

***UBAH Medical Academy
Board of Directors' Meeting
February 24, 2008***

Present: Abdirashid Warsame, Abdullah Mohamed, Ali Muse, Jackie Oss, Mohamoud Ismail, Abe Gadalla, Nancy Albrecht and Mohamed Osman.

Absent: Anthony Theis & Dr. Mark Felsheim

Ex-Office: Muse Farah, Heather Mansour & Mohamed Egeh

Guest: Daniel Middlestedt

1. Approved of the agenda:

The chairman of the board, Abdirashid, asked the members if there are any changes or additions to the already distributed agenda of the meeting – no changes or additions were cited. Then, the chairman called for a motion.

Motion: To approve the agenda as submitted. (Mohamoud Ismail moved, Ibrahim Gadalla seconded. Motion passed).

2. Approval of the previous two meetings of December 9, 2007 and January 13, 2008:

The previous two minutes were distributed & thoroughly reviewed by the board members. The board chair, Abdirashid asked the members, if they have any changes, corrections or additions regarding the minutes. No responses were raised. Then the chairman called for a motion.

Motion: To approve the minutes of the previous two minutes of December 9, 2007 and January 13, 2008 [Jackie Oss moved, Nancy Albrecht seconded. Motion passed].

3. Century College Representative Remarks:-

The board chair, Abdirashid tabled this issue due to Dr. Mark's absence.

4. Treasurer's Report:

Mohamed Egeh, the business manager, highlighted UMA FY 2007-2008 Revised Budget based on 255 ADM with total revenue of \$2,944,588. He mentioned that, lease increases when students' enrollment increases. He also mentioned that there is a deficit on the food services fund, because of the participation of extra students who are not eligible, however, he declared that deficit will be taken care within the current year and not after the fiscal year. The Revised Budget was based up to the end of January 2008. He concluded that the school is on the right track as the bench mark is below 58%. During the discussions, Muse Farah informed the members that they came across two employees working for the school and without pay checks. So, they paid them. How this happened will be discussed with the vendor. Ali Muse also said that the \$19,000 allocated for the community education have to be increased and adjusted to the already 1% decided. The chairman, Abdirashid, postponed the issue to the next board meeting.

Motion: To approve the Revised Budget as submitted (Jackie Oss moved, Ali Muse seconded. Motion passed).

5. Co-Directors' Report:-

- A. Muse Farah highlighted the sport's program, stating that sports will start on February 27, 2008 for both boys and girls who composes of 30 boys and 20 girls. The two teams will practice two hours per session each day. Two professional coaches will do the training. Students who have 2.5 GPA and above were selected. The school provided them with one bus.
- B. Jackie Oss had a meeting with MIMS 8th graders for recruitment for the next year and provided them with brochures as she explained them the curriculum and the requirements needed to be graduated. Jackie Oss also informed the members that the school conferences will be one in every quarter instead of two consecutive days.
- C. Muse Farah also informed the members that they have hired, "Mohamed Ismail", as a security employee in order to maintain safe environment. Besides, Abdirizak Nur was also recruited as an Educational Assistant in place of Abdirahman who left the job.
- D. Heather Mansour then distributed a handout regarding Emergency Planning and Procedures Guide for schools to the members and told them that every staff member will be given one copy.
- E. Lastly, Musa Farah highlighted the status of enrollment and said the total number of students is 271 as of today where 122 are boys and 149 are girls.

6. Discussion Item:-

A. Teachers evaluation process:-

Heather Mansour informed that teachers' evaluation will start next week. Teachers were provided with the process and the time.

B. Revised Lease 2007-2008:

Heather Mansour stated that the Lease increased because of the increased number of students beyond the already projected number of 250.

Motion: To approve the revised lease as submitted [Ibrahim Gadalla moved and Nancy Albrecht seconded. Motion passed].

C. Complaint process: -

This issue has been postponed to the next board meeting for final reading.

D. Board Training update:-

The board chair, Abdirashid stated that some of the members have participated Training recently. The Co-Directors also participated Mac's training.

7. Action Items:-

A. Board policies: the four (4) topics [#490, 410,413 and 417] have been postponed to the next board meeting for final reading.

B. Co-Director's Evaluation Process:-

The board chair, Abdirashid, distributed an evaluation instrument consists of 20 areas to the board members for evaluating the Co-Directors, adding that evaluation would be two years from now on. The Co-Directors would be evaluated as one since they execute and perform the same job. Then, he asked the two directors to choose either to stay during the evaluation or go out of the meeting. Both of them decided to stay. Nancy Albrecht said, it is difficult for me to evaluate my directors while they are sitting in front of me. The chairman responded, saying the law permits. Thereafter, the board members started the evaluation. Then, the chairman collected the ballots [Evaluation Instruments] and asked two board members to count and come out with the results. The average score was 4.4 out of 5.0 points which indicates that they have handled & executed their jobs perfectly.

Motion: To approve two more years for the Co-Directors. (Jackie Oss, Ali Muse, Mohamoud Ismail, Mohamed Osman, Abdullah Mohamed, Ibrahim Gadalla, Abdirashid Warsame Aye, Nancy Albrecht abstained). Motion passed.

8. Board Members' comments:-

Nancy Albrecht said, teachers must be part of the solutions and should not be blamed, process of encouraging & working with them is important.

Ali Muse said: If a teacher doesn't meet the required expectations by not functioning properly, the administration has the right to give notice within two weeks.

Musa Farah intervened, saying that they have good teachers, however, they don't have enough time to share with them.

Abdullah Mohamed, said, teachers have the freedom to come with ideas & suggestions & shouldn't be blamed. There must be communication between the two sides.

Mohamed Osman added that administrators can create sound relationships among their staff and he personally likes to work as a team.

9. Adjourning the meeting:

The chairman, Abdirashid called for a motion to close the meeting.

Motion: To adjourn the meeting, Ibrahim Gadalla moved, Jackie Oss seconded. Meeting closed at 7:50 pm.