



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: 9/6/2016

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

Board Members Absent: Luqman Mohammed

Also Present:

Topic 1: Approval of Minute 8/23

- The board has approved the minutes of the meeting 8/23.

Topic 2: HR Discussion for leave/personal time off

- The board discussed Sr. Lian's PTO accrual.
- More details would be outlined in the confidential section of this minute.

Topic 3: ID Machine and Apps

- The IT Committee has presented their findings to the board in terms of logistics, resources, maintenance; costs etc.
- The board discussed pros and cons and, decided not buy the ID machine as it is not going to solve the pick up problem.
- Regarding Pick up Apps, the IT committee requested more time to study as it might create more support needs as well as slow down the pick-up process.
- For VMS (Visitor batch), the board asked IT committee to spend some time and come up with their findings and present to the board.

Topic 4: Pick Up Procedure Discussion

- The board discussed the pick-up procedure why the process is slower than the last year. This could be because of not enough safety patrol officers engaged.
- The board would ask admin to add more safety patrol officers from the students,



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especially experienced ones from the previous years.

- The board felt that the safety patrol officers could put a barrier setting which would separate and avoid parents approaching students during pick up time.
- Also GIS staff could be engaged at the MCA vanguard side entrance with walkie-talkie to communicate with the teachers/staff/safety patrol officers which parents is approaching to pick up students. This might help in preparing students and making them ready for pick up. This might speed up the pick-up process. Br. Chafik could be engaged at that time for this purpose.

Topic 5: Emergency Situation

- The board discussed Tuesday's emergency situation for not having power in the building.
- Just one flash light was used for that day's emergency. If admin requires more flash light, they should buy.
- School Admin needs to report immediately any emergency situation to the board.
- Voice mail and texting capability of infinite campus should be used immediately. If admin requires more training how to use these feature in infinite campus, they can request to the board.

Topic 6: Admin Points

- The board discussed some of the admin items.

PE class in the parking lot

- The board discussed having PE class in the parking lot. This might be hazardous in some of the PE activities.
- The board decided to buy 30-40 mats for the PE, which school can utilize for all grades.

Math class

- The board discussed regarding complains for Math class.
- More details would be outlined in the confidential section of this minute.

Art class

- The board discussed regarding complains for 7th grade Art class.
- More details would be outlined in the confidential section of this minute.