



# Amana Academy Meeting Minutes

<b>Date:</b>	June 27, 2007		
<b>Location:</b>	School Conference Room		
<b>Subject:</b>	June 2007 School Governing Board Meeting		
<b>Written By:</b>	Hosny Mohamed	<b>Written Date:</b>	June 30, 2007
<b>Attendees:</b>	<p><b>Board</b> – Darryl Brown, Maher Budeir, Pam Holloway, Hosny Mohamed, Tahir Qazi, Russ Thomas</p> <p><b>Leadership</b> – Amaris Mohler</p> <p><b>Parents/Community</b> – Shaista Begum, Andrea Cooper, Shakeel Ghaya, Farooq Ghaya, Ehab Jaleel,</p>		

<b>Item No.</b>	<b>Item Description</b>	<b>Action By</b>	<b>Complete By</b>
1.	<p>Meeting agenda:</p> <ul style="list-style-type: none"> <li>➤ Election of Officers</li> <li>➤ Leadership Team Structure</li> <li>➤ Board Development</li> <li>➤ Fund Raising Strategies: FOA, Annual Fund, and Business fund raising</li> <li>➤ Board Calendar</li> </ul> <p>Copies of the May Board meeting minutes, held on June 2<sup>nd</sup>, were handed out. Starting the next meeting, status of action items from the previous meeting will be the first topic on the agenda.</p>		
2.	Election of Officers – For the 07-08 school year, the attendees elected Maher for chairman, Pam for treasurer, and Hosny for secretary.		
3.	<p>Leadership Team Structure presentation – After watching the 212° video, Amaris represented the new leadership org chart and division of duties showing:</p> <ul style="list-style-type: none"> <li>Amaris – Principal</li> <li>Jelena – Director of Curriculum and Instruction</li> <li>Gloria – Director of Student Services</li> </ul> <p>For more details, see the attached presentation sheet</p>		

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3.1	Amaris stated that the goal of hiring all the staff needed for the 07-08 school year before the end of June was accomplished. Moreover, she is satisfied with the quality of the team.		
3.2	All facility maintenance contracts are now in place.		
3.3	A school Safety Plan is in development. The plan will include all safety aspects inside the campus [within the walls of the school facility] and out [including parking lot, unloading area in the back, and the park ground].		
4.	Board Development – Maher handed out the agenda for the August 30 <sup>th</sup> all day session. He will send the electronic file to facilitate board members input and comments.	Maher	Jul 3
4.1	The session is to be attended by both the governing board and the school leadership [admin] team Amaris, Jelena, and Gloria.		
4.2	The location is still to be determined. Once known, Maher will advise the attendees.	Maher	Before Aug 30
5.	<p>Fund Raising Strategies –</p> <ul style="list-style-type: none"> <li>➤ Annual fund raising event</li> <li>➤ FOA event</li> <li>➤ Business partnership development</li> </ul> <p>Andrea pointed out that the first two events tap into the same source. As such, more effort should be directed toward the third component along with the grants plan.</p>		
5.1	Need to involve more people in the two big events without losing a focus of coordination and sharing lessons learned knowledge.	Andrea	??
5.2	Maher is the board contact with Andrea for coordination of the fund raising events and grant applications efforts		
6.	<p>The transportation program was discussed. Darryl gave a status update on the transportation crew work on the following three aspects of the program:</p> <p><b>Insurance</b> – contacted the bus company’s insurance carrier to check on the coverage included in their policy. If there are any gaps, they will check if Amana current insurance policy would bridge those gaps. Between the two policies, the crew doesn’t anticipate additional insurance will be needed.</p> <p><b>Bus Stop</b> – since it’s a private service the bus can’t stop in a public street. The transpiration crew is investigating several options of obtaining a permission for pickup/drop off from one of the near by public facilities.</p>		

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	<p><b>Bus Aid</b> – this is still been discussed and has not been decided. The bus company has been operating with several private schools and bus aid was never required. However, Amaris stressed the point of the implication of wide range of student ages [middle and elementary students] and the likely possibility of issues. This will be discussed further after a decision is made of whether or not a bus service will be offered.</p>		
6.1	<p>As of June 27<sup>th</sup>, there are only 25 students signed up which raised concerns about the validity of the program. Amaris stated that she has no doubt that by the time of school opening there will be enough students signed up to fill one bus [60 students] and as people experience the awkward traffic situation around the school, there will be more and more participants. However, she is concerned about the school administration taking on such a significant program in the first year of moving to a new location with a significant growth in population.</p>		
6.2	<p>The topic has been deliberated long enough and Amaris requested an immediate decision. Maher will make a decision on Friday after learning about the budget from FCS.</p>	<b>Maher</b>	<b>Jun 29</b>
7.	<p>Strategies Plan – Tahir quickly went through the draft document. Pam requested qualifying the SWOT analysis as been based on work from 2006.</p>		
	<p>The crew has scheduled a conference call on July 10<sup>th</sup> and a face to face meeting on July 17<sup>th</sup> to complete the plan.</p>		

End.

**Attachment:** Administration Division of Duties chart

## Administration Division of Duties

***Principal***  
Amaris Mohler

Stakeholder Communication  
Human Resources Supervisor  
Instructional Supervisor  
Budget Manager  
Facilities Supervisor  
PIE Executive Officer  
Development  
Crew Coordinator  
Parent Education Coordinator  
Safety Coordinator

***Director of Curriculum and Instruction***  
Jelena Naim

Staff Development  
Curriculum  
Instruction  
Staffing  
Grant Development  
Substitute Coordinator  
Mentor Coordinator

***Director of Student Services***  
Gloria McLean

Student Information Coord.  
Intervention Supervisor  
Student Discipline  
Testing Coordinator  
Student Services Team Coord.  
Transitions Coordinator