



## GOVERNING BOARD MINUTES – Regular Board Meeting

### Meeting of Friday, November 21, 2025 at 5:30PM

5465 El Cajon Blvd., San Diego, CA 92115 (Library)

Join Zoom Meeting:

<https://iftincharter-net.zoom.us/j/82105993384?pwd=SlJ78kF042UmjW8lDotU9MQ5zpaewyg.1&jst=2>

*“Providing a strong educational foundation to all students who are in need of direction and support in learning English and finding their way in a new culture.”*

**Mission:** Iftin Charter School provides students in grades TK-8 an academically rigorous, common core aligned curriculum, supplemented with a technology intensive program in a student centered, safe and caring learning environment. ICS addresses the needs of a diverse group of students, their families and communities by building on the strengths of the students’ cultural heritage and life experiences. ICS students are educated and enlightened to become successful, lifelong learners and valuable members of the global community.

Approval of Agenda: Dr. Joseph Johnson

#### WELCOME GUESTS / CALL TO ORDER 5:30 AM

#### Roll Call

Dr. Joseph Johnson_____	President present
Rahmo Abdi_____	Secretary present
Mulki Hersi_____	Treasurer present
Faisal Ali_____	Member present
Ibrahim Hassan_____	Member present
Shuayb Mumin_____	Member present
Rashid Mursal_____	Member present

#### Call to Order and Establishment of Quorum

- Dr. Joseph Johnsons called the meeting to order at 5:30 p.m.

#### PUBLIC COMMENT

PUBLIC COMMENT— Anyone wishing to address the Board on agenda, non-agenda, and/or Closed Session items may do so. Individual speakers will be limited to three (3) minutes. Total public input on any one subject may be limited to fifteen (15) minutes, and may be extended at the discretion of the Board Chairperson. Comments on an agenda item may be taken when the agenda item is discussed by the Board. Comments on non-agenda items will be heard before the Consent Motion.

\* Public comments were invited for agenda and non-agenda items. Each speaker was allotted three minutes. No public comments were submitted.

#### CONSENT ITEMS

##### A) Approval of Meeting Minutes

- August 29, 2025
- September 19, 2025



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Motion: Approve the consent agenda as presented.

Vote: Ayes – Unanimous | Nays – None

Motion Passed

### Discussion Items

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#### A) CEO Report (Maslah Yussuf)

The CEO provided updates on school operations, instructional progress, and overall organizational priorities. Key highlights included continued focus on student achievement, staff support, and operational stability. The Board acknowledged the update and commended administration for ongoing efforts.

#### B) Monthly Financial Report

Andrew Wassell (CSMC) presented the monthly financial report, including revenue, expenditures, and current cash flow status. The Board reviewed the report and discussed fiscal trends and budget alignment. No action was taken.

#### C) Emergency and Safety Plan Updates

Administration presented updates to the Emergency and Safety Plan for the 2025–26 school year, including required compliance updates and procedural revisions. The Board reviewed the updates and discussed implementation and annual review requirements.

#### D) Fiscal Policy & Procedures Updates

Administration presented recommended revisions to the Fiscal Policy & Procedures (FPP) to strengthen internal controls and ensure audit compliance.

Key updates discussed included:

##### Capital Assets Threshold

Administration recommended revising the FPP to formally establish a \$5,000 capital assets threshold, specifying that assets purchased or acquired with an original individual cost of \$5,000 or more are to be classified and tracked as capital assets.

##### Signature Authorities

Administration recommended maintaining the \$10,000 approval threshold, while exempting recurring payments such as utilities, health insurance, and other routine contractual obligations from this requirement.

##### Stale-Dated Checks

Administration recommended adding a Stale-Dated Check Policy and procedure, consistent with standard accounting practices. The school will ensure that all stale-dated checks are reviewed, resolved, and cleared prior to the next interim audit for FY 2025–2026.



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Accounts Payable (AP) Batch Invoices & Reimbursement Processing

Administration recommended standardizing AP processing by requiring submission of a single Accounts Payable Allocation Sheet, signed and dated, for each batch of invoices or reimbursements.

Additionally, Administration recommended investing in a Payment Approval Stamp with dual-signature capability, requiring:

- One signature for invoices under \$10,000 (Operations Manager approval), and
- An additional Board Member signature for invoices of \$10,000 or more.

The Board discussed the proposed updates and their impact on financial oversight and audit readiness.

### Action Items

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#### A. Approval of Emergency and Safety Plan Updates

**Motion:** Approve the Emergency and Safety Plan updates for the 2025–26 school year.

**Vote:** Ayes – Unanimous | Nays – None

**Motion Passed**

#### B. Approval of Fiscal Policy & Procedures Updates

**Motion:** Approve the revised Fiscal Policy & Procedures

**Vote:** Ayes – Unanimous | Nays – None

**Motion Passed**

### Closed Session

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**None**

**Report to Open Session**

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**Reportable Action:** None.

### Advance Planning

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The next regularly scheduled Governing Board Meeting will be held on **Friday, December 19, 2025 at 5:30PM.**

**Adjournment.**

The meeting adjourned at **7:39 PM.**

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of Iftin Charter School at (619)265-2411. Notification of 48 hours prior to the meeting will enable the School to make reasonable arrangements to ensure accessibility to that meeting (28 CFR 35.102.35.104) Additional questions can be sent to Operations Manager, Abdi Mohamud, at [Mohamud@iftincharter.net](mailto:Mohamud@iftincharter.net)*