



# Amana Academy Meeting Minutes

<b>Date:</b>	February 23, 2008		
<b>Location:</b>	Amana Multi-purpose Room		
<b>Subject:</b>	February 2008 School Governing Board Meeting		
<b>Written By:</b>	Lakeem Winborne	<b>Written Date:</b>	March 7, 2008
<b>Attendees:</b>			
<b>Board</b>	Maher Budeir, Lynne Hedgepeth, Pam Holloway, Russ Thomas		
<b>Administration</b>	Amaris Mohler		
<b>Parents/ Community</b>			

Item No.	Item Description	Action By	Complete By
1.	<p><b>Elections:</b></p> <ul style="list-style-type: none"> <li>○ Nominations: Since email on campus was not consistently functioning, nomination deadline will extend until 2-26-08</li> <li>○ Elections will be held on 3/6-3/7-08</li> <li>○ Final results will be established on 3/11/08 . This will give time to publicize the election and give more people a chance to participate</li> <li>○ Nomination forms will be printed and made available on campus</li> <li>○ Nominations can be made on line at <a href="mailto:nominations@amanaacademy.com">nominations@amanaacademy.com</a></li> </ul>	Nada	3/11/08
2	<p><b>Principals Report:</b></p> <ul style="list-style-type: none"> <li>○ <b>Enrollment</b>- Currently our enrolment is about 440 for the 08/09 school year. Spreadsheets will be adjusted for accuracy.</li> <li>○ <b>Staffing</b>-There will be 4 new classroom teachers and 1 new paraprofessional and ½ time Arabic teacher for next school year.</li> <li>○ Only one teacher will not be returning. Reason: family relocating out of state.</li> <li>○ <b>I.T.</b>-fixing email is priority. Letter to go out to FC CIO to ask for a fiberoptic line.</li> <li>○ <b>Facilities</b>-Lights above ceiling have been cut off. This should reduce our power cost.</li> </ul>		

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2.	<p><b>Principals Report (continued):</b></p> <ul style="list-style-type: none"> <li>○ <b>E.L. Assessment-</b> Jelena, Julia, and Amaris participated at the E.L. Assessment training 2/08</li> <li>○ <b>PLU-Staff</b> will be able to accumulate credit for the in-house training and EL Institute training. Jelena will help coordinate this with Laura Stowell, the new Charter Coordinator for FCS.</li> <li>○ <b>Metro Reset-</b>Invited Amana Academy to March recruitment fair.</li> <li>○ <b>Parent Communication-</b> will be two times per week instead of daily</li> <li>○ <b>Lynne/Maher-</b>Suggested achievements be added to the website to highlight Amana Academy accomplishments</li> <li>○ <b>O-Ambassadors-</b>Web page link will be updated</li> <li>○ <b>SACS-</b>Accreditation is upcoming April 27-29</li> </ul>		
3.	<p><b>Financial Report: See Attachment</b></p> <ul style="list-style-type: none"> <li>○ <b>Pam:</b> Sumaya completed the latest report which is the first report to be completed internally, it was successful!</li> <li>○ <b>Annual Audit-</b>Still external</li> <li>○ <b>Application for Reimbursement-</b> for the building will be approximately \$140,000, from Fulton County</li> <li>○ <b>Investment Options-</b>Are being explored to decide how to use monies beyond \$100,000. Pam will bring a recommendation to the Board in a later meeting.</li> <li>○ <b>Budget Revisions-</b> \$33,710 remaining in annual budget for library and staff development</li> <li>○ <b>Maher-</b> there were few adjustments on Personnel</li> <li>○ <b>\$60,000</b> on testing resources</li> <li>○ <b>\$20,000</b> on professional development</li> <li>○ <b>Arabic?</b></li> <li>○ <b>\$22,000</b> miscellaneous to be added</li> </ul> <p>Most of the above is coming from annual funds</p> <p><b>Budget</b> voted on and approved</p> <p><b>PIE Overages-</b>Transition Team voted to have new PTA decide usage.</p>	Pam	April Board Meeting

Item No.	Item Description	Action By	Complete By
4.	<b>Public Relations and Marketing Planning Committee Report</b>	Lynne	Update by Next Board meeting
	<p><b>Lynne</b>-A special board meeting was held last week (Week of Feb.11). It was determined that the three most feasible actions to complete are (1) finalizing a marketing and promoting policy, (2) completing a media kit and (3) a parent/teacher communication apparatus. Lynne will form a PR crew to help develop the policy.</p>		
	<ul style="list-style-type: none"> <li>○ <b>Samer</b>- Solicited assistance with responding to Senators/Congress Members to push for a lobbyist. He was concerned about making the appropriate response. He is forwarding the Senators response to Amaris and Maher to give feedback. He was encouraged to give a personal response to show how the school has impacted his family.</li> <li>○ <b>Maher</b>-Suggested having a meeting involving parents, teachers, administrators and board members to discuss a variety of concerns from all involved parties. A suggestion was made to have these meetings as grade level team meetings to engage groups of teachers in lieu of individual teacher meetings. Holding such an event during a PTA was suggested. Having a digital conference with the above mentioned parties was also suggested.</li> </ul>		
5.	<b>Grants</b>		
	<ul style="list-style-type: none"> <li>○ <b>Best Buy</b>-\$2,000 to go toward the purchase of sound system equipment.</li> <li>○ <b>Warehouser(?)</b>-\$1,000 awarded</li> <li>○ <b>Braith Meyer(?)</b>-not awarded</li> <li>○ <b>Fun for Teachers(?)</b>-pending</li> <li>○ <b>Capt. Planet</b>-\$2,500 awarded</li> <li>○ <b>Varsity Restaurant</b>-pending</li> <li>○ <b>Research</b>-Grants are being researched in the areas of Science, IT and Arabic.</li> </ul>		

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6.	<b>IT Initiative</b> <ul style="list-style-type: none"> <li>• <b>Software</b>-ParentsConnect is in use and its usage will be expanded. The search for an Arabic software package that meets our needs is currently underway.</li> <li>• <b>Connectivity</b>-There are actions being taken presently to resolve the connectivity issues. This is important because there is a technology component of our charter that needs to be fulfilled.</li> <li>• <b>Support</b>-A scope and sequence for an IT curriculum needs to be developed. In the future, if budget allows we should consider hiring someone to Be the IT specialist and serve as a teacher/specialist onsite.</li> <li>• <b>Updates/Upgrades</b>-The server may need to be upgraded and additional computers for the roving lab are needed.</li> <li>• <b>IT Crew</b>-will be formed to address all IT issues in a comprehensive manner. Communication with parents and supporters is needed to determine a date.</li> <li>• <b>IT MAPS</b>-(see attachments) MAPS is an adaptive standardized testing apparatus that gives both criterion and normative based results. The results are formative with useful data that gives guidance that can be used to develop individualized learning plans. The tests will replace the DRA, Check Points, Basics for First Grade and Benchmarks.</li> <li>• <b>Cost</b>-The per pupil cost is \$12.50 for grades 2-8(?) and 1/2 price for primary grades before March 1. The science component is an additional fee \$2.50/pupil (?) grades 3-5 this year. Training for staff is \$7,800/yr. Next year it will be \$12.50/pupil for all children and \$2.50/pupil grades 3-8 for the science component.</li> <li>• <b>Time Line</b>-3/1: Buy in. 3/15: Tech Specialist in to install software. 3/29: Administer tests.</li> <li>• <b>Additional MAPS Discussion</b>-Evergreen and Decatur City Schools use this testing program. Lexile (sp) scores are included in all national brands. This program is a widely used industry standard. Results will be available with remediation suggestions within 24 hrs. Approval of the program is pending due to short notice on budgetary needs and absent Board members. A board member conference call will be held Monday 2/25/2008 to vote on action.</li> </ul>	Tahir and Russ	Next Board Mtg.
7.	<b>Charter Renewal</b> <p>- a time schedule needs to be determined to decide when tasks need to be completed. Two primary topics for the charter renewal Governness and Growth will be addressed in a Town Hall Meeting. It has been established who is working on which chapters of the charter. Maher will send a time schedule <b>Tuesday, March 25, 2008 6:30pm</b>-is a tentative date set which would replace the 3/29/08 board meeting.</p> <p><b>April Board Meeting</b>-will be moved to a Saturday</p>	Maher	By Next Board Meeting