

APPROVED
Date 1/22/2026

I. Meeting Called to Order

The meeting was called to order at 6:00 pm

II. Roll Call

Present:

Dr. Khalil Samaha- President
Richard DeBacker- Vice President
Hana Shalabi-Secretary
Charlotte Henderson – Director

Excused Absence:

Also Present:

Terry Farha - UMC
Angie Luck – UMC
Mohana Mukherjee Das – MA
Sultan Farha – MA
Michael Bonds - MA
Brittany Cook – BMCC

III. Approval of Agenda

A motion was made by Charlotte Henderson and second by Richard DeBacker that the agenda for the December Regular Board Meeting be approved. The motion passed unanimously.

IV. Approval of Minutes

A motion was made by Richard DeBacker that the minutes be approved for the November 20, 2025 Regular Board Meeting second by Charlotte Henderson. The motion passed unanimously.

V. Correspondence

A. None

VI. Reporting

A. Principal's Report

MDE Updates

District Updates / Celebrations / Challenges / Barriers

- Certified Teachers: 12
- Non-Certified Teachers: 5
- Total Enrollment:
 - K-8: 261
 - High School (9-12): 68

Celebrations

- Progress toward end target outcomes.
- Growth reflected in the Key Drivers of INDEX Growth (see narrative).
- Strong partnerships and increased family engagement.
- Continued coaching cycles and collaboration.
- Launch of adult ESL classes.
- Effective home visits conducted by the parent liaison.
- Teacher participation in outside professional development opportunities.
- Harvard coaching program with Bay Mills.
- Steering Committee actively supporting school initiatives.
- Systems strengthening for teacher leadership and instructional support.

Challenges / Barriers

- Need to continue hiring certified staff.
- Sustaining parent learning opportunities and engagement.
- Ensuring programs such as EWIMS are implemented with fidelity.

- Need for stronger systems that allow staff to provide input on goals and track progress throughout the year.
- Ensuring all new systems remain aligned with long-term goals.
- Behavior intervention strategies needing more impact.

Opportunities for Growth

- Continue to hire and retain certified teachers.
- Strengthen family engagement and parent education programs.
- Implement programs with fidelity and strengthen monitoring systems.
- Expand coaching opportunities and leadership pipelines.
- Maintain and enhance community partnerships, including the WISD

Next Steps to Sustain Progress Toward Increased Student Achievement

- Ensure each staff member attends external PD and provides actionable feedback to the school team.
- Reassess role alignment to ensure each individual is placed where they can be most effective.
- Strengthen behavior intervention to increase consistency and impact.
- Maintain relationships and collaboration with WISD.
- Sustain positions added through 21h funds.

Teachers

- Staff Training on safe and unsafe touches-Reporting guidelines: November 21, 2025.
- WISD Immigration Task Force with Puja Mullins and Dawn Stewart: December 5, 2025.
- Puja Mullins: Literacy Training December 5, 2025
- Winter Break: December 22- January 2, 2026.

Students and Programs

- Michigan Youth Violence Prevention Summit at Schoolcraft: November 18, 2025.
- After school Program: November 24, 2025.
- Mobile Dentist Visit: December 1, 2025.
- Picture Day: December 3, 2025.
- School My Future Fund begins: December 4, 2025.
- Science Fair: December 15, 2025.
- Spirit week: December 15-19, 2025.
- Total enrollment: 327 (as of December 11, 2025).

Parents

- Online Adult ESL Program begins: December 10, 2025.
- Food Gatherers Distribution will take place on the 3rd Tuesday of each month: December 16, 2025.
- Robocalls, emails, and text messages will be sent as needed to keep parents informed.

B. Administrative Report – UMC

Epicenter

All documents have been submitted as required.

December	Date Due	Date Submitted
Board Agenda – December (5 Business Days Before Meeting)	12/11	12/9
Registry of Educational Personnel Report (REP)	12/5	12/1
Transparency Requirements/Mitten Certificate of Completion	12/19	12/1
Section 1 of Article VIII	12/19	11/24
Proposed Board Minutes & Attachments – December (8 Business Days After Approved)	12/29	12/19
Approved Board Minutes & Attachments – Nov. (5 Business Days After Approved)	12/25	12/19
January	Date Due	Date Submitted
Board Agenda – January (5 Business Days Before Meeting)	1/15	
Resolution Request Reauthorization – (only if requested)		
Website Board Policy Certification	1/30	
Academy Planning Document due to BMCC and Epicenter (NOTE: Additional Tasks May be assigned and due on 6/30 if changes are planned at your Academy per this document)	1/30	
Second Quarter Financial Statement	1/30	
Budget Amendment to 2025-2026 Budget	1/30	
School Contract List	1/30	
Virtual Planning Questionnaire	1/30	
Proposed Board Minutes & Attachments – January (8 Business Days After Approved)	2/3	
Approved Board Minutes & Attachments – Dec. (5 Business Days After Approved)	1/29	

- Meetings took place with CBIZ to review all purchase orders and payroll.

Grants Expenditure

Grant Name	Expenditures	Revenue	Current/Pending
MDE Breakfast / Lunch	\$33,842.46	\$33,842.46	Deposited

Title IA	\$	\$	
Title IA	\$	\$	
Title III LE	\$	\$	
ACT 18	\$15,611.00	\$15,611.00	Deposited

General Fund Purchase Order Expenditures

General Fund Purchases	\$ 119,194.00
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Dated Bank Statements on Cash Flow / Payroll Escrow

Cash Flow	Payroll Escrow
\$ 248,964.48	\$15,649.65

Payable / Receivable Accounts

Pending Amounts Account Payable	Pending Amounts Account Receivable
NA	\$ 331,280.81

Insurance

Name	Date Paid
Health Insurance	12/28/2025
General Liability / Bus Insurance	12/20/2025
Workman's Compensation	12/23/2025

Financial Audits

Name of Audit	Date Occurring
End of Year	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. IT Report

- Continuing to repair Chromebooks.
- Repairing teachers' computers.
- Updating Firewall to work with the new server.
- New server is live. I will not take it down until all files have been removed.
- Worked with Utech to make sure printers are reporting correct information for billing.
- Ran new network wire.

E. Assistant Principal Report

Special Education

- We have a new director of special education. She will also serve on a committee that will assist the behavior assistant in creating a new discipline policy for the elementary grade.

Behavior Assistant / Parent Liaison

- Currently working on a new discipline policy for the elementary grades.

Social Worker

- Supporting the new special education director and behavior assistant. The social worker will also serve on the team creating the new elementary discipline policy.

Physical Education

- The instructor is developing a program that allows students to apply real-world concepts to what they learn in gym class.

Language Program

- The instructor is implementing a student-centered curriculum focused on student success.

F. Director of Operations

Transportation

- Everything is running smoothly, and there are no concerns to report.

Breakfast/Lunch Program

- Everything is running smoothly, and there are no concerns to report.

Maintenance

- We are still seeking quotes for repairing broken window frames.

Building Safety

- Everything is running smoothly, and there are no concerns to report.

Purchasing

- Everything is running smoothly, and there are no concerns to report.

VIII. Public Comments

- A. None

IX. Board Comments

- A. None

X. Scheduled New Business

- A. 2026-2027 Academy Planning Document
 - a. The Board answered and completed the questions on the Academy Planning Document.
- B. School Policy Updates
 - a. Committees have been formed to update the Behavior Policy and Goal Setting Policy.
- C. Attendance Policy
 - a. A motion was made by Charlotte Henderson and second by Hana Shalabi that the Attendance Policy be approved. The motion passed unanimously
- D. Financial Internal Controls
 - a. Anything over \$500.00 must be approved by Dr. Samaha before a purchase is to be made.

XI. Extended Comments

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

XII. Confirmation of Next Meeting

- A. January 22, 2026

XIII. Adjournment

Hana Shalabi made a motion to adjourn Charlotte Henderson second. Meeting adjourned at 6:25 p.m.
Minutes respectfully submitted,

Angela T. Luck
Recording Secretary

1/22/2026
Date

Approved by the Board of Directors at its January 22, 2026 meeting.

Hana Shalabi
Board Secretary

1/22/26
Date