



Orange Crescent School

Board of Education General Meeting, Thursday, September 26th, 2024

Present (Remotely):

BOE Members:

Marriyah Simjee, Jamal Obeid Sabiha Lodhi, Moustafa Othman, Romy Khouraki

SLT/School Administration Members: Maisa Youssef Heather Mansour

Agenda and Meeting Minutes for the General BOE Meeting, September 26th, 2024:

1. **President's Welcome/Seating, Dua & Meeting Opening - 5 minutes**
2. **Approval of 08/15/24 Meeting Minutes:**
Motion to Approve: Moustafa Othman Seconded:
Romy Khouraki
Yeas: All
Nays:
Abstain:
3. **Approval of 09/26/24 BOE Meeting Agenda:**
Motion to Approve: Romy Khouraki
Seconded: Sabiha Lodhi
Yeas: All
Nays:
Abstain:
4. **Financials Update - 10 minutes**
5. **Committee Updates - 5 minutes**
 - a. **NUTS Update (Moustafa)**
 - Potential sponsor for refugee family attendance
 - Night Under the Stars event nearly sold out; 12 seats available, with a request to add 100 more
 - Security measures discussed, including 8 personnel at entrances/exits
6. **School Policy Updates - 5 minutes**

a. Substitute Teacher Policy

- The policy was chosen for review due to its relevance this school year.
- Collaboration with the Senior Leadership Team (SLT) to identify priority policies for the year.
- Jamal Obeid will meet with SLT next month to address specific issues affecting substitute teacher onboarding.
- Current Process:
 1. A demo is required for substitutes after interviews to gauge comfort and fit.
 2. Life scanning for all employees and substitutes is now mandatory.
 3. Maisa Youssef will provide detailed requirements to establish an ideal onboarding scenario, ensuring all substitutes meet credential standards (bachelor's degree required as of now).

b. Uniform Policy

- A review of the uniform policy is in progress; specific updates to be discussed in future meetings.
- Input from parents and teachers will be gathered to assess current compliance and identify any necessary adjustments.

c. Additional Policies

- The board is considering reviewing other relevant policies, such as health and safety guidelines, to ensure alignment with current needs.
- Emphasis on creating a safe and inclusive environment for students and staff.

7. Principal/SLT Update - 45 minutes

● **General Updates**

- **Assessment and Testing:**
 - Star testing for grades 1-5 completed. Data will be used as a baseline for tracking student progress throughout the year, with retesting planned for January and April. Maisa Youssef will share data from both last year and this year for consistency.
- **Technology Issues:**
 - Wi-Fi connectivity remains a significant challenge, affecting students' ability to use Chromebooks effectively. The IT director has been addressing these issues, but support is limited as the IT person is shared with two other schools. A consultant's recommendations have been partially implemented, but further improvements are necessary.
- **HR and Staffing:**
 - All critical HR positions have been filled, and the team is working to onboard new staff effectively. Oasis has sent health forms for

insurance. SLT is focused on streamlining the process for new hires.

- **Facility Improvements:**
 - Additional Chromebooks and technology resources have been acquired, but the old infrastructure is causing frustrations among teachers and students. Ongoing discussions about upgrading the Wi-Fi system and increasing IT support are crucial.
- **Classroom Needs**
 - **Shared Aide for 3rd Grade:** Discussion on the necessity of a shared aide due to a split class size. *The board agreed to move forward with the search for an aide, recognizing the benefits for both students and teachers.*
 - **Dismissal Procedures:** Current dismissal times are creating congestion, especially with parents arriving for Jumma. A new dismissal plan is set to be implemented in October to streamline the process (2:15pm dismissal), with a focus on ensuring student safety.
- **Enrollment and Curriculum**
 - **Enrollment Process:** Discussions are underway regarding the upcoming enrollment period starting in January. The SLT will review the admissions process to ensure alignment with the school's academic goals and community values.
 - **Quran Curriculum Training:** Ongoing training for Quran teachers with the curriculum author is actively engaging teachers to enhance students' reading proficiency.
 - **Community Engagement:** Plans for guest speakers and community events to enrich the educational experience and foster stronger connections within the community.
 - **FACTS App Update:** 22 families are not yet enrolled, but efforts are underway to address this. Enrollment began after the school year started, allowing some families to attend school without completing the enrollment process. To encourage timely participation, we are setting clear deadlines for enrollment.

8. Open Floor - 20 minutes

NEXT BOE MEETING:

Action Items (as discussed in minutes):

- **Follow-Up Discussions:** Review the room split, Friday dismissal, and HR topics from the last meeting.
- **Meet & Greet:** Board to schedule a meeting with SLT to align on priorities and enhance collaboration.