

Amana Academy Governing Board

Meeting Minutes

Saturday, January 23, 2010

Announcing HR Changes

Board Member Resignations – Lemiya Alexander has resigned to avoid conflict of interest.

Lyn Hedgepeth will take Linda Afani's place.

Board Election Results – Nada announced the board election results. Since there were only 3 nominees who accepted the nominations then there was no election and these three by default will become the new board members: Majd Almoayd, Tracie Burr, Amina Carrie Doulfikhar

Board Orientation – Middle School Charter town hall meeting the first week of February.

Jelena needs to get a checklist for the new board members – biographies, photos, and background checks.

Karen Helz – suggested that we should expand the “definition” of the qualifications of board members in order to encourage more qualified people to be on the board.

ED Report

1. Enrollment – need to be sensitive about over enrollment numbers especially k-3 - so we don't have to add a new teacher for only a few students. We need to also keep these numbers as is until other school lotteries.
2. Facility Space – we are at the limit – by February 11 – the landlord needs to give us an answer about expansion. Then we can pursue the option further.
3. School Calender – need to discuss whether Amana will follow the number of minutes of Fulton County as well.
4. Financial – cash balance \$438,000 – over minimum reserve balance.
 - P&L basis – running a bit behind. Expended \$148k more than brought in. Still on target – even ahead.
 - Will need to revise the budget next month to incorporate changes. Maher suggested wanted to do it before March.
 - Need to discuss treasurer responsibilities during orientation.
 - Good news – no budget cuts from the state.

Recognition – Lemiya Alexander was recognized for her service and dedication of Amana Academy from even before Amana Academy.

Governance Report

- Policy – someone needs to take over this responsibility from Lemiya when she is done.

Comments

Whistleblower – anything needs to be addressed is funneled straight through the executive director. Consistent with IRS.

Need to read Executive Director Transition Policy – need to check to see if it was read at a previous meeting. Should this actually be a policy? The biggest issue is succession. Formalizes the process and mitigates the risk of the school to make sure that any new Executive Director must have these things in place. In last meeting in November – was tabled. So no action can be taken right now.

Gift Acceptance Policy – also tabled to next meeting propose it as an amendment to the Fundraising Policy. Should it be folded into Donor Relations Policy. Maybe change all the names to Fundraising and Gift Acceptance Policy – add donor relations language to this and tack it on. – Fund Development – new name

VOTING – good for all 5 policies: Conflict of Interest, Whistleblower, Risk Management, Reserves and Endowments, Investments.

How many policies do we want to look for in next board –

Committee Report:

Board Handbook Review – Lemiya went over her outline of the framework for the actual handbook.

Andrea suggested added names of authorizers.

Pam suggested making a quick document available to the new members as soon as possible then just put in tabs to hold the page. Then just add to it as we go along.

Middle School Charter – benefits for Amana and District.

1. Extra funding for startup charter
2. Easier for County to define funding/student, etc.
3. Have option to add 5th graders as part of the middle school
 - Presented Fulton County timeline
 - Presented the 12 sections of Charter that need to be developed.
 - Governance – how will we combine these boards to create consistency?
 - How do we incorporate staff/teachers?

Shuaib – Annual Plan – There is a gap between the annual plan and reality. Example: discipline is improved and clubs are offered. We must talk about this in the meeting.

Fund Development – Shuaib met with fundraiser with Habitat for Humanity and talked to GS Professors who work exclusively with Charter School funding – got a great deal of ideas. Need to have a special meeting for this.