

## Amana Governing Board Meeting

Saturday, July 25, 2009

Present: Kevin Durkin, Jelena Naim, Carrie Doulfikhar, Nada Diab, Maher Budeir, Jeff Weiner, Andrea Cooper-Gatewood, Lemiya Alexander

- Lemiya did reading: Read out loud the guiding principles of Amana Academy in the executive summary. She hopes that these principles become more visible on campus day to day. These guiding principles are: the individual responsibility, responsibility towards community, responsibility towards humanity and environment.

Recognitions: Board member Shuaib Hanief's wife gave birth to baby boy, Isa Hanief.

### Supporting School Administration:

- Executive Director's Report (see attached) – highlights:
- Purpose of generating a common interest of setting course of going forward. The new teachers week has gone smoothly. Returning teachers will meet on Monday, July 27. Ehab asked about what priorities he wants to emphasize with the returning staff. Jeff will take first hour for Mon, Tues, Wed. to explain genuine commitment to Amana and what he believes needs to be done to get Amana to where it should be. Really need to emphasize that they have support from administration. This change is safe – we are doing the same thing but better. Day 1 - change is safe, Day 2 – emphasis of rigor, Day 3 - collaboration
  - Enrollment – under enrolled right now but hovering at our numbers. We are at 479. Kindergarten is under enrolled while 2<sup>nd</sup> grade has 14 on waiting list. Thinking about possibly to the board opening up another 2<sup>nd</sup> grade class.
- Crew Reports – should hear from Middle School Crew and IT Crew by next week.

### Governance:

- Board Calender – CALENDER ADOPTED AT THIS MEETING - highlights: board development meetings, change in election timeline, October will be blocked off for Annual Fund, Maher suggested combining February 20 monthly board meeting with development plan review.
- Policy (see attached drafts) This is first reading – drafts with following amendments will be posted by Monday, July 27.
  - Board Conflict of Interest Policy - proposed amendments – need more feedback
  - Board Agenda Development Policy – proposed amendments:
    - Add that there will be one master hard copy of all documents used during meeting available to be passed around to meeting attendees and stakeholders. Attendees and stakeholders can then request a personal copy of any of those master documents. Secretary will be responsible for creating this master copy.
    - Remove auditors report from having to be produced 2 weeks before meeting.

- Board Meeting Policy – proposed amendments:
  - Add a new paragraph “Meeting Records”: Secretary of Board will take minutes of meeting and make them available to the public.
  - Return paragraph that specifies examples of executive (closed) meetings.
  - Change “special meetings” can be called by chairman of the Board or 2 board members.
- Fundraising and Donation Policy – discussion as to whether a policy was adopted a few years ago. Will look back over previous minutes and if found then it will have to be revised.

Action Items – need to send an allparent and allstaff email that the policies are posted.

Community Feedback - none