

Meeting Minutes



Meeting Type: Monthly Public Board meeting	June 19, 2010
<p><u>Board Members Present:</u> Carrie Doulfikhar, Tracy Blair, Lynn Hedgepeth, Andrea Cooper Gatewood, Nada Diab</p> <p><u>Board Members Absent:</u> Maher Budeir, Shuaib Hanief, Majd Almoayd</p>	<p>Recorder: Carrie Doulfikhar Start: 9:00 AM End: 12:00 PM</p>

DISCUSSION TOPICS	ACTION ITEMS
<p><u>Reading:</u> Andrea Cooper-Gatewood opened the meeting with a reading</p> <p><u>Recognitions:</u> Ehab Jaleel recognized the Arabic Department and shared that Jelena met with Terry Harnis, Fulton County World Language Coordinator, to reaffirm that Middle School students who complete 3 years of Arabic [at 4 classes per week] will receive 1 year of High School foreign language credit. This benefit will be retroactive for former students dating back 3 years.</p> <p>Students Omar Khan and Nadir Lewis were present along with their parents to recognize their participation in the Duke TIP Student program and received ribbons for their participation. Maalik McBurrows could not attend the meeting, but also participated in the program and received a ribbon. This is Maalik's second year participating. Congratulations to all!</p> <p><u>Executive Director Report:</u> Ehab Jaleel provided Board members with update per the following:</p> <ul style="list-style-type: none"> • <u>Personnel</u> – Teacher recruitment and hiring is still in process and the final offers will be given on Monday, June 21, 2010. Jelena has done an amazing job in 30 days to fill the open positions. There was a great response in that 378 resumes were received. Mary LoCurto was announced as the New DSS replacing Mr. Kevin Durkin who is moving to be closer to family. The Grade Level Administrators will be reduced to 2 and renamed Instructional Guides; Leslie Morrison will coach grades K to 3rd and J.J. Credi will coach 4th to 8th. • <u>Instruction</u> – Math Crew has been formed to choose new textbook platform and to make recommendations for program enhancements. • <u>Enrollment</u> – according to current predictions Amana will have 523 students next year. • <u>Monthly Dashboard</u> – provided to all Board members. CRCT retakes were administered. • <u>Budget</u> - presented a review of what was discussed in the May 	<ol style="list-style-type: none"> 1. EHAB to send public announcement about June 23rd planning workshop. 2. ALL to provide questions to Ehab on Dashboard. 3. EHAB to contact Honsy Mohammad and Saleem Javaid to gauge interest for leading the effort for securing a new building and necessary financing.

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<p>Board meeting, and pointed out that due to unexpected settlement fees, the legal fees put us out of compliance with the amount of reserve that is required for our budget. Ehab requested that the cause for the current budget status was out of leadership’s control be documented. Discussed adding new line item for Human Resource Settlements or Payments.</p> <ul style="list-style-type: none"> • <u>Facilities</u> - New Building Update: Ehab Jaleel discussed the new changes being proposed for the additional square footage added to the school. Some of the improvements will be put off until more funds are available. Currently working with an architect to discuss best use of space. Andrea Cooper-Gatewood suggested Hosny Mohammed or Saleem Javaid to join the facilities committee in regards to finding a permanent home for Amana Academy and working with finance options. • <u>Planning</u> - Ehab requested a pre-planning workshop with all of the Board for Thursday, June 23, 2010 to discuss plans for next year as the 1st draft has been completed by the administrative staff. 	
<p><u>Board Officers</u> – Treasurer election had to be postponed due to lack of quorum. Nada Diab was a suggested candidate, but nothing can be confirmed without a quorum. Deadline for the finalization for election will be the next Board meeting in July.</p>	
<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 	<p>4. LYN – consult with Lemiya Alexander on tools for Board Member evaluation</p>
<p><u>Board Committees:</u> Board Committee Updates were given by Andrea Cooper-Gatewood (Communication Committee), Nada Diab (Policy Committee), Carrie Doulfikhar (HR Committee) and Tracy Blair (Business Committee). Please see attached reports and goals.</p> <p><u>Human Resources</u> The process of the Executive Director’s annual review plan process was discussed. Most agreed that the order of the process should be adopted as follows:</p> <ul style="list-style-type: none"> ○ ED Assessment completed first ○ LDC Committee Assessment completed second ○ Board Assessment completed third ○ LDC completes a collaborative rating ○ Final Board report is presented <p>The overall timeline for completion for this year will be moved back a week or two due to new process interpretation.</p>	

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<p><u>Fund Development Committee</u> (Ehab)</p> <p>Ehab identified the grants the Grant Committee has decided to pursue for the upcoming year:</p> <ul style="list-style-type: none">• The Facilities Grant: will be utilized for new space• Dissemination Grant: Utilized to help teach others about some aspect of the school to others• EPA Grant: more information will be had by Maher Budeir• FLAP Grant: foreign language support	