

Amana Academy Governing Board

Meeting Minutes

November 21, 2009

Present: Shuaib Hanief, Jelena Naim, Maher Budeir, Kevin Durkin, Andrea Cooper-Gatewood, Pam Holloway, Linda Afani, Nada Diab, Lemiya Alexander, Ehab Jaleel

- I. Reading – Andrea Cooper-Gatewood read about habits of effective leadership
- II. Recognitions – The board recognized Andrea Cooper-Gatewood for her work on the GPEE Bus tour
- III. Supporting the School Administration
 - A. Principal's Report – (see Attached Report)
 - New Fulton County School Calendar will be adopted. Jelena and Kevin need to figure out how to make adjustments in our schedule to correspond with the extra 10 minutes per day addition by Fulton County.
 - Need to figure out ways to have money or fundraising for overnight field trips. Need to emphasize to parents the importance of these trips and how it affects grades and work.
 - B. Monthly Financial Report
 - Spent \$171,000 more than we have to date. This is not unexpected since we had to dip into reserves \$110,000.
 - Pam will bring a proposed revised budget in December in order to have updated data used for funding (TAG and other changes).
 - Biggest concern is the budget for substitutes because of increase in illness.
 - Still need \$8000 to complete the science lab. Discussions of whether to send communication to parents for donations since there will not be an official Annual Plan.
- IV. Governance
 - A. Policy
 - Conflict of Interest Policy – Change bullets to examples of disclosures required from board members rather than situations of conflict. TAKEN FOR ACTION NEXT MONTH WITH CHANGES.
 - Executive Director Transition Policy – TABLED UNTIL NEXT MEETING
 - Whistleblower Policy – APPROVED DRAFT AND WILL BE POSTED FOR PUBLIC COMMENT
 - Gift Acceptance Policy – TABLED UNTIL NEXT MEETING
 - Financial Policies
 - Reserve Policy – will be delayed because the redraft was not posted
 - Investment Policy – will be delayed because the redraft was not posted

- Risk Management Policy – not read at last meeting so this is 1st reading. Mainly discusses types of insurance needed
- Discussion about how much policy should be developed:
 - We are at a good place for policy development thanks to Lemiya Alexander. We now have a framework of essential policies and benchmarked other organizations.
 - The question is now how much policy do we really need?
 - The advice from counsel is that the more policy and specifics in the policy the more binding it is in the future. Must reach a balance.
 - Pam suggested that we should only have policies which PROTECT the school.

V. Committee Reports

A. Marketing – Andrea Cooper-Gatewood.

- Just finished Bus Tour
- Now will concentrate on student recruitment with 5th grade parent open house in December.

B. Fund Development – Shuaib Hanief

- Discussed significance of Google Grant
- Discussed not having an Annual Fund this year.

C. Human Resources – Ehab Jaleel

- Is currently working on finding the proper person to look over our contracts in order to have them in good order by the time we offer new contracts to employees in February.

D. Bylaws – Nada Diab

- Will look into the possibility of Phil Andrews reviewing our bylaws.

VI. Announcement - Linda Afani offered resignation from Amana Academy Governing Board because of personal reasons.

- Board members need to give Maher feedback on how to proceed with this vacant position.