

Multicultural Academy Board of Directors  
Regular Meeting Minutes  
Date: December 21, 2017  
Time: 6:00 pm

### **I. Meeting Called to Order**

The meeting was called to order at 6:00 pm at 5550 Platt Road, Ann Arbor.

### **II. Roll Call**

Present:

Dr. Samaha – President  
Shafic Khalil – Vice President  
Richard DeBacker-Secretary  
Jeffery Jones – Treasurer

Excused Absence:

Dr. Robert McTyre - Director

Also Present:

Angie Luck – UMC  
Naji Jaber – UMC  
Michael Braden- GSRP  
Mark Nezich – BMCC

### **III. Approval of Agenda**

A motion was made by Shafic Khalil and second by Jeffrey Jones that the agenda for the December regular board meeting be approved. The motion passed unanimously.

### **IV. Approval of Minutes**

A motion was made by Shafic Khalil that the minutes be approved for the November regular board meeting and second by Jeffrey Jones. The motion passed unanimously.

### **V. Correspondence**

A. None

### **VI. Reporting**

A. Administrator Report

Staff

**Goal 1. Assist in retaining staff this year and the following years.**

- 1- The ESL staff and I discussed with every individual teacher the students' learning growth, the current strategies, and the needs to improve our students. Moreover, the ESL department, the Title 1 department and I met together and discussed the needs of every student who goes to the Title 1 room.
- 2- I have made pre-observation meetings, observations, and post observation meetings with all classroom teachers.
- 3- Staff got training on Study Island, because we want to get the staff input before we purchase the program.
- 4- We started SIP meetings in order that our staff see the implementation of the document and decide on areas to be updated.
- 5- Staff will share hands on activities, daily 5, and instructional strategies to teach ESL students during a full day PD.

Students

**Goal 2. Assist in increasing the students' enrollment number and the improvement of their performance in all subjects.**

- 1- After getting their breakfast in gym, 2 students from one class are making the morning announcement every morning.
- 2- I have conducted 2 meetings with the student council last month.
- 3- Ms. Luck and I have conducted several meetings with representatives from the middle school. We have discussed with them our awards and consequence policies.

- 4- We have conducted Math competition in the classrooms and we awarded first, second, and third place from each class in the morning assembly.
- 5- We have conducted a volleyball competition between middle school students and staff.
- 6- Our student council started a bake sale event every Friday to generate budget for the needs of our students.
- 7- The school recognizes the class who won in the weekly homework competition in the morning assembly.
- 8- 3 fire drills have been conducted in the building and 1 tornado drill.
- 9- All students recite the mission, the vision, the character trait and the pledge on daily bases in the morning assembly.

**Parents**

**Goal 3. Assist in increasing parent's involvement in the school.**

- 1- We communicated with parents regarding the early dismissal of our students on Wednesday, December 1, as we dismissed our students at 12:30 pm, because of the bad weather.
- 2- We communicated with our parents as we had a snow day on Thursday, December 14.
- 3- We communicated with our parents as we informed them of the Holiday that will start on December 2. The school will resume on January 8.

**Arabic Department**

**Goal 4. Head and assist in improving the Arabic language curriculum and assessment.**

- 1- I am coaching the Arabic teacher to train her in teaching Arabic for nonnative speakers.
- 2- We are using my old Arabic books until we develop a new curriculum.
- 3- I have prepared an exempt Arabic test for native speakers of Arabic.
- 4- We are in the process of hiring a new Arabic teacher.

**Support**

**Goal 5. Support the staff and other administrators.**

- 1- Angie and I met with several groups from the middle school to get an idea about their interests, the award policy, and the consequence policy.
- 2- Angie and Terry are assisting in dealing with students' behavior as much as they can.
- 3- Angie and Terry are assisting in the interview process to hire new highly qualified staff members.
- 4- The management company is trying to meet the needs of the staff in terms of Technology and other teaching resources.
- 5- Angie, Terry and I are trying to create a new culture and a family atmosphere in the building.
- 6- The admin team have met and discussed the budget.

B. UMC Report

**Epicenter**

All documents have been submitted as required.

December 2017		Due Date	Submission Date
Board Agenda – December ( 5 Business Days Before Meeting)		12/14	12/11
Registry of Educational Personnel Report (REP)		12/15	11/16
Proposed Board Minutes & Attachments – Dec. (8 Business Days After Approved)		1/4	12/22
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)		12/28	12/22
January 2018		Due Date	Submission Date
Board Agenda – January ( 5 Business Days Before Meeting)		1/11	
Academy Planning Document		1/30	
Second Quarter Financial Statement		1/30	
Budget – Amendment to 2017-2018 Budget		1/30	
School Contact List		1/30	
Board Policy Manual		1/30	
Proposed Board Minutes & Attachments – January ( 8 Business Days After Approved)		1/30	
Approved Board Minutes & Attachments – December ( 5 Business Days After Approved)		1/25	

**Purchase Orders**

Meetings took place with Crosky & Lanni to review all purchase orders and payroll along with updates for GSRP reporting.

**HR/MA Personnel Changes**

We are continuing to look for a Kindergarten and Eighth Grade Teacher.

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$12,947.43	\$12,947.43	Pending
MA Breakfast / Lunch	\$133.70	\$477.05	Deposited
MDE Breakfast / Lunch	\$12,339.35	\$12,339.35	Deposited
Title IA	\$6,594.04/\$4,525.54	\$6,594.04/\$4,525.54	Deposited/Pending
Title IIA	\$7,012.50	\$7,012.50	Deposited
CAFCP	\$190.48	\$190.48	Pending
ACT 18	NA	NA	NA
Title III	NA	NA	NA
IDEA	NA	NA	NA
MISC. (Fund Raiser)	\$40.00	\$40.00	Deposited

**General Fund Purchase Order Expenditures**

General Fund Purchases	\$123,121.37
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

Cash Flow	Payroll Escrow
\$5,609.00	\$4,329.19

**Payable / Receivable Accounts**

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$130,335.75	\$137,663.45

**Insurance**

Name	Date Paid
Health Insurance	12/4/2017
Life Insurance	12/22/2017
General Liability / Bus Insurance	11/15/2017
Workman's Compensation	Paid in Full

**Financial Audits**

Name of Audit	Date Occurring
NA	NA

C. Financial Report

- A copy of The Monthly Financial Report was provided to the board for review. The board accepted the financial report as is.

D. GSRP

- Program/Parents Relations
  - 16 of 32 full-day openings enrolled/ 32 of 64 slots enrolled.
  - Parent-Teacher conferences conducted December 8 and December 15.
  - Teacher Assistant, Kathryn Gregg hired (Dec. 7 1st Day).
  - Table confirmed for the 2018 Preschool Expo at Ann Arbor District Library
- Events
  - CPR/First Aid Training completed for Teacher.
  - 12/15 QPP @ WISD Budget Amendment being sent to MA from WISD on Monday, 12/18
  - 12/21 Preschool Pajama and Popcorn celebration day.

- Building Safety and Security
- Financial
  - November 2017 Reimbursements submitted.

**VII. CAO Report**

A. None

**VIII. Public Comments**

A. None

**IX. Board Comments**

A. None

**X. Scheduled/ New Business**

A. Paid Pre-School Addition

- a. The GSRP Director presented the board with offering a Pre-School paid program. The board will take it into consideration.

B. Behavior Policy

- a. Tabled until the January 2018 meeting.

C. Retention Policy

- a. Pending counsel advice.

D. Amended Budget

- a. Tabled until the January 2018 meeting.

E. Fall 2017 Board Policy Updates

- a. A motion was made by Shafic Khalil and second by Jeffrey Jones that the Fall 2017 Board Policy Updates be approved. The motion passed unanimously.
- b. A copy of The Board Adoption Fall 2017 Policies was provided to the board for review. The board accepted The Board Adoption Fall 2017 Policies as is.

F. Academy Planning Document 2018-2019

- a. A motion was made by Shafic Khalil and second by Jeffrey Jones that the Academy Planning Document 2018-2019 be approved. The motion passed unanimously.

**XI. Extended Comments**

A. Public

- a. None

B. Board members

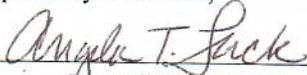
- a. None

**XII. Confirmation of Next Meeting**

January 18, 2018 at 6:00 pm

**XIII. Adjournment**


Jeffery Jones made a motion to adjourn Shafic Khalil second. Meeting adjourned at 6:43 p.m.  
Minutes respectfully submitted,

  
\_\_\_\_\_  
Recording Secretary

  
\_\_\_\_\_  
Date

Approved by the Board of Directors at its January 18, 2018 meeting.

  
\_\_\_\_\_  
Board Secretary

  
\_\_\_\_\_  
Date