

Meeting Minutes

Meeting Type: Monthly Public Board meeting	May 15, 2010
<p><u>Board Members Present:</u> Carrie Doulfikhar, Majd Almoayd, Tracy Blair, Lynn Hedgepeth, Andrea Cooper Gatewood, Nada Diab, Shuaib Hanief, Maher Budeir</p> <p><u>Board Members Absent:</u> Andrea Cooper Gatewood</p>	Recorder: Ehab Jaleel

DISCUSSION TOPICS	ACTION ITEMS
<p><u>Executive Director Report:</u> Ehab Jaleel provided Board members with update per the following:</p> <ul style="list-style-type: none"> • <u>Recognitions</u> – Kevin Durkin, Jenny DeMeo, Sami Credi, Hiba Bawji • <u>Enrollment</u> – estimated between 500-523 depending on attrition results • <u>Budget</u> – Ehab requested budget workshop to get community input on key initiatives. Board agreed to hold on May 22. • <u>Monthly Dashboard</u> – provided to all Board members. No comments. • <u>Next 60 Days</u> – <ul style="list-style-type: none"> ○ ES Showcase Nights – 5/18 and 5/19 ○ Test of Rear Dismissal – 5/19 and 5/20 ○ 8th Grade Ceremony – 5/20 ○ Staff Recruitment – week of 5/24 ○ CRCT Remediation <ul style="list-style-type: none"> ▪ Number ▪ Summer school ○ CRCT retake – 5/24-26 ○ Planning for pre-planning – week of 5/24 	<ol style="list-style-type: none"> 1. EHAB to complete Annual Plan for 2010-2011 in June 2. EHAB to schedule website development meeting week of 5/24. 3. EHAB to start to develop Amana’s IT 5-year plan. 4. EHAB to provide parent Ava Chun with new website specifications. 5. EHAB to look for dates to conduct financial audit in August/September. 6. EHAB to provide Board with Summer schedule for staff. 7. EHAB to send out all-parents message clarifying location of whole-school community circle. 8. EHAB to contact Paul about installing Rosetta Stone software school computers
<p><u>Board Officers</u> – Maher</p> <ul style="list-style-type: none"> • Maher described roles of officer positions and asked for nominations • Nominations for Chairman were: Maher, Shuaib (did not accept nomination). Maher accepted nomination, therefore he will remain as Chairman • Nominations for Treasurer: Tracy (did not accept), Lyn (did not accept), and Andrea (not present) • Ehab Jaleel will serve as Board’s Secretary 	<ol style="list-style-type: none"> 9. MAHER – follow-up with Andrea on whether she accepts nomination to serve as Treasurer 10. ALL – each Board member was asked to review committee matrix and complete SMART objectives within one week to inform annual planning discussion

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	11. EHAB to connect with Andrea on Communications Committee to better understand scope
<p><u>Governance</u></p> <ul style="list-style-type: none"> • Board Member Evaluation – skills necessary. Lyn is doing research • Nada reviewed Board member communication policies and norms for intra-Board member communication 	12. LYN – consult with Lemiya Alexander on tools for Board Member evaluation
<p><u>Fund Development Committee (WORKSHOP) – Shuaib</u></p> <ul style="list-style-type: none"> • Shuaib reviewed structure of teams and goals • Ehab benchmarked other schools, success stories, barriers to action • Shuaib facilitated each sub-team conducting barriers to progress exercise (STOP/CONTINUE/START) and reported out to the those in attendance <ul style="list-style-type: none"> ○ Foundations Committee – Andrea is lead <ul style="list-style-type: none"> ▪ Must visit Foundation Center – view Foundation Directory Online Professional software, which gives full picture of grants available 	13. ALL – provide Shuaib with action items 14. EHAB – to visit Foundation Center in next week 15. LYN – to visit Foundation Center in next week 16. LYN – to provide leadership support with Foundation Committee
Meeting ended 12:15 PM	