



Granada Islamic School

3003 Scott Blvd., Santa Clara, CA 95054
Phone: (408) 980-1161 FAX: (408) 980-1120

Board of Directors

Mizanur Rahman
Chair

Luqman Mohammed
Vice-Chair

Maidul Islam
Secretary

Bassem Maaz
Treasurer

Razi Mohammed

Khadiga El-Haddad

Administration

Rania El-Sioufi
Principal

Date: 8/23/2016

Board Members Attending: Mizanur Rahman, Maidul Islam, Bassem Maaz, Khadiga El-Haddad, Luqman Mohammed (partial), Razi Mohammed (partial)

Board Members Absent:

Also Present: Sr. Rania

Topic 1: Approval of Minute 8/9

- The board has approved the minutes of the meeting 8/9.

Topic 2: TA For 3rd Grade and 1st Grade

- The board approved one TA for 3rd grade based on the current enrollment numbers. This TA will be able to help in 1st grade or other lower grades as well.

Topic 3: Part Time Child In Day Care

- The board approved only one part time child from a teacher in the day care facility, which usually is not the actual norm. This is the only exception for this school year.

Topic 4: Admin Points

- The board discussed some of the admin items with Sr. Rania.

IT Related (2016-17)

- Sr. Rania mentioned that they would like to have shared folder with teacher and admin, so that they can share files among themselves.
- The board mentioned that the IT committee would look into this. Any IT items should usually be discussed with IT committee first and IT committee would bring to the board if they need any board approval.
- The board clarified that "student email" wouldn't be provided from the school.



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- The board also approved for the onsite support person from 10AM-2PM (4 hours) on alternate days (Monday, Wednesday and Friday) for next two weeks. The IT committee will review the situation after two weeks.

Medical Waiver Forms

- The board discussed with Sr. Rania regarding the medical waiver forms that admin has sent to the board for review.
- The board mentioned that Lawyer is currently reviewing the forms and the board is expecting the updated form within a day or two from the lawyer.
- The parents, whose children (new or continuing in the school) have medical condition, will have to fill-up the form. Admin will work the parents to get the form filled-up.

Drop Off and Pickup Procedure

- Sr. Rania presented admin's suggestion for drop off and pickup procedures to the board.
- The board discussed and approved the drop off procedure with a suggestion for arrangement on the project submission days so that Students would find any difficulty in carrying the project materials. Sr. Rania assured that she would make arrangement for that.
- The board delayed the discussion on the pickup procedure (submitted by admin) and decided to have further discussion on this topic in the next meeting.

Academic Excellence/HS Accreditation/Enrollment

- The board mentioned to Sr. Rania and stressed on the academic excellence in the school.
- The board asked Sr. Rania the plan for HS Accreditation as well as to increase the number of enrollment in HS. She mentioned she would have a meeting with Sr. Lian next week on these and the update board accordingly.
- The board would closely monitor and review the academic excellence/HS progress.
- The board would like to setup the objectives and goals for principal for the year. She would also have option of adding at least one of her personal development goals for the year. The progress on the goals/objectives would be reviewed periodically and final review would be done at the year end.

Extended Care

- The board asked Sr. Rania extended care fees, so that board can review and make sure that school does not lose any money, providing the service. Sr. Rania mentioned that she would find out more and inform board.



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Topic 5: IT Committee

- The board has formed the IT committee for this school year with the following board members to oversee the IT infrastructure/support/enhancement/requirements for the school.
 - Br. Maidul Islam (Chair)
 - Br. Mohammed Razi
- They will work with school IT representatives as well as with the IT support provider, InshaAllah. This committee will meet periodically to review IT school needs/status and if this committee feels on something that board's approval is needed, then they will take it to the board for approval (which is same as the existing IT process).