

# Meeting Minutes



<b>Meeting Type: Off Site/Annual Planning</b>	<b>April 25, 2015</b>
Board Members Present: Crystal Canaday, Nada Diab, Kristina Leidner, Steve Sherman, Maheir Budeir, Suheb Siddiqui, Calvin Stamps, Michelle Engel	Recorder: Michelle Engel Start: 9:00 AM End: 2:45 PM

<b>DISCUSSION TOPICS</b>	<b>ACTION ITEMS</b>
<p><u>Definition of Officers:</u></p> <ul style="list-style-type: none"> <li>i. Secretary: Michelle Engel</li> <li>ii. Treasurer: Calvin Stamps</li> <li>iii. Chairman: Kristina Leidner</li> </ul> <p>(all unanimous votes)</p> <p>Discussion of length of terms remaining, which member leaves when, and how best to approach potential Community members moving forward.</p> <p><u>Norms:</u> Ehab Jaleel presented the best practices for productive meeting</p> <p><u>Governance and Policy Training:</u> (Maheir Budeir)</p> <ul style="list-style-type: none"> <li>i. What are the responsibilities of the Board:               <ul style="list-style-type: none"> <li>o Adhere to the Charter/Follow the By Laws</li> <li>o Compliance/Fiduciary Responsibility</li> <li>o Financial Stability and Development</li> <li>o Support Vision/ Strategy (measuring of success on the Vision)</li> <li>o Select and Support Executive Director</li> <li>o Set Policy</li> </ul> </li> <li>ii. What are the responsibilities of the individual members of the Board:               <ul style="list-style-type: none"> <li>o Participate in meetings:</li> <li>o Attend, bring opinions, active, preparation of the agenda so that it can be published a week in advance of the meeting, prepare for meeting                   <ul style="list-style-type: none"> <li>Follow up on Action Items</li> <li>Publish of meeting minutes within 48 hours,</li> <li>Executive Session Certification needs to be published</li> </ul> </li> <li>o Support Decisions of Board                   <ul style="list-style-type: none"> <li>Votes should gather a consensus; As long as the decision is consistent with Charter, we all leave the vote in agreement</li> </ul> </li> <li>o Network                   <ul style="list-style-type: none"> <li>Always be speaking in support of the organization</li> </ul> </li> </ul> </li> </ul>	<p>Kristina following up with potential community member for conversation</p>

DISCUSSION TOPICS	ACTION ITEMS
<ul style="list-style-type: none"> <li>○ Financial Support</li> <li>○ Board Committee Participation</li> <li>○ Representation</li> <li>○ Uphold Policy ( available on line)                             <ul style="list-style-type: none"> <li>○ Review of Conflict of Interest</li> <li>○ Open Meeting Act                                     <ul style="list-style-type: none"> <li>▪ Required to have all meetings in the open for public review</li> <li>▪ Details are available online</li> </ul> </li> </ul> </li> </ul> <p><b>Vision 2020/Update (5 Year Plan):</b> Ehab Jaleel</p> <ul style="list-style-type: none"> <li>○ Full Vision available online</li> <li>○ Discussion of status of all elements included in the Goals</li> <li>○ Status to be posted with Minutes</li> <li>○ Discussion of the Governor’s sub-committee for Education</li> <li>○</li> </ul> <p><b>Accreditation Update:</b> Ehab Jaleel</p> <ul style="list-style-type: none"> <li>○ Administration is updating the paperwork that is due next week</li> <li>○ Recommendation is to have an EC meeting to review the paperwork</li> <li>○</li> </ul> <p><b>Amana HS Update:</b> Ehab Jaleel</p> <ul style="list-style-type: none"> <li>○ Plan: intersection of innovation and entrepreneurship – tentative open 8.2017</li> <li>○ Design Thinking: Stanford University Design thinking process</li> <li>○ Discussion around partnerships for growth of this program</li> <li>○</li> </ul> <p><b>Board Restructuring Proposal:</b> Kristina Leidner and Steve Sherman</p> <p>Definition of different types of Boards</p> <ul style="list-style-type: none"> <li>○ The need to move to an Institutional Board: Expand the number of Seats to include people that have fund raising abilities, different skill set</li> <li>○ Discussion of how it would evolve the Board, define the Value to outside members, define decision making structure</li> <li>○ Question regarding clarification of the Charter for Amana accepting a new type of Board; question regarding how Fulton County addresses these kind of changes                             <ul style="list-style-type: none"> <li>▪ The need to define a plan/path and task list of changes to get to a new structure of the Board</li> <li>▪ There are key and urgent needs to make tangible changes to increase fund raising membership</li> </ul> </li> </ul>	

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DISCUSSION TOPICS	ACTION ITEMS
<p>Definition of different Committees and Plan for the Year</p> <ul style="list-style-type: none"> <li>○ <u>EC</u>: Calvin, Kristina, Steve, Nada (Ehab)</li> <li>○ <u>Gov</u>: MB, Suheb, Kristina</li> <li>○ <u>Fund</u>: Michelle, Crystal, Nada, Calvin, (Ehab, Niki, Christina Lennon)</li> </ul> <p>Personnel Review: Ehab Jaleel</p> <p>FY 16 Proposed Budget:</p> <ul style="list-style-type: none"> <li>○ County Audit team to do audit?</li> <li>○ Discussion about money that is due to the school (as high as \$96k)               <ul style="list-style-type: none"> <li>▪ Teacher increase funding (3%)</li> <li>▪ Mid year teacher, TAG, Custodial funding for new students</li> <li>▪ Kristina to follow up on the number and delivery timeline</li> </ul> </li> <li>○ Discussion of potential additional 2<sup>nd</sup> grade (future discussions; need to do a long term strategy)</li> <li>○ Recommended compensation framework (recommended to move to a performance base program)</li> </ul> <p>Unanimous approval of the Financials</p> <p><b>Uniform Policy Change:</b> Ehab Jaleel</p> <p>Policy change presented for Board to review, will now be sent to parents for a vote</p>	<p>Action: Review the current definition of R&amp;R for the Committees Online and see if changes need to be made</p> <p>Question: Board Training- Can only be done by the State. Kristina recommends a group training over the Summer at a lower rate per members (\$3000)/Checking on Available Dates</p>