



## GRANADA ISLAMIC SCHOOL

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*Educating young Muslims for life*

### Board of Directors

Alma Soto  
Board Chair

**Date:** Nov 29th, 2018 at 6:30pm

Maha Dahbour  
Vice Chair

### **Attendees:**

**Board members:** Alma Soto, Khadiga Elhaddad, Maha Dahbour, Magdy Abdelrahman, Atef Ibrahim, Tariq Ali, and Najeeb Hashimi.

Khadiga Elhaddad  
Secretary

**Admins:** Osman Khan, Wael AbdulJabbar (partially).

Magdi AbdelRahman  
Treasurer

**Absentees:** No one.

### Administration

Osman Khan  
Principal

### **Topic 1: Admin Update:**

#### **For hiring:**

- All new staff hires (substitute and teachers) are now required to shadow classes and then teach a sample lesson while the admin observes and assesses.
- Ads are now placed on Edjoin as well as MCA Newsletters.
- work on reanalyze salary schedule (between board & admins).

#### **Teachers Evaluation and assessment:**

- Coordinators & Admins together work to evaluate staff to make any needed reassignment or replacement decision.

#### **Wellness program at GIS:**

Admin reviewed Khalil Center proposal for GIS and contacted them to see their availability for this year.

The available counselor from KC maybe a parent, which is something the board didn't prefer in the past (to deal with a counselor that is a parent in the school). Magdy made a motion to accept having a parent as long as there is no conflict of interest. motion passed (votes 6-0-0).

Osman is comparing now between KC proposal and another proposal, and will update the board in 2 weeks regarding the two proposals.

#### **Coordinator Restructure:**

- Staff needs master level teachers per grade level rather than subject coordinators.
- Admin discussed this with the coordinators and they agree with this step and will be part of this structure change.

Lian Jeeawoody  
Vice Principal

**The need for a new VP:**

- The need for a secondary VP to deal with the following for Pre-K through 5th grades:
  1. Enforcing attendance rules.
  2. Meeting with parents to discuss student behavioral or learning problems.
  3. Responding to disciplinary issues.
  4. Coordinating use of school facilities for day-to-day activities and special events.
  5. Working with teachers to develop curriculum standards.
  6. Observing teachers and evaluating learning materials to determine areas where improvement is needed.
  7. Coordinating transportation for students.
  8. Hiring and training staff.
  9. Ordering equipment and supplies.
  10. Maintaining systems for attendance, performance, planning and other reports.
  11. Walking the hallways and checking in on teachers and classrooms.
  12. Responding to emails from teachers, parents and community members.
- The role of the principal at an elementary school is different from a middle school or high school. Elementary school principals are more involved in the educational process than secondary school principals, This involvement includes developing the curriculum, coaching teachers on instructional methods and assessing student learning. They also interact more with parents than in a secondary school.
- there is also a need to adequately prepare for two separate campuses.

**Business Dev. Director and Religious Studies Coordinator:**

- Samia has asked to be removed from IS Coordinator position as she is already overloaded with being the Arabic Coordinator
- Chafik needs help in his department, or even a reduction of hours if needed to bring on someone else.
- We need to consider hiring a new IS coordinator and maybe consultant for the business development.

**ELA Issues & Reading Specialist:**

- We work to bring on STAR 360 program for our school by January, and teachers will need training in January to use it. The board is expecting to receive the proposal of this program, including the cost, in 2 weeks.
- Lian is posting ads for a reading specialist.

**Facility:**

- HVAC issues, and admins are working with the MCA to fix this.
- Teachers' Lounge is unacceptable, working to move it to the old infant room.

**Admins contracts:**

- Admin needs to be able to work in the summer to plan and coordinate for and plan for the upcoming year; thus certain admin will need contract adjustments.

**Policy and Procedures**

- Handbook needs to be updated and realigned with current, modern-day protocols.

**Staff Support:**

- one Staff member requests for educational assistance (BTSA).
- Board will review current policies and see how we can assist our staff. Both admins & board are very supportive to help out current staff to grow. However, we need to secure those who get educational assistance and make sure they are not leaving after finishing their degree. As an example, we can lock in these teachers to the school for an X number of years. Current policy for staff educational assistant is policy 3.31.1, board will review it and see how we should proceed with this case.

**Topic 2: HS new program presentation:**

Wael Abduljabbar presented to the board his proposal for a new HS program. The idea is to be a Dual enrollment programs that allows our high school students to enroll in college courses and, in most cases, earn college credit that is placed on a college transcript. With this program students begin taking college classes and accumulate college credits similar to AP classes while attaining college experience. These classes are included in each student’s transcripts and weighted into their G.P.A.

**The educational Plan:**

**9th & 10th Grade:** Classes taught at GIS with an optional courses at a community college starting the 2nd half of 10th grade

**11th & 12th Grade:** Students take Islamic Studies, Arabic, Quran, and PE at GIS while enroll at community colleges for English, Math, Science, and History. Students meet one-on-one with the school counselor and with their respective advisors to identify their goals and ensure they are on track to meet their goals. Re-examine the roadmap each year to plan for classes and summer activities

**Benefits of this program:**

- Enhancing the high school curriculum at lower tuition.
- Acclimatizing students to the college environment.
- Dual enrollment programs give high school students first-hand exposure to the requirements of college-level work
- Preparing students for college work and reducing the need for remedial coursework.
- Easing recruitment of students to college.
- Making more effective use of the senior year in high school.
- Reducing college costs and allowing students to complete a degree faster.

The board discussed with Br Wael the possibility to apply some changes in order to let our students (11th & 12th grades) stay at GIS more than one day only. If they can take classes such as LA, math & history on campus.

Also, Atef and khadiga asked about the possibility of having on campus classes taught by

college instructor, and it may be possible with certain conditions.

Also, Tarek & Alma mentioned the importance of the extracurricular activities and sports programs specially in HS. They mentioned that this is something that should be considered to attract more students and make the program richer. So, students can come to GIS to do more than the Arabic & IS courses.

Najeeb mentioned the importance of getting the feedback from the parents and the community, as we need a program that meets the needs of the students, parents and the whole community. if we have time, we may form a study group to come up with the decision regarding the HS.

The board mentioned to Wael that they will look carefully at his proposal, along with other options for the HS, and will meet another time to brainstorm and come up with other solutions for GIS HS.

**Meeting ended at 10:00**

