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*“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.”*

## **GOVERNING BOARD AGENDA- Regular Board Meeting**

**Meeting of Friday, November 17, 2023 at 5:30PM**  
5465 El Cajon Blvd., San Diego, CA 92115 (Library)

**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 5:30PM**

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#### **Roll Call**

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Dr. Joseph Johnson	President
Rahmo Abdi	Secretary
Mulki Hersi	Treasurer
Faisal Ali	Member
Ibrahim Hassan	Member
Shuayb Mumin	Member
Rashid Mursal	Member

#### **PUBLIC COMMENT**

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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.

#### **Consent Items**

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- A) Approve meeting minutes of 9/28/23

#### **Discussion Items**

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- A) CEO Report
- B) Establishment of Board Committees

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## Action Items

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- a. Approval Establishment of board committees.

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## Closed Session

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N/A

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## Report to Open Session

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Reportable Action:

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## Advanced Planning

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The next regularly scheduled Governing Board Meeting is to be held on Friday, December 15, 2023 at 5:30PM

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*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) If you would like to request any attachments or other public documents, contact Abdi Mohamud at: [Mohamud@iftincharter.net](mailto:Mohamud@iftincharter.net)*



## GOVERNING BOARD MINUTES – Regular Board Meeting

### Meeting of Thursday, September 28, 2023 at 5:30PM

5465 El Cajon Blvd., San Diego, CA 92115 (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 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 absent
Mulki Hersi_____	Treasurer present
Faisal Ali_____	Member present
Ibrahim Hassan_____	Member absent
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.

During the public comment section of the meeting, Ms. Franco and Ms. Barcena read a letter describing several concerns related to personnel matters.

The letter did not provide sufficient detail to adequately understand who was being accused, what evidence supported the accusations, what efforts had been made to resolve the issues, and what had been the result of those efforts.

Iftin board in a response referred to Iftin Charter School Board’s Procedure for Internal Resolutions (Policy #1000-14). The policy describes specific timelines for addressing concerns.



## GOVERNING BOARD MINUTES – Regular Board Meeting

### CONSENT ITEMS

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- A) Approve meeting minutes of 7/14/23, 8/11/23 and 8/25/23

**Motion** Mursal **Second** Ali **Ayes**, Ali, Mursal, Johnson, Mumin, Hersi **Nays** N/A **Abstain** N/A **Absent** Hassan, Abdi

### Discussion Items

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- A) CEO Report
- B) Establishment of board committees
- C) Monthly Financial Board report
- D) 2023 Dashboard local Indicators
- E) 2023 Local Control and Accountability Plan

### **CEO Report: Maslah Yussuf, CEO**

Greetings from Mr. Yussuf to all board members and attendees. “In unity we find strength and resilience, one of the traits of Iftin Charter, we are stronger, better and more hopeful. I would like to express my heartfelt gratitude to all stakeholders who play a vital role in shaping our community. We appreciate you.”

We are deeply committed to the children of Iftin. Our parents are coming from far places throughout San Diego County, knowing that we care and we will do everything we can to support them.

Our enrollment is growing, currently we have 470 students. We have a waiting list for our TK class, due to our capacity.

We are deeply honored and humbled by this opportunity to serve and we remain committed to delivering the highest quality education and service to all.

We held our first parent meeting was held September 8<sup>th</sup> and we shared our goals for the year.

Our back-to-school night was held September 12<sup>th</sup>, teachers welcomed many parents and discussed how to best serve our students.

### **Establishment of board committees**

This item on the agenda has been tabled.

### **Monthly Financial Board report**

This report is as of Aug 31, 2023, compared against our board-approved budget on 6/23/2023, which was based on 470 enrollment and budgeted ADA of 410. Please note, if school does not hit the ADA numbers at P2 (mid-April), budget will be negatively affected. School budget was based around a net loss/deficit of <\$161,854>.



## GOVERNING BOARD MINUTES – Regular Board Meeting

YTD Revenues Through Aug 31, 2023, are \$428,466 or 39.4% over our current budget due to timing of funds being received earlier than budgeted. This is not new revenue and has no impact on the original budget.

YTD Expenses Through Aug 31, 2023, are \$735,087 or 4.1% under our current budget due to timing. Expenditures in totality are currently trending lower than budgeted; however, there is no known savings at this time as the school has until the end of the fiscal year to utilize the budget expenses.

Therefore, net income is (\$306,621) or -33.2% over our current budget due to the notes above; however, school has also budgeted a net loss/deficit for the year of <\$162K>.

Balance Sheet: As of Aug 31, 2023, we had total cash of \$3,501,358, short-term liabilities of \$2,441,552, and long-term liabilities of \$0. The ending fund balance is \$1,980,883.

### 2023 Dashboard local Indicators (Abdi Mohamud)

This measuring system assesses how our school is meeting the needs of students. Performance on these measures is reported in California School Dashboard.

Our has surveyed leadership team, classroom teachers and parents. The indicators are the priorities in the local control funding formula (LCFF) and aligned under Every Student Succeeds Act. The local indicators also inform our process and planning the Local Control and Accountability Plan (LCAP).

This self-reflection tool allows our school to identify areas of strengths and improvement efforts. Finally, our SSC committee reviewed our current progress and to participated in a discussion and shared great ideas for implementation.

### 2023 Local Control and Accountability Plan (Abdi Mohamud)

We found much needed revisions that involved consultation with all stakeholders. In order for the LCAP to be legally complaint, we addressed all the missing items. The new revisions require a public hearing and adopted by the governing board.

### Action Items

- a. Approval of 2023 Dashboard Local Performance Indicators

**Motion** Mumin **Second** Mursal **Ayes**, Mursal, Abdi, Ali, Johnson, Mumin, Hersi **Nays** N/A **Abstain** N/A **Absent** Hassan, Abdi

- b. Approval of 2023 Local Control and Accountability Plan

**Motion** Ali **Second** Mumin **Ayes**, Ali, Mursal, Mumin, Johnson, Hersi **Nays** N/A **Abstain** N/A **Absent** Hassan, Abdi

### Report to Open Session

**Reportable Action:** None



## GOVERNING BOARD MINUTES – Regular Board Meeting

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### **Advance Planning**

The next regularly scheduled Governing Board Meeting is to be held **on Friday, October 27, 2023** at 5:30PM.

### **Adjournment. 8:14pm**

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## **IFTIN CHARTER SCHOOL BOARD COMMITTEES**

### **Purpose:**

The general purpose of the Iftin Charter School Board committees is to support the effective governance and operation of the charter school by focusing on specific areas of critical importance. These committees will serve within the board's structure, with each committee concentrating on a particular aspect of the school's functioning.

### **Meeting Schedule, Membership, and Term of Service:**

- Quarterly Meetings, 1-2 hours
- Committee Membership, 2-3 members
- 2 Year Term

## **ROLES & RESPONSIBILITIES**

### Finance Committee:

1. Develop recommendations for the annual budget, advising the board on the allocation of financial resources in alignment with the school's strategic objectives.
2. Review financial reports, proposed budgets, and audits to ensure fiscal responsibility.
3. Review financial terms and conditions of contracts with vendors, ensuring favorable terms and compliance with financial policies.
4. Develop and recommend financial policies and procedures to the board for approval, ensuring alignment with industry best practices and legal requirements.
5. Monitor compliance with established financial policies and recommend updates or revisions as needed.

### Academic Improvement Committee:

1. Promote and concentrate on matters related to educational programs, curriculum development, teaching strategies, and student performance.
2. Review educational policies, curriculum proposals, assessment methods, and instructional goals.
3. Collaborate with the school leadership to analyze the school's academic data to identify trends, strengths, weaknesses, and areas for improvement.
4. Champion strategies to involve parents in their children's academic journey and school activities.
5. Develop recommendations for policies that uphold academic standards and ensure quality education.
6. Develop recommendations regarding assessment policies and practices, advising the board on how to enhance assessment strategies for accurate measurement of student progress.
7. Advise the board on effective strategies to engage parents and the local community in academic initiatives and foster a strong home-school partnership.

### Environment and School Culture Committee:

1. Establish effective channels for students, staff, and parents to provide feedback and suggestions regarding the school environment and culture.

2. Recommend establishing guidelines for allocating facilities to various school programs, extracurricular activities, and community use.
3. Review student behavior and discipline policies, ensuring they are fair, consistent, and conducive to a positive school culture.
4. Review and suggest updates to anti-bullying policies and procedures to ensure a safe and inclusive school environment.
5. Conduct surveys to gauge the overall school climate, student satisfaction, and staff well-being.
6. Develop recommendations to the board based on assessment outcomes to enhance the overall school environment and culture.
7. Review and suggest updates on safety and security policies, ensuring compliance with local, state, and federal regulations and industry best practices.





Avoiding overlap between board and administration work is essential for effective governance in organizations. Here are some insights to help prevent such overlap:

1. **Clearly Defined Roles:** Ensure that the roles and responsibilities of the board and administration are well-defined and documented. This includes specifying who is responsible for strategic decision-making (board) and who handles day-to-day operations (administration).
2. **Regular Communication:** Promote open and transparent communication between the board and administration. Regular meetings, updates, and reports help both sides understand each other's activities and priorities.
3. **Establish Boundaries:** Define clear boundaries between the board's governance role and the administration's management role. The board should focus on setting the vision, mission, and strategy, while the administration implements these directives.
4. **Policy Development:** The board should focus on policy development, setting guidelines, and monitoring compliance. The administration should be responsible for executing these policies.
5. **Avoid Micromanagement:** Board members should avoid micromanaging daily operations. Trust the administration to handle operational details, and intervene only when there's a significant strategic concern.
6. **Delegation:** Encourage delegation of authority within the administration to ensure decisions are made at the appropriate level. This reduces the need for constant board involvement in operational matters.
7. **Clear Reporting:** Require the administration to provide regular and comprehensive reports to the board. This helps the board stay informed without getting involved in operational details.
8. **Training and Education:** Provide training for both board members and administrators to understand their respective roles and responsibilities. This can help prevent unintentional overlap.
9. **Conflict Resolution:** Establish a process for resolving conflicts that may arise due to role overlap. Having a clear mechanism for addressing disputes can prevent these issues from escalating.
10. **Regular Review:** Periodically assess the effectiveness of the board-administration relationship and make adjustments as needed to ensure the organization runs smoothly.

By implementing these insights, organizations can reduce the risk of board-administration work overlap and enhance their overall performance and governance.