

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

I. Meeting Call to Order

The meeting was called to order at 2:45 p. m. at 5550 Platt Road, Ann Arbor.

II. Roll Call

Present:

Dr. Khalil Samaha-President

Richard DeBacker-Secretary

Shafik Khalil-Vice President

Yameen Jaffer-Treasurer

Also Present:

Randa Furrha-Principal

KC Farha-UMC

LaTasha Mitchell-Board Recorder

Angela Luck-UMC

Yasser Farha-Public

Alisa Vensko-Curriculum Coordinator

Pat Sweeney-UMC

Pat Vector-BMCC

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 Shafik Khalil to approve the August 27, 2012 Regular Meeting Minutes. The motion passed unanimously.

IV. Correspondence

A letter from MDE was received by Board President informing the Board of MDE's recognition of Multicultural Academy and it's eligibility for State Funding .

## Reporting

### Universal Management Company

#### Registry of Educational Personnel (REP)

Updated all staff information in the REP. This window remains open until December 1st. Updates will take place as needed.

#### Bay Mills Compliance Binders

Binder's have been updated and are housed in the school office.

#### Board Policy Manual

The National Charter School's office has updated the Board Policy Manual reflecting the Academy's name change. The manual is housed in the school office with the Compliance Binders.

#### Special Education Actual Cost Report

The report has been completed and sent to the WISD as requested.

#### Transportation Expenditure Report

The report has been completed and sent to the WISD as requested.

#### Attendance Sheets

Attendance sheets were create for the first 2 weeks of school for staff to use. These sheets were then used to cross reference students in Powerschool.

#### Staff Files

Updated all staff files and processed all new staff files.

#### Manor Costerisan

Gathered requested information for a meeting with Leslie Gleason.

## Human Resources

### Staffing

The following positions have been filled at the Academy: cook, HS Advisor, Para Professionals, and all teaching positions.

### Curriculum Director

#### Teacher Resources

Distributed materials to teachers and gathered an extensive list of missing/needed resources from teachers. Created teacher access to online Teacher Edition resources for My Math, Prentice-Hall, and Wonders Reading.

#### Professional Development

Attended Brain Gym and PBIS Professional Development.  
Scheduled Wonders Reading Professional Development for staff for Sept 17<sup>th</sup>.

#### Purchasing

Purchased additional needed resources for online My Math teacher access, Pearson books, McGraw-Hill resources, and Common Core classroom resources.

### Standards Based Grading

Created a Common Core standards aligned student tracking system for students and teacher to be able to track progress by the standards.  
Created a Standards Based Grading PowerPoint to instruct teachers on how to implement the new grading policy.

#### Curriculum

Supplied all curriculum documents for the Bay Mills compliance binder.

Compliance Calendar

September	Due Date	Date Submitted
Board Agenda - September (5 Days Before Meeting)	9/22	9/24
Health Department, Food Service Provider License & Food Handlers permits (as needed)	9/1	8/22
Board - Adopted School Improvement Plan for 2011-2012	9/1	8/21
Employee Handbook (when new or revised)	9/1	8/26
SE 4096 Special Education Actual Cost Report	9/30	9/24
Playground Safety Training for Staff - Rules, Agenda, Attendance	9/30	10/1
Approved Board Minutes & Attachments - August (10 Days After Approved)	10/10	10/1

October	Due Date	Date Submitted
Board Agenda - October (5 Days Before Meeting)	10/23	
Bloodborne Pathogens Training-Agenda and Proof of Attendance or Learn Port documentation	10/1	10/1
Pest Control Compliance (See User's Manual for Details)	10/1	9/24
DS-4898 Preliminary Pupil Membership Count (during the first three years of existence)	10/1	NA
Annual Nonprofit Corporation Update	10/1	*
MEGS Protective Eyewear Certification	10/1	10/1
MEGS Right to Prayer Certification	10/1	10/1
MEGS Constitution Day Certification	10/1	10/1
SE 4094 Transportation Expenditure Report (if required)	10/15	9/24
Audited Financial Statement	10/30	
First Quarter Financial Statement	10/30	
Approved Board Minutes & Attachments – September (10 Days After Approved)	10/05	

November	Due Date	Date Submitted
Board Agenda - November (5 Days Before Meeting)	11/16	
FID Report to CEPI and MBCC (or as Scheduled by MDE)	11/16	
MSDS Fall DS4061, including MI-CIS for Special Education	11/30	
Board Member Application Documents for January Appointment(s)	11/30	
Board Member Nomination for January Appointment(s)	11/30	
Board's Response to Auditors Management Letter (if needed)	11/30	
Approved Board Minutes & Attachments - October (10 Days After Approved)	11/5	

### CAO Report

Dr. Samaha will address all items listed as new business as his report.

#### A. Public Comments

None.

#### B. Board Comments

None.

#### C. Scheduled/ New Business

**Kitchen-**The Academy is doing a fine job concerning kitchen operations and has zero waste. October will be a good time to report on the efficiency of the food service operation.

**Web Site-**We have a new sign for the school, Dr. Samaha would like to see it in the web site. Dr. Samaha would like Tami informed of any website updates.

**Merit Pay-**We will postpone this topic to the October board meeting. Dr. Samaha is working on merit pay with Angie Luck. A meeting has been scheduled and by mid October all teaching staff will have received their merit pay.

**State Aid Note-**The note for 2011-2012 has been drawn down to \$200,000.

**Organizational Changes-**We have replaced two teachers. In addition, Janet B. will be retiring soon due to her health; a farewell reception will be held for her at the Academy.

Storage room: The Academy will soon build an on-site storage area. There is currently a storage facility off-site and it will be more efficient to have one built on site.

D. Extended Comments

None.

E. Public Comments

None.

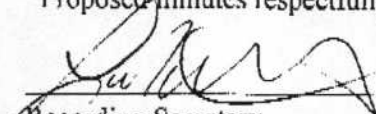
F. Confirmation of Next Meeting

October 24, 2012 2:30pm

G. Adjournment


Richard Debacker made a motion to adjourn. Shafik Khalil second. Meeting Adjourned at 4:30p.m.

Proposed minutes respectfully submitted,

  
Recording Secretary

Date: 10/24/12

Approved by the Board of Directors at its 24 2:30 meeting.

  
Board Secretary

10/24/12  
Date