



Amana Academy Meeting Minutes

Date:	December 15, 2007		
Location:	School Conference Room		
Subject:	December 2007 School Governing Board Meeting		
Written By:	Hosny Mohamed	Written Date:	December 25, 2007
Attendees:			
Board	Maher Budeir, Nada Diab, Lynne Hedgepeth, Pam Holloway, Hosny Mohamed, Russ Thomas		
Administration	Amaris Mohler, Jelena Naim		
Parents/Community			

Item No.	Item Description	Action By	Complete By
1.	Meeting agenda – see <i>Maher Power Point presentation</i> : <ul style="list-style-type: none"> ➤ Supporting the School Administration: <ul style="list-style-type: none"> Principal’s Report Financial Report Accreditation Process ➤ Governance: <ul style="list-style-type: none"> District and State Board Update Policy Development Update Communication Plan ➤ Fund Raising – Annual Fund Raising ➤ Long Term Strategy – Charter Renewal 		
2.1	Principals Report – Amaris went through the Principal’s Report e-mailed to the Board on the 14 th . For the Flu epidemic, the school is establishing a plan next week for implementation in January. Discussing the FCS’ Charter School Report, it was agreed that Amana should response by submitting a feedback and clarification on the report to FCS. According to Maher’s discussion with Bob Lynch during the FCSB meeting on December 13, the report is based on analysis prepared by the staff of Martha Greenway. The main issue is benchmarking Amana middle school where no or very little compatibility with other schools exists.	Amaris	Jan 7
2.2	Financial Report – Pam received FCS December allocation for Amana. YTD, the budget has a negative cash-flow. However, that will change by the end of the year when FCS allocation catches up with expenditure. In general, the budget is trending favorably.		

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2.3	<p>Accreditation Process – Jelena and Gloria are the report owners. First draft should be ready by January and should be submitted to SACS by March. Final evaluation and assessment is expected in April 28 thru 30 and the concluding report should be received a week later. If the process is concluded positively, it will be good for the renewal, recruitment, and overall image.</p>		
3.1	<p>State and District Board Update:</p> <p>State – The State Charter School report was positive supporting the charter school paradigm. They have HB 881 on January agenda. EPS and Girls school are approved as State charter schools. More charter schools are applying for state status vs. district.</p> <p>State – their Charter School report is much less favorable than the State’s. Amaris will follow up on the submittal of Amana administration amendment by Wednesday.</p>		
3.2	<p>Policy Development Update:</p> <ul style="list-style-type: none"> • Fund Raising Policy, need to establish the level of acceptance otherwise it should be available for voting next meeting. In the interim, should be used as a guideline. • After School Programs Policy, received Jelena and Amaris input. Getting the board members. Should be ready fine tuning • Expedition/Field Study Attendance, should be ready for voting next meeting • Financial, should be ready for voting next meeting • Admission – Single Gender, need more research and maybe even a legal advice. Will prepare a list of questions related to operation and situations that need to be legally addressed. Currently, there is a process in place about the admission and lottery. Next year forth grade will remain a co-ed class. 	Board	January Meeting
3.3	<p>Communication Plan – Went over the following plan elements listed in the PP presentation:</p> <ul style="list-style-type: none"> • Continued Open Board Meeting • Direct emails to parents and staff • Meeting with staff at least once a month • Casual meeting with groups of parents (by grade) once a month • Continue working with Authorizers (FCS and State Board) • Communication with Municipal government and other partners • Communication with other Partners and key community members • Web page 		

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	Lynne suggested expanding the plan to include marketing Amana and PR along with managing the parents' expectation as to the charter school paradigm and Amana uniqueness. However, it was emphasized that the PTA purpose and functionality should be considered when developing a communication plan.		
	Lynne will be in charge of developing the communication plan. She will communicate the time for a plan development kick off meeting in January.	Lynne	By Jan Meeting
4.	<p>Annual Fund Raising – Nada gave the following quick update [figures were revised per her Monday e-mail update]</p> <ul style="list-style-type: none"> • Overall participation is 40% including 100% board, 48% parents, and 57% teachers. • Latest number, per Nada's Monday e-mail, is \$27,684 including small amounts [\$1s]. • Competition brought the subject to every Amana home. Winner is based on the first to reach 100% regardless of the amount. • December 19 is the deadline but pledges will be accepted past that date. • The fund will be used for literacy resources and staff development. Distribution will be determined once the campaign is concluded and the figures are final. 		
5.	<p>Charter Renewal – High-level timeline</p> <ul style="list-style-type: none"> • Charter expires July 31, 2009 • Renewal Submittal August 1, 2008 • 07-08 school year data will not be available until June 15 • Final draft needs to be ready by first week of July 		
	Board has the lead the effort of putting together the renewal application. The renewal effort is basically revising/updating the current charter in the areas of curriculum, financials, and governing and parental involvement. The Board and Amaris will hold a charter renewal session to form a core group that will define the scope of changes and seek input from advisory groups and stakeholders. Participation from a busy staff will be a challenge.	Board and Amaris	Jan 28
	Lobbying the FCS Board is part of the effort. Utilize the support of Dr. Taylor.		
6.	Green Facility – Maher will call for an ECrew meeting to get input on the school facility.	Maher	TBD

End.