



5465 El Cajon Blvd. San Diego CA 92115 (619)265-2411
GOVERNING BOARD MINUTES - Special Board Meeting
Special Meeting Friday, August 24, 2018 at 6:00 PM
Iftin Charter School Library

“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 K-8 an academically rigorous, common core aligned curricula, 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.

WELCOME GUESTS / CALL TO ORDER 9:26 PM

Roll Call

Abdulkarim Warsame	President present
Joe Udall	Secretary present
Mulki Hersi	Treasurer absent
Rahmo Abdi	Member present
Faisal Ali	Member present
Ibrahim Hassan	Member present

PUBLIC HEARING: Only for Items on this Special Meeting Agenda

This is the appropriate point in the meeting for any members of the audience to speak on matters of special interest or concern not on the present agenda. If they wish to address the Board, they are requested, prior to the meeting, to submit to the Secretary of the Board their names and the subject on which they wish to speak. Time is limited to three minutes for each individual. Individuals wishing to comment on items on the present agenda may do so during this portion of the meeting. Complaints about specific personnel are not appropriate for public session. Please submit any complaints to the Board Secretary in writing.

No speakers present.

REGULAR SESSION

Discussion Items:

a. Report from Consultants

1. Senergy Education

Dr. Guthrie had a family matter and could not attend.

2. Maani Global Consulting

Iftin recruited Maani Global Consulting for high level administrative support. Tasks included Teacher recruitment, key admin positions recruitment, orientation week, and community outreach. This year we are getting the right people in place, and this starts with orientation.



High level projects: job descriptions, pay schedules, performance evaluations by position, exit interviews implementation, hiring process, and centralized communication policy.

- b. New Employee Rehire Policy: **Attachment 1**

Warsame: How does our HR policy handle these ideas?

- c. New Internal Hiring Policy: **Attachment 2**

(similar conclusion to item b.)

- d. New Business Manager Job Description: **Attachment 3**

Position needs to be posted, and any suggestions we have let's send this to administration. Minor details need to be ironed out, and forward suggestions. Administration work vs board work.

- e. New Business Manager Pay Schedule: **Attachment 4**

Pay schedule should be for every employee. A business manager is how much work you want to give them, and what you are willing to undertake. 59 to 130K is the range of prices.

Udall: This table is great, and we need to continue developing for all the positions. Possible as a retreat topic as well?

Ali: I agree, but based on the numbers presented, not sure if we will get the best candidate for the number.

Warsame: Benefits need to be established in next round.

- f. New Expense Reimbursement Form: **Attachment 5**

Simple way is to make it one sheet, and which category it falls into, and attach the receipt.

- g. New Interview Guide and Score Sheet: **Attachment 6**

Hori: Before we finalize, I will meet with Mr. Maani and we will continue to improve on these policies. This was a good first reading, and we need these policies in the future.

Maani: This will improve staff retention, and their performance will improve.

ACTION ITEMS:

1. Table the New Employee Rehire Policy: **Attachment 1**



Motion Udall Second Hassan Ayes Warsame Udall Hassan Ali Abdi Nays N/A Abstain N/A Absent Hersi

2. Table the New Internal Hiring Policy: **Attachment 2**

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3. Table the New Business Manager Job Description: **Attachment 3**

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4. Table the New Business Manager Pay Schedule: **Attachment 4**

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5. Table the New Expense Reimbursement Form: **Attachment 5**

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6. Table the New Interview Guide and Score Sheet: **Attachment 6**

Motion Udall Second Hassan Ayes Warsame Udall Hassan Ali Abdi Nays N/A Abstain N/A Absent Hersi

ADVANCE PLANNING

[The next regularly scheduled Governing Board Meeting is as calendarized.](#)

ADJOURN 10:40 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)