

Multicultural Academy Board of Directors
Regular Meeting Minutes
Date: March 22, 2018
Time: 6:00 pm

APPROVED
Date 4/19/2018

I. Meeting Called to Order

The meeting was called to order at 6:02 pm at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

Shafic Khalil – Vice President
Richard DeBacker-Secretary
Jeffery Jones – Treasurer
Robert McTyre - Director

Excused Absence:

Dr. Samaha – President

Also Present:

Angie Luck – UMC
Naji Jaber – UMC
Michael Braden- GSRP
David Luks – Wright Energy
Andrew Sarnecki – Wright Energy
Mark Nezich - BMCC

III. Approval of Agenda

A motion was made by Jeffrey Jones and second by Robert McTyre that the agenda for the March regular board meeting be approved. The motion passed unanimously.

IV. Approval of Minutes

A motion was made by Robert McTyre that the minutes be approved for the February 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.

- PLC meetings are conducted every Monday at 3:45 pm.
- SIP meetings are conducted every Thursday at 3:45 pm.
- We had Smart Board training for all staff members on Monday the 12th of March.
- The Literacy Night was on the 15th of March from 3:45-5:00 pm. All staff members participated in the event. It was a successful one.
- 3 coordinators from the staff are collaborating to make the reading month a successful one.

Students

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

- Every day we have an assembly in the gym from 8:00-8:30 am.
- Progress Reports were sent home on the 2nd of March.
- We had a kick off day for the Reading month on the 28th of February.
- A Lockdown Drill took place on the 1st of March with the observation of police.
- WIDA testing took place last month. All ELL students have been tested.
- According to the new State regulations, 3rd grade students should be at the grade proficiency level after 2 years. This will begin with the current first grade students. They will be automatically retained if they are not proficient.

- Re-enrollment forms were sent to parents and an announcement about the Open Enrollment has been set up with the media.
- Kg, 1st, and 3rd graders have made their first field trips to educational places.

Parents

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

- We communicated with parents regarding the followings: Progress Reports, Snow Day, and Reading month, So far, we have 5 Snow days and we are allowed up to 6 days according to the State. So, there is no need for any make ups so far.
- We also communicated with our parents to invite them to Literacy Night that was on March 15th. 30 families participated as we had around 60 people in the gym. 7 stations were set-up for families to participate in. As students completed their travel cards they turned them in to get pizza and drinks.

B. UMC Report

Epicenter

All documents have been submitted as required.

March 2018		
	Due Date	Submission Date
Board Agenda – March (5 Business Days Before Meeting)	3/15	3/15
Educator Evaluation Transparency on website: Certificate of Completion	3/30	3/15
Proposed Board Minutes & Attachments – March (8 Business Days After Approved)	4/3	
Approved Board Minutes & Attachments – Feb. (5 Business Days After Approved)	3/29	
April		
	Due Date	Submission Date
Board Agenda – April (5 Business Days Before Meeting)	4/12	
Posted Open Enrollment and Lottery Procedures	4/6	3/22
2017-2018 NWEA Testing Schedule – Spring	4/6	3/19
Third Quarter Financial Statement	4/27	
Proposed Board Minutes & Attachments – April (8 Business Days After Approved)	4/3	
Approved Board Minutes & Attachments – March (5 Business Days After Approved)	3/29	

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 continue to look for a Kindergarten, Second, Seventh and Eighth Grade Teacher.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$7,993.14	\$7,993.14	Pending
MA Breakfast / Lunch	\$	\$	
MDE Breakfast / Lunch	\$11,855.17	\$11,855.17	Deposited
Title IA	\$9,845.40/\$3,366.18/\$3,891.30	\$9,845.40/\$3,366.18	Deposited/Deposited/Pending
Title IIA	\$	\$	
CAFPCP	\$167.56	\$167.56	Deposited
ACT 18	NA	NA	NA
Title III	NA	NA	NA
IDEA	\$	\$	
MISC. Pitney Bowes	NA	\$20.58	Deposited
MISC. Pittsfield Township	NA	\$101.20	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$66,005.00
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$6,521.00	\$1,300.00

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
\$164,432.24	\$117,884.44

Insurance

Name	Date Paid
Health Insurance	3/1/2018
Life Insurance	3/3/2018
General Liability / Bus Insurance	3/15/2018
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 Report

Program/Parents Relations

- Parent-Teacher Conference #2 completed March 9 and March 16.
- QPP Meeting - March 23 at WISD
- washtenawpreschool.org accepting interest forms for 2018-2019 GSRP enrollment. 4 Interest forms received as of 3/16/18 with intake appointments scheduled.

Events

- 5 children attended Multicultural Academy Literacy Event.
- Classroom PQA (Program Quality Assessment) scheduled for April 16, 2018.

Building Safety and SecurityFinancial

- February 2018 Reimbursements submitted.

E. Technology Report

Smartboard & New Projector Implementation

- Installation and configuration
- 12 Licenses purchased
- Teacher training and demo
- On-going support

M-STEP

- 4/9-5/4 and 4/30 – 5/25
- Lab computer assessment
- New TSM console device
- Target: 12 working devices in lab
- Target: All Chromebooks

On-Line Ticket System

- Google form created and IT Issue Tracking
 - Sent to Dr. Naji for distribution
- On-going support

VII. CAO Report

A. None

VIII. Public Comments

A. None

IX. Board Comments

A. None

X. Scheduled/ New Business

A. Attendance Policy

- a. A motion was made by Jeffery Jones and second by Robert McTrye that the Attendance Policy be approved contingent upon (a) the passage of SB 103 and 104 into law and (b) compliance with the law and (c) advice of counsel. The motion passed unanimously.

B. Wright Specialty

- a. Wright Specialty presented a proposal to the board regarding the current lighting system in the Academy and the rebates offered by DTE. Converting from the current lighting system to LED bulbs. Process takes 90 days to complete.

XI. Extended Comments

A. Public

a. None

B. Board members

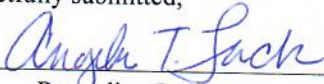
a. None

XII. Confirmation of Next Meeting

April 19, 2018 at 6:00 pm

XIII. Adjournment

Robert McTyre made a motion to adjourn Jeffrey Jones second. Meeting adjourned at 6:39 p.m.
Minutes respectfully submitted,

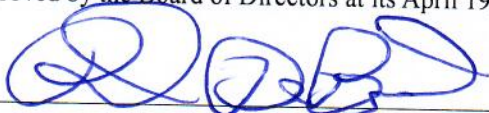


Recording Secretary

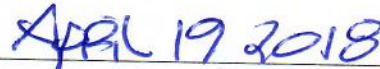


Date

Approved by the Board of Directors at its April 19, 2018 meeting.



Board Secretary



Date