

Multicultural Academy Board of Directors  
Regular Meeting Minutes  
Date: September 20, 2018  
Time: 6:00 pm

**APPROVED**  
Date 10-18-2018

### **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  
Dr. Robert McTyre – Vice President  
Jeffery Jones – Treasurer

Excused Absence:

Richard DeBacker - Secretary

Absence:

Shafic Khalil – Director

Also Present:

Angie Luck – UMC  
Terry Farha - UMC  
Mike Braden – GSRP  
Mark Nezich - BMCC

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

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

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

A motion was made by Jeffrey Jones that the minutes be approved for the August Regular Board Meeting and second by Robert McTyre. The motion passed unanimously.

### **V. Correspondence**

- A. Final letter from Bay Mills Community College regarding 9<sup>th</sup> grade.

### **VI. Reporting**

A. Principal's Report

Staff

- Staff started teaching on September 4.
- Staff got training on several topics during August.
- Staff attended 2 PLC and PD meetings during September.
- 2018 -2019 PD calendar has been prepared.
- Some interviews have been conducted to hire new staff members. We only have 1 position to go.
- All necessary documents for the staff have been prepared and shared with them during the meetings.
- All staff said it was a very smooth school start.
- Staff members are happy with the schedule and the early dismissal on Friday.
- Paraprofessionals are pushing in during the first 2 weeks.
- Collaboration during ELA classes will start on the 3<sup>rd</sup> week of the school year.
- We will implement Restorative practices that have to do with student behavior this year.
- MTSS program will be implemented this year.

**Students**

- Summer program was over on the second of August. The report about the summer program is attached.
- Once students arrive, they report to lunch room, take their breakfast and eat in their classrooms.
- Police department will conduct 3 safety sessions with our students on September 17.
- All necessary documents for the students have been prepared such as the reward policy, the behavior policy and other important documents.
- Students have reported to school on the 4<sup>th</sup> of September.
- All fire drills documents, Tornado drills documents and Lock down drills documents have been prepared as well as the emergency calendar.
- School schedule has been prepared as well as the Friday schedule.
- All classrooms have been cleaned and prepared for the students.
- Middle school students are very happy with the rotation schedule.

**Parents**

- A welcome letter has been prepared and sent to all parents.
- Goodies & grandparents event will be on the 18<sup>th</sup> of September from 8:30-9:30 am.
- Open house event will be on the 20<sup>th</sup> of September at 2:30 pm.
- A PTC committee will be elected on the 20<sup>th</sup> of September.
- A parent involvement calendar has been prepared to be communicated with parents and it is attached.
- A parent involvement strategy has been edited to be implemented this year.

**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

September		
	Due Date	Posted Date
Board Agenda – September ( 5 Business Days Before Meeting)	9/13	9/12
2018-2019 NWEA or Scantron Testing Schedule – Fall	9/7	8/28
Emergency Drill Day Schedule	9/17	8/20
MEGS Right to Prayer Certification	9/17	9/10
MEGS Constitution Day Certification	9/17	9/10
SE 4096 Special Education Actual Cost Report	9/28	
Playground Safety Training for Staff – Rules, Agenda, Attendance	9/28	9/11
Teacher and Administrator Evaluation and Employee Certification Warranty	9/28	9/21
Technology Protection Measures and Internet Safety Policy	9/28	9/4
Anti-Bullying/Cyber – Bullying Policy	9/28	9/4
Testing Login Information	9/28	9/4
Transparency Requirements on website/Mitten-Certificate of Completion	9/28	9/24
Proposed Board Minutes & Attachments – Sept. ( 8 Business Days after Approved)	10/2	9/24
Approved Board Minutes & Attachments – Aug. ( 5 Business Days After Approved)	9/27	9/21
October		
	Due Date	Posted Date
Board Agenda – October ( 5 Business Days Before Meeting)	10/11	
Blood Borne Pathogens Training – Agenda and Proof of Attendance or Learn Port Documentation	10/5	
Pest Control Compliance	10/5	9/6
DS-4898 Preliminary Pupil Membership Count (during first three years of existence and when adding a grade)	10/5	
Annual Nonprofit Corporation Update	10/5	9/21
SE 4094 Transportation Expenditure Report (if required)	10/12	
CIMS Determination Report for 2018-2019	10/12	
First Quarter Financial Statement	10/31	
Proposed Board Minutes & Attachments – Oct. ( 8 Business Days After Approved)	10/30	
Approved Board Minutes & Attachments – Sept. ( 5 Business Days After Approved)	10/25	

**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**

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
GSRP	\$6,823.42	\$6,823.42	Pending
MA Breakfast / Lunch	\$	\$	



MDE Breakfast / Lunch	\$	\$	
Title IA	\$	\$	
Title IIA	\$	\$	
Title III LE	\$	\$	
Title III IMM	\$	\$	
Title IV	\$	\$	
CAFCP	\$	\$	
IDEA	\$	\$	
2016-2017 SEC 74 Funds	\$	\$132.00	Deposited

<b>General Fund Purchase Order Expenditures</b>	
General Fund Purchases	\$63,602.25

<b>Dated Bank Statements on Cash Flow / Payroll Escrow</b>	
Cash Flow	Payroll Escrow
\$135,799.39	\$35,021.75

<b>Payable / Receivable Accounts</b>	
Pending Amounts Account Payable	Pending Amounts Account Receivable
\$23,198.71	\$113,823.42

<b>Insurance</b>	
Name	Date Paid
Health Insurance	9/1/2018
Life Insurance	9/1/2018
General Liability / Bus Insurance	9/1/2018
Workman's Compensation	Paid in Full

<b>Financial Audits</b>	
Name of Audit	Date Occurring
NA	NA

- C. Financial Report
- D. GSRP Report

**Program/Parents Relations**

- 2018-2019 GSRP contract is for 18 children (36 slots)
- 1 new staff member added for position of: Classroom Aid/Floater (Part-time).
- 17 eligible children enrolled. 1 interest form awaiting response from Parent/Guardian(s) for application completion.
- MI Child Care License renewal application submitted. Renewal preparation in process. Licensing consultant stated she will visit prior to end of October 2018.
- Environmental Health Inspection is September 18 @ 11:00.

**Events**

- Necessary Staff attended CPR/First Aid Training August 29.
- 1st Home Visits September 4-6 completed.
- 10 of 17 Families attended Classroom Visit Day September 7

**Building Safety and Security**

**Financial**

- August 2018 Reimbursements submitted.

- E. Technology Report
  - a. No report given
  - b. Donation of computer equipment and furniture was given by MB Financial.

**IX. Financial Report**

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

**X. CAO Report**

**XI. Public Comments**

- A. None

**XII. Board Comments**

**XIII. Scheduled/ New Business**

- A. Teacher/Administrator Evaluation and Employee Certification Warranty
  - a. A motion was made by Robert McTyre and second by Jeffrey Jones that the Teacher/Administrator Evaluation and Employee Certification Warranty be approved. The motion passed unanimously.
- B. Cancellation of 9<sup>th</sup> Grade
  - a. Letter was sent from Bay Mills Community College stating that they did not approve the addition to 9<sup>th</sup> grade.
- C. Discussion on Projected Budget
  - a. A meeting will be held October 2, 2018 to discuss amendments to the budget and Internal Controls will be discussed. Meeting will take place at the academy.
- D. Academy Staffing
  - a. Discussion took place regarding staffing. Further discussion will take place at the October 2, 2018 meeting.

**XIII. Extended Comments**

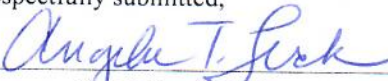
- A. Public
  - a. None
- B. Board members
  - a. None

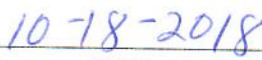
**XV. Confirmation of Next Meeting**

October 18, 2018 at 6:00 pm

**XVI. Adjournment**

Robert McTyre made a motion to adjourn Jeffrey Jones second. Meeting adjourned at 6:51 p.m.  
Minutes respectfully submitted,

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

  
\_\_\_\_\_  
Date

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

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

  
\_\_\_\_\_  
Date