

Amana Board Meeting Minutes

Friday, March 27, 2009

Present: Pam Holloway, Nada Diab, Linda Afani, Lemiya Alexander, Tracy Blair, Ehab Jaleel, Zainab Abuejenaib, Andrea Cooper-Gatewood, Shuaib Hanief, Maher Budeir

Reading of Mission – Ehab Jaleel read the Amana mission statement.

Supporting the Administration

Director's Report – Shuaib Hanief

- Recommendation to the Board:
 - 1.) Execute conflict of interest policy
 - 2.) Conform with open meeting policy for board meetings
- Facilities
 - 1.) Safety issues specifically
 - 2.) Contracts – lunch, uniforms – will change if there are problems
 - 3.) Custodial and maintenance procedures were brought up as well as ongoing contractual issues we have been having with current contract. Shuaib will report about these issues at next meeting.

Financial Report – attached

- Favorable position – extra money will go into cash reserves – capital projects, special resources, etc.
- Cash flow projection is usually used but this case not utilized until later in the year because of uncertainty.
- Next year's budget – have a preliminary budget scheduled to come out in April. Board Finance Committee should have a meeting with Dr. Denmark and Laura Stowell (Fulton County Schools) in the coming month.
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Middle School Open House

- Open House on March 26, 2009. Very well executed and excellent response/feedback was provided by all those who attended. Opportunities to further market this program will be looked at for future events.
- Middle School Crew – A middle school crew will be established over the next month – will focus on strategy development and marketing. Samer Bashir volunteered to head this crew last meeting. Andrea Cooper-Gatewood suggested a diverse pool of stakeholders – she will draft an “allparents” email for circulation to the broader community.

IT Crew Report

- Shuaib went over background issues related to IT this last year.
- Paul will take over lead on long term project that deals with the website. The new website will help improve communication at all levels.
- Shuaib will work closely with Paul on these long-term projects.
- Paul's Report
 - 1.) Email issues have been fixed.
 - 2.) Old Equipment – Need to replace/supplement some of our existing technology. Working with Jelena on a “must have” list and a “wish” list.
 - 3.) Website – next week should have a functional demo – need to identify someone with graphic expertise to make the website “look nice”.
 - 4.) Backups – by end of next week a copy of backup will be offsite so that they will be automated nightly.
 - 5.) Google Apps – aimed at education – Amana is now in this program. Teachers will be able to access email and calendar from anywhere, not just from school (now use Outlook). This enhanced community ability and will commence this Summer for all teachers.
 - 6.) In process of establishing long term equipment needs to supplement our long-term goals.
 - 7.) Need to further educate staff understand what it means to teach students in this fast growing technological world. Where what a student learns in 2nd grade will be different by the time the student reaches Middle School. This is not a money resource issue rather a mind set which aligns perfectly with the role of our curriculum and instruction.
 - 8.) Lemiya asked whether other schools have been benchmarked? Paul's answer: found a guiding document which can be tailored to our needs.
- Earth Day Announcement – Friday, May 1, 2009 – – Ecrew did an excellent job last year and will once again be responsible for organizing it this year. Will be many external stakeholders. Great PR opportunity for our school.
 - Parent confused with timing of Annual Fund and Earth Day

Governance

- Leadership Crew Staffing
 - 1.) Administrators have been chosen and we are just waiting for contracts to go out.
 - 2.) Directors – agreed upon
 - The Executive Director – Lemiya developed a list of recruitment sites based on previous experience, feedback from others in on the LTC and research aligned with the Job Description and school vision/mission.
 - Amaris suggested that the Board look into private school listings – but they are expensive. Maybe just advertise “word of mouth” in the private school arena. Andrea suggested just sending letters to private schools.
 - Maher suggested starting with the first three resources.
 - Maher suggested going word of mouth internally through Amana Community.

- Shuaib suggested headhunters since some of the best people already have jobs and they can locate these people.
- Pam suggested a targeted search – not just AJC since will get random responses.
- Board Orientation – see attached list of Board Responsibilities
- Andrea suggested a weekly HR meeting. The emails have been difficult in gaining consensus. Maher decided to schedule a weekly conference call for HR matters every Mondays at 9:00pm.
- Lemiya and Andrea would still like a standing weekly meeting.
- Board Positions Elections:
 - Secretary - Executive Director will assume the role of Board Secretary (per amended charter). Board members elected Nada to stay on until Executive Director is hired. Voted unanimously.
 - Treasurer – nominated Pam. Pam accepted nomination but suggested that she should mentor someone for future financial accountability when she will not be on the Board. Voted unanimously.
 - Chair – nominations: Maher Budeir, Ehab Jaleel, Andrea Cooper-Gatewood.
 - Andrea turned down nomination.
 - Ehab not present to accept or decline nomination but there was discussion as to perception of conflict with having the chairperson's spouse on the board.
 - Maher accepts nomination although he maybe resigning from the Board in September. Voted unanimously for Maher.