

## AMANA BOARD MEETING MINUTES

Date: December 16, 2006

Location: Amana Academy

Present: Maher, Tahir, Pam, Nada, Russ, Amaris, Soumaya

Recorder: Nada Diab

Meeting started at 9:40am

### A. Quick and In-Depth Committee Reports:

1. Facilities Crew Report – Manny Farhan presented a report of data of parent opinions as to which facilities are best suited for future location of Amana.
  - a.) The main criterion which need to be analyzed are: location, finance, maintenance, proper expansion, architectural possibilities, charter compliance, and readiness by May, 2008.
  - b.) Action Item : Board must establish a time line of making a final decision via conference call at another time.
2. Development Committee - There is a need to appoint a leader to take charge of this committee to really develop a long term plan for development and fundraising. Maher will take nominations via email.
3. Finance Committee
  - a.) Revised Budget approved unanimously
  - b.) Current Status: 2005 tax return filed, audit completed, request for change of tax year filed.
  - c.) Action Item: Discuss budget at February 23, 2007 community meeting.
4. Board Development – the previous board meeting was a workshop held in Helen, Georgia where board worked on self-assessment. Board concluded with three areas which need work:
  - a.) Orientation (Tahir/Maher) – orienting new board member and development of Board strategic plan.
  - b.) Fundraising - differentiation of which funds raised from PIE vs. Board.
  - c.) Board/Staff Relations (Pam/Nada) – plans to finalize a firm definition of roles and responsibilities of staff and administration.

### B. Administration Reports:

1. Operations – Due to better communication with IT person, IT performance has improved greatly since last meeting.
2. Enrollment – New enrollees vs. withdrawals evens out.
  - a.) Need to work on student tardies and unexcused absences.
3. Marketing – Doing many tours per month

4. Facilities

- a.) Repairs – spent \$18,000 since June, 2006 on maintenance/repairs
- b.) Middle School – after much analysis – changed schedule to focus more on Reading
- c.) Staff Development
  - 1.) Development sessions now staff-led
  - 2.) 15 staff members have attended ELOB training
  - 3.) Amaris and Jelena visited Evergreen Charter School in Ashville, NC - very similar to Amana – plans to benchmark this school with several visits.
  - 4.) New Positions – new ESOL teacher, replaced Ms. Deb's TA, ESL position upgraded from half time to full time.
  - 5.) Substitute Teachers - \$4200 spent on subs this semester

MEETING ADJOURNED 11:40AM