

AMANA BOARD MEETING MINUTES

Date: Saturday, January 27, 2007

Location: Amana Academy

Present: Maher, Tahir, Russ, Nada, Pam, Sabri (via phone) Amaris

Recorder: Nada Diab

Meeting started at 9:30am

<u>Subject</u>	<u>Action Item</u>
<p>A. <u>Opening Remarks</u> – Maher created ground rules and deadlines for the Board to sign and commit to.</p>	<p>Board will issue meeting minutes electronically and in hard copy within 10 days of each Board Meeting</p>
<p>B. <u>Board Elections</u> – There is an Election Committee: Ehab, Nada, Pam, Russ.</p> <p>1. <u>Issues</u> addressed by the election committee and solved with the new process:</p> <p style="margin-left: 20px;">i. Security of Ballot</p> <p style="margin-left: 20px;">ii. Convenience of voting</p> <p>2. <u>Timeline:</u></p> <p style="margin-left: 20px;">i. <u>Nominations</u> (1/29 – 2/2) made by anyone in the Amana Community. Made either online or on the forms sent home with students. Each person can only nominate 2 people = to positions open.</p> <p style="margin-left: 20px;">ii. <u>Learn about Candidates</u> (2/15) – A candidate statement will be posted on the website. There will be “meet and greet” between candidates and Amana parents on February 15, 2007.</p> <p style="margin-left: 20px;">iii. <u>Voting</u> (2/20 – 2/23) – Although Ballots will be distributed 2/15, voting will not commence until 2/20. Each parent gets 1 vote. Parents can vote during school hours either by</p>	<ul style="list-style-type: none"> • Election Committee will present results of the election to the Board by 2/24/2007. • Tahir and Sabri, if not re-elected, will continue to serve to the end of the school year as non-voting members to allow elected Board members time for orientation.

<p>dropping off ballot in front office in front of Mary Maher or in a box manned by election committee members during both morning and afternoon carpool.</p> <p>iv. <u>Newly Elected or re-elected Board members Announced</u> – Results of the elections will announced at Board meeting on Saturday, February 24, 2007.</p> <p>v. New Board will convene on March 1, 2007.</p>	
<p>C. <u>Next Community Meeting</u> – It was decided that the next Community Meeting would be on Saturday, March 17. The actual Board Meeting will take place from 10:00am – 12:00pm. Community Luncheon takes place from 12:00pm – 1:00pm. Heather Jacquith will coordinate the Community Meeting</p>	<p>Heather to form a volunteer crew (may include Board members) to coordinate and implement the preparations for the Community Meeting.</p>
<p>D. <u>Budget</u> – Amaris suggested a deadline of beginning/middle March for approval of a preliminary budget in order for her to finalize staffing and hiring contracts. Amaris, Tahir, and Pam will meet on February 8, 2007 to discuss the budget.</p>	<p>Business Committee Budget Meeting on February 8, 2007 at 8AM.</p>
<p>E. <u>Development/Fundraising</u> – Committee, chaired by Andrea Cooper-Gatewood met this morning before the Board meeting. Have many ideas and plan to have an internal meeting to prioritize.</p>	<p>Andrea to develop a schedule for “internal” and “external” fundraising opportunities with the appropriate people – No time line was given.</p>
<p>F. <u>Single Gender Classroom</u> – At this time</p>	<p>Single Gender</p>

<p>there are no specific guidelines for single gender classrooms. The state of Georgia is still to develop guidelines for this issue – therefore Amana is a pioneer. There is a crew comprised of staff researching and benchmarking in order to determine how Amana will integrate this. Amaris requested the Board to give timeline and expectations. The Board asked for a recommendation and implementation plan by the next three months so can begin implementation next school year, and have full implementation by the end of the current Charter term.</p>	<p>Classroom Crew to develop a plan for implementation within 3 months. Amaris will report results to the Board.</p>
<p>G. <u>Board Development</u> – Maher developed a worksheet outlining Board tasks and performances. Action items for members within the next week:</p> <ol style="list-style-type: none"> 1. Make task list complete 2. Rank preferences based on strengths 3. Meet and finalize within two weeks (by February 10, 2007) 	<p><u>Board Meeting to continue the Board Development on or before February 10, 2007</u></p>
<p>H. <u>Facility</u> – Should know something about negotiations with owners of a property within the next two weeks. The Facility Crew will meet this week for an update. A “Construction Management Crew will need to be formed, so that we can start planning any renovations as soon as we have a signed contract. Maher introduced Hosny and requested he lead the “Construction Crew” if Amana does not acquire a ready- move in school. Hosny agreed.</p>	<p><u>Maher to send a mass email to recruit members for the Construction Management Crew.</u></p>

<p>I. <u>Principal's Report:</u></p> <ol style="list-style-type: none"> 1. <u>Staff Evaluation Process</u> – Based on review of Grade Books, Amaris determined that there needs to be more grading guidelines and assistance with lesson plan design. 2. <u>IT</u> – There were fewer problems this month (5 tickets) however, must tighten the process so that all problems are addressed through tickets and not just by making oral request to Bill. 3. <u>Laptops</u> – Money from Annual Fund used to order the laptops. Bill involved in ordering and in security. The end of February is the goal to have all laptops in place. 4. <u>Enrollment</u> – Held steady at 240 students (216 Elementary, 27 Middle) 5. <u>Marketing</u> – Still mostly word of mouth. 15 families on the last tour. 6. <u>Repairs</u> – Still spending too much money on repairs: \$18,000.00 since last June on regular repairs; \$21,000.00 on capital improvements 7. <u>Staffing</u> – Amaris has the following requests for hiring for next year: <ol style="list-style-type: none"> i. .5 Arabic ii. 1 P.E. iii. .5 Computer Literacy iv. .5 Special Education v. 1 full-time reading/writing vi. 3 administrative positions: Director Student Services, Coordinator Business Affairs, Development and Communications with Shareholders 	
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MEETING ADJOURNED AT 12:15PM

