second by Ammar Hamany to approve the
October 24, 2013 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

-Pat Shannon Resignation: Pat Shannon has resigned as the BMCC Charter Schools Director effective the end of November 2013.

-Kathy Good Correspondence-Kathy Good has asked that all communications that would normally be forwarded to Dr. Shannon, be sent to Mr. Michael Parish of BMCC.

-Bay Mills/Epicenter-All correspondence from the Academy concerning Epicenter should be sent to Mr. Michael Parish of BMCC

-MDE/Lunch Reimbursement- The MDE informed the Academy that they did not receive the Program claim for reimbursement by the deadline. Tami Phelps submitted a letter concerning the late submission that included a corrective plan.

Reporting

A. 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)

Compliance Calendar

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	11/28
Approved Board Minutes & Attachments - October (10 Days After Approved	11/28	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	

A. Principal's Report

Professional Development:

- Weekly staff meetings – Reviewed and covered the school improvement plan, Bay Mills Grant, math night, and lesson plans.
- Nov 5 and 20 - EMU PD (see curriculum development and implementation)
- Nov 20-Attended Section 25e conference

MDE/MEGS/Bay Mills accreditation:

AMAO I progress – the district must demonstrate that 81% of students have made progress on the English Language Proficiency Assessment objective. MA had 78% students show progress on ELPA.

AMAO II objective-the district must demonstrate that 20% of the students have achieved proficiency. MA had 32% of the students show proficiency.

AMAO III objective not determined. Your district had too few ELL students to determine a Scorecard color.

Student achievement/Progress reports:

- End of the first quarter

Curriculum Development and Implementation:

- Identified needs of current teachers and current curriculum
- Reviewed lessons and incorporate Core Knowledge
- Grouped K-5 students using NWEA scores by readiness for ELA and Math
- Grouped 1-5 students by grade for science
- Placed EMU students in reading, curriculum, and TESOL in classrooms.
- Detailed lesson plans
- Materials to support lessons, contextual curriculum – relates to students, differentiated by readiness
- Differentiation strategies
- Center based learning
- Culturally responsive instruction
- ELL - SIOP

HS Advisor:

- Supporting students with their classes
- Sent out progress reports

ELL Teacher is working on the following items:

- Met with and contacted parents regarding students' progress in ESL (during conferences and after school).
- Taught the Middle School ELLs for Core Explorer, focusing on reading and writing strategies.
- Worked with ELLs individually and in small groups.
- Expanded the after-school Title III tutoring program.
- Continued my training (via Web Seminars) for the transition from ELPA to WIDA.
- Began preparation for the MME/ACT.

Administrative Assistant is working on the following items:

- Attention to attendance as it relates to accuracy and school numbers.
- Attention to communication with families (emails, mail, phone calls, newsletter etc.)

- Attention to answering phone, relaying messages and being a positive face of the school in the front office.
- Continual attention to new hires and meeting their needs as far as MA procedure, our building, and policies).
- Attention to computers and machines as they relate to the livelihood of employees (copier, fax, lap tops etc.).
- Continual communication with UMC and Bay Mills.

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

- Positive Behavior Expectations: The Month of November has been devoted to teaching students character traits related to responsibility.
- Working with Transportation to establish routes, solve issues, handle discipline, and serve a liaison between parents and the department. Trained bus drivers in PBIS, implementation of PBIS on the buses is underway.
- Bully-Prevention Committee: The committee has met twice to date and we will continue to meet once per month to plan anti-bully initiatives at the Academy. Three students have been added to the committee. Classes will do a presentation each month to high-light what they have learned about bully prevention.
- A "bully-box" has been place in the west hallway for student to report incidents of bullying in an anonymous way.
- Provided tours of the Academy and assisting in the enrollment process.
- Processing all new applications to determine admittance to the Academy.
- Continuing to assist in the management of the front office as needed.

Pre-School updates:

The preschool program has hired a new teacher for the paid preschool as Ms. Missy the previous teacher moved to the kindergarten classroom. The new teacher, Ms. Trisha, has 5 years' experience in the GSRP program and came highly recommended from the previous school she worked at before they had a cut in their GSRP funding. She will be the lead teacher in the paid preschool program.

WISD has hired Carolyn Ayers to be our preschool Program Quality Assessment Rater. She will be spending 5-8 days per month in the classrooms observing the teachers. She will also be meeting with the program director to observe how the program is run and follows WISD requirements.

Michigan Department of Ed will be observing preschool program starting next month. We have been requested to be a level 5 (which is highest any preschool can be) and will have the MDE observe the following is in place to be awarded a Level 5 on the Michigan Department Ed site.

To be awarded a level 5 the following will be evaluated;

TQRIS compliance needed to be in place to be awarded Level 5:

- Ratio and group size
- Health and safety
- Curriculum
- Environment
- Child assessment
- Director, teacher, provider qualifications
- Family partnership

- Administration and management
- Cultural and linguistic diversity
- Accreditation
- Provisions for children with special needs
- Community involvement

Items for the Board: Letter from MDE

Parent /community involvement and school events (Multicultural Academy Committee: MAC/PAC):

- Parent/Teacher conferences were held on Nov 8-15. For all parents that did not attend conferences phone calls were made.

V. Financial Report

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

VI. CAO Report

-The Board of Directors and Academy Leadership are working on the budget. Currently, salaries will not be decreased. The budget has been amended in a way where the deficit is close to a minimum. Other budget items (major expenditures) may be reduced to arrive at a balanced budget by the end of December 2013.

-Dr.Samaha inquired about IT services at the Academy. The Board was informed that before the new year the new technology set up will be implemented.

VII. Public Comments

None.

VIII. Board Comments

None.

IX. Scheduled/ New Business

1. Annual Financial Audit: The Board was led in review by Dennis D. Theis of Maner Costerisan, in the year end report.
2. Detroit Free Press: The Detroit Free Press contacted the Academy with the intent to write a story on Charter School Academies. The representative met with individuals from the

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Academy where all questions were answered, she was also invited to the Academy where she received a tour.

3. Merit Pay: Three teachers received merit pay, the criteria is high and it will remain in place.
4. 401K: All details regarding the 401K have been finalized.
5. Hantz Group: UMC is working with Hantz Group concerning employee benefits to ensure that we are in compliance with Obama care.
6. Building Space Management: plans are underway to relocate the computer lab. Furnishings have been ordered as a part of this project.

- Confirmation of Next Meeting

December 19, 2013 at 6:00pm

1. Adjournment

Richard DeBacker made a motion to adjourn. Ammar Hamamy second.

Proposed minutes respectfully submitted,


Recording Secretary

Date: 12-23-13

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


Board Secretary

12/23/2013
Date