

Approved: 5/21/2020

Multicultural Academy Board of Directors  
Regular Meeting Minutes  
Date: April 16, 2020  
Time: 6:00 pm

In response to the Coronavirus Disease 2019 (COVID-19) pandemic, Governor Gretchen Whitmer issued Executive Order 2020-15 which temporarily suspends physical presence requirements for meetings of public bodies and authorizes boards of directors and other local government agencies to hold public meetings by teleconference or video conference.

### I. Meeting Called to Order

The meeting was called to order at 6:00 pm at via teleconference.

### II. Roll Call

#### Present:

Dr. Robert McTyre – President  
Dr. Samaha – Vice President  
Richard DeBacker – Secretary  
Peggy Hafiani – Treasurer

#### Excused Absence:

#### Also Present:

Angie Luck – UMC  
Terry Farha - UMC  
Brittany Cook – BMCC  
Mohana Mukherjee – MA  
Hana Shalabi – Public  
Brandy Pavlik-Croskey-Lanni

### III. Approval of Agenda

- A. A motion was made by Richard DeBacker and second by Peggy Hafiani that the agenda for the April Regular Board Meeting also include The Continuity Learning Plan Provision and Grant Emergency Powers to the *School Leader as well being approved. The motion passed unanimously.*

### IV. Approval of Minutes

A motion was made by Khalil Samaha that the minutes be approved for the March 26, 2020 Regular Board Meeting and second by Peggy Hafiani. Add the COVID-19 teleconference to the Regular Board Meeting Minutes for March 26, 2020. The motion passed unanimously.

### V. Correspondence

- A. None

### VI. Reporting

- A. Principal's Report

#### **COVID – 19 Support system Families and Learning Plans for Students**

##### Mental and Physical Health

- Food distribution: Every Monday, Wednesday, Friday from 11 am – 1pm. Healthy breakfast and lunch for whole week as curb side pick -up.
- Community Resource Information available in - case of family needs.
- Regular communication and check ins with students and families by administration, classroom teachers and special subject teachers

##### Learning Needs Preparation

- Student portfolio created on online platform for virtual instructions (Seesaw / Edu creation/ Google Classroom)
- Distributed Chromebooks to all students with parental signature on Assurance-Of-Return form.
- Parents informed via emails / texts/ phone calls (translated for bi-lingual parents) about school remote learning procedures and expectations.

##### Procedure

- Teachers to submit every lesson every Monday by 8 pm.
- Teachers to post weekly lectures, assignments, activities every Monday by noon.
- Students are expected to be on the plat form regularly.

- Teachers to hold real-time virtual meetings once / twice a week to:
  - Check in with socio-emotional health
  - Answer questions and provide explanations
  - Provide charted progress
  - Miscellaneous
- Students to submit assignments by every Friday.
- No grading but progress to be monitored.
- Based on progress monitoring supplemental learning packets to be mailed home, based on individual student needs.

**Teacher Support System**

- Access to available virtual PDs to cater to individual need areas.
- Meeting with the Principal every week to update, explore and tap in team, resources.
- Grade K-2, Grade 3-5, Grade 6-8 collaborated teamwork.

**Question**

Can we post learning plans / resources on website to maximize parental outreach?

- A parent section will be added to the school's website.

**B. Administrative Report – UMC**

**Epicenter**

All documents have been submitted as required.

April 2020	Due Date	Date Submitted
Board Agenda – April (5 Business Days Before Meeting)	4/9	4/8
Posted Open Enrollment and Lottery Procedures	4/3	3/18
Third Quarter Financial Statement	4/24	4/10
MEIS/MSDS (SRSD) FTE-DS4061	4/24	4/16
Continuity of Learning and COVID-19 Response Plan	4/20	4/17
Grant Emergency Powers to the School Leader	4/20	4/17
Proposed Board Minutes & Attachments-April (8 Business Days After Approved)	4/28	4/17
Approved Board Minutes & Attachments – March (5 Business Days After Approved)	4/23	4/17
May	Due Date	Date Submitted
Board Agenda – May (5 Business Days Before Meeting)	5/14	
Enrollment Lottery Description and Results, if conducted	5/29	
Board Member Application Documents for July Appointment(s)	5/29	NA
Board Member Nomination for July Appointment(s)	5/29	NA
Proposed Board Minutes & Attachments-May (8 Business Days After Approval)	6/2	
Approved Board Minutes & Attachments-April (5 Business Days After Approval)	5/28	

**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**

None

**Grants Expenditure**

Grant Name	Expenditures	Revenue	Current/Pending
<b>GSRP</b>	\$	\$	
<b>MDE Breakfast / Lunch</b>	\$7,655.35	\$7,655.35	Deposited
<b>Title IA</b>	\$1,912.40	\$1,912.40	Deposited
<b>Title IIA</b>	\$11,352.09	\$11,352.08	Deposited
<b>Title III LE</b>	\$1,838.07	\$1,838.07	Deposited
<b>Title III IMM</b>	\$	\$	
<b>Title IV</b>	\$250.66	\$250.66	Deposited
<b>CAFCP</b>	\$	\$	
<b>IDEA</b>	\$1,244.00	\$1,244.00	Pending

**General Fund Purchase Order Expenditures**

<b>General Fund Purchases</b>	\$ 39,660.16
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**Dated Bank Statements on Cash Flow / Payroll Escrow**

<b>Cash Flow</b>	<b>Payroll Escrow</b>
\$15,000.00	\$20,000.00

**Payable / Receivable Accounts**

<b>Pending Amounts Account Payable</b>	<b>Pending Amounts Account Receivable</b>
\$	\$87,244.00

**Insurance**

<b>Name</b>	<b>Date Paid</b>
Health Insurance	4/26/2020
Life Insurance	4/25/2020
General Liability / Bus Insurance	4/20/2020
Workman's Compensation	Paid in Full

**Financial Audits**

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

**C. Financial Report**

- A. A copy of The Monthly Financial Report and the 3<sup>rd</sup> Quarter Financial Statement was provided to the board for review. The board accepted the Financial Report and 3<sup>rd</sup> Quarter Financial Statement as is.

**D. IT Report**

- A. Distributed Chromebooks to all students.
- B. Working on getting headphones to work for parents.

**E. GSRP Report**

- A. Mohana Mukherjee has been in contact with the program teacher and everything is taking place weekly as requested along with documentation turned in weekly.

**VII. CAO Report**

- A. The budget will be reviewed and amended in the next several weeks.

**VIII. Public Comments**

- A. None

**IX. Board Comments**

- A. Would like to thank Mohana Mukherjee for her service and communication with families during these times.

**X. Scheduled New Business**

- B. MDE Treasury Update
  - a. Tabled until further notice.
- C. UMC Contract
  - a. Would like a copy of the UMC contact emailed to all board members.
- D. Reauthorization
  - a. A formal letter was sent to the Academy stating that it will be reauthorized for 4 years.
- E. New Board Member Appointment
  - a. All documents have been submitted to Bay Mills Community College for review. BMCC is waiting for the background check.
- F. Continuity of Learning and COVID-19 Response Plan
  - a. A motion was made by Khalil Samaha and second by Richard DeBacker that the resolution related to the Continuity of Learning and COVID-19 Response Plan be adopted. The motion passed unanimously
- G. The Continuity Learning Plan Provision
  - a. The board received the authorizers updated CLP provisions to be included in the resolution.
- H. Grant Emergency Powers to the School Leader
  - a. A motion was made by Khalil Samaha and second by Richard DeBacker that the resolution to the Grant Emergency Powers to the School Leader be adopted. The motion passed unanimously.

**XI. Extended Comments**

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

**XII. Confirmation of Next Meeting**

A. May 21, 2020

**XIII. Adjournment**

Khalil Samaha made a motion to adjourn Richard DeBacker second. Meeting adjourned at 6:40 p.m.  
Minutes respectfully submitted.

Angela T. Luck  
Recording Secretary

5/21/2020  
Date

Approved by the Board of Directors at its May 21, 2020 meeting.

[Signature]  
Board Secretary

5/21/2020  
Date