

**AN NOOR QUR'AN ACADEMY
COMMITTEE HANDBOOK**

2016-2017

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In the name of Allah the Most Beneficent, the Most Merciful
Constitution and Bylaws of An-Noor School
Committee

PREAMBLE

The founders of this organization adopt the following creed for the organization: “There is no god worthy of worship except Allah (s.w.t.) and Muhammad (s.a.w.) is the Messenger of Allah”. All policies and procedures of this organization shall be consistent with the teachings of the Holy Quran, and the examples of the Prophet Muhammad (peace and blessings be upon him) as documented in the authentic narration.

ARTICLE I: NAME

The name of this organization shall be An-Noor School. An-Noor School is the full time School under Islamic Association of Raleigh (IAR) that teaches Quran and Academics and is registered with the North Carolina Division of Non-Public Education (NCDNPE).

ARTICLE II: OBJECTIVES AND PURPOSES

This is described below as its mission

statement. Section 2.01 - Mission:

Establish an institution that will nurture a strong connection with the Book of Allah, the Glorious Qur’an, through its memorization, understanding and implementation, and to develop well-rounded future leaders who are guided by the Qur’an and *Sunnah*

ARTICLE III: AUTHORITY AND DUTIES OF AN-NOOR SCHOOL COMMITTEE

Section 3.01 - Authority and functions of the An-Noor School Committee: The An-Noor School Committee, hereafter referred to as “the Committee”, is the policymaking and governing body of the school and may exercise all the powers and authority granted to it by IAR Board of Education and by these Bylaws. All committee members shall be voting members.

The Committee shall establish broad goals to fulfill the School Mission (provided in the mission statement) and help translate those goals into plans of action. The Committee shall create the necessary administrative procedures to implement personnel and fiscal policies and ensure they are consistent with the School policies and in conformity with the applicable State laws. Once developed, the Committee shall implement them appropriately.

The Committee shall function within the framework of NC State laws, State Board of Education policies, and any other County, State or Federal guidelines as well as the IAR Constitution. The IAR Board of Education shall oversee the functioning of the committee. The Committee shall report to the IAR Board of Education and submit semiannual progress reports to the board.

The Committee shall also:

- a. Develop and monitor the application of School policies

- b. Hire the School Director or Principal who in turn will report directly to the School Committee
- c. Have the final authority to approve hiring or dismissal of all teachers and staff and approve their duties
- d. Develop the annual budget Help determine the need and procure finances for the operation, sustenance and improvement of the School
- e. Evaluate educational programs annually to ensure the School is meeting its goals and mission
- f. Review maintenance of records, accounts, archives, management methods, and procedures considered essential for the success of the School
- g. Devise effective means of communicating important school information to the community

Section 3.02 – Composition of the School Committee: The members of the Committee shall be a Chair, Vice-Chair, Secretary, Treasurer and other supporting members for various functions as necessary.

Section 3.03 - Number and Tenure: The Committee shall consist of an odd number of members with a minimum of five (5) and a maximum of eleven (11) members. Committee members shall serve a three-year term and may serve for any number of additional terms in office, consecutive or otherwise.

Section 3.04 - Criteria and Selection of Committee Members: Committee members should be adults from the Muslim community who can serve as good Islamic role models by following proper Islamic etiquette, dress and judgment. Committee members may identify potential candidates for Committee roles, but prior to their selection, the Committee must be provided with support for why the candidate would be successful in their potential role. Candidates must obtain approval of the Committee by majority vote prior to a final selection.

Section 3.05 - Chair: The Chair shall be selected directly by the IAR *Shura* on the recommendation of the IAR Board of Education . It is highly recommended that the Chair be a member of the An-Noor School Committee. He/She shall be the liaison between An-Noor School and the IAR. In addition, the Chair shall perform such other duties as on occasion shall be assigned by the IAR or as requested by the An-Noor School Committee. If the Chairman resigns or is no longer able to serve in this capacity, then the Vice Chair will serve as the acting Chair till a new chair is appointed..

Section 3.06 - Vice Chair: The Vice-Chair shall be a member of the An-Noor School Committee and will also be appointed by the Shura on the recommendation of the Committee Chair. The Vice Chair, in the absence of the Chair, shall perform the duties of the Chair. The Vice-Chair shall perform such other duties as are assigned by the Chair or the Committee.

Section 3.07 – Treasurer: The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give receipts for monies due and payable to the organization from all sources. The Treasurer shall make disbursements as authorized by the Chair and/or Principal/Director in accordance with the budget adopted by the Committee. The Treasurer shall present a written financial report to the Chair every quarter and at other times as requested by the IAR Shura or Executive Board. In addition, the Treasurer shall perform such other duties as required by the An-Noor School Committee.

Section 3.08 - Secretary: The Secretary shall be responsible for preparing the agenda and keeping all meeting minutes, presenting these minutes for approval and updating all open and closed action items. In addition, the Secretary shall perform such other duties as required by the An-Noor School Committee.

Section 3.09 – Resignations: Committee members wishing to resign or nearing the end of their term shall attempt to find replacements for them and shall train them prior to ending their term. All replacements shall be subject to Committee approval.

Section 3.10 – Compensation: Committee members shall serve as volunteers without compensation.

Section 3.11 – Procedures:

- a) The committee shall meet at least once a month. All decisions of the Committee shall require approval of the majority of the members present. Votes shall be cast and, in case of a tie, the

- chairperson shall make the decision. Proxies shall not be allowed.
- b) The meetings will be called for by the Chairman – all members shall be notified about the time and place of a meeting at least 3 days in advance
 - c) Each meeting shall have agenda items to be discussed which will be emailed to each committee member ahead of the meeting
 - d) A committee seat shall be considered vacant if a member formally resigns, leaves the area for 6 months or more, fails to attend 3 consecutive meetings without being excused, or fails to attend at least 50% of scheduled meetings in a calendar year
 - e) If a committee member happens to be a School parent as well, he/she must abide by all policies and procedures of the School and care must be exercised to avoid any financial conflict of interest

ARTICLE IV AMENDMENTS

These bylaws may be altered, amended or repealed, and additional bylaws adopted by the affirmative vote of a majority of Committee members. Amended bylaws will have to be approved by the IAR before adoption.

Ethical Conduct For Committee Members

All members of the An-Noor School Committee including the Chairperson SHALL:

1. Maintain the highest level of confidentiality regarding matters discussed within the committee. All members will agree to sign a confidentiality agreement. Breach of the confidentiality agreement is grounds for removal from school committee.
2. Consult with the Director in operational and management decisions of the School
3. Act like a parent in the School premises (if a committee member is a parent of an An-Noor student)
4. Not enter into classrooms while School is in session, without the approval of School Director and respective teacher(s)
5. Not make any single handed decisions and must always consult with the School Committee at large and Director, unless authorized to do so
6. Not exert authority over anyone in the School, whether that be a staff or committee member, student or parent
7. Not assign any tasks to the staff members by himself or herself. All such requests must be channeled through the director, chairperson, or the responsible subcommittee lead
8. Not discuss any policy matters, ideas, suggestions or recommendations with any staff member except in a formally scheduled meeting that will also be attended by the Director or designee
9. Not make or influence any decisions related to hiring or firing of staff. Such decisions will be based on consensus among the Committee and approval by Director
10. Not exert undue pressure in the process of student enrollment or discharge - this is the responsibility of the Director and Chief Administrator
11. Abide by the Code of Ethics of American Association of School Administrators. Visit the following website for details: <http://www.aasa.org/content.aspx?id=1390>

The following additional guidelines are to be followed:

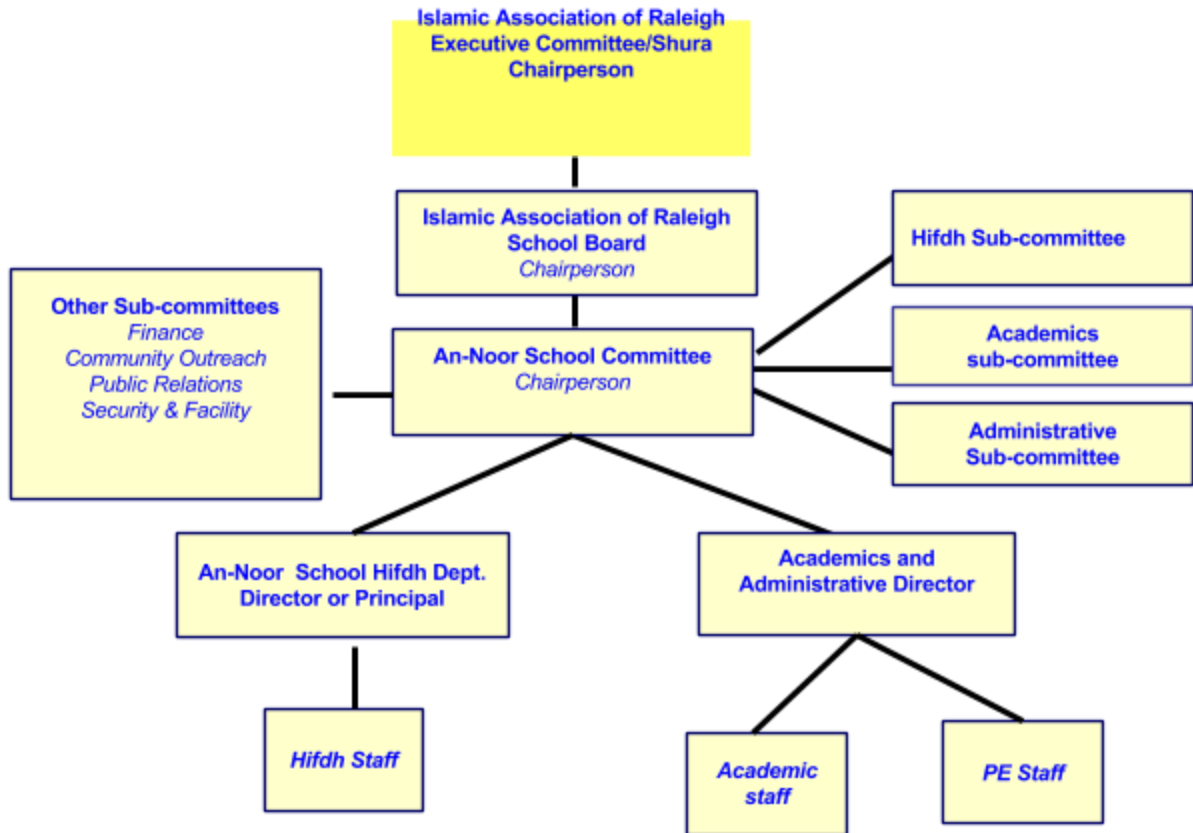
1. All members of the School Committee are unpaid volunteers and work together toward achieving the Mission of An-Noor School for the sake of Allah's pleasure
2. All members of the Committee must familiarize themselves with the "Personnel policy manual of the IAR" and abide by it
3. All members must familiarize themselves with Staff and Student handbooks

**ANQA Committee Composition
2016-17**

Name	Email	Phone
Mateen Akhtar	akhtar.mateen@gmail.com	(919) 605-1771
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Guests:		
Gulsangay Rashidi (Director)	gulsangay2@yahoo.com	(919) 516-3093
Yousuf Badar (PTSO President)	yousufbadar@gmail.com	

Chairperson: Mateen Akhtar
Vice-Chairperson: Amira Ata
Treasurer: Nasim Saleh
Secretary: Mehrin Farooq

ANQA Organizational Flowchart



Subcommittee Assignments

Committee	Lead	Members	Consultants
Finance	Br Nasim	Sr Arshiya	
Hifdh (full-time & hifdh review programs)	Br Khalid Ansari	Br. Omar Br. Farooq Br Khaled Al Zoubi Sr Mehrin	Sh Hassan Sh Ennani
Community Outreach	Br Omar	Br Khalid Ansari	Sh Hassan Sh Ennani
Academic	Sr Amira	Sr Mehrin Br Farooq	Sr Gulsangay
Administrative	Sr Mehrin / Sr Amira	Br Nasim Sr Arshiya	Sr Sarwat Sr Gulsangay
Public Relations	Sr Arshiya	Br Khaled Al Zoubi Br Khalid Ansari Sr Amira	Br Omar Br Yousef Sr Gulsangay
Security & Facility Management	Br Khaled Al Zoubi		

Notes:

- Br Mateen to serve as consultants for all subcommittees and should receive monthly updates from each subcommittee lead.
- Br Mateen to serve as liaison between ANQA committee and the Shura, EC, and IAR School Board

ANQA Finance Subcommittee

The finance subcommittee is in charge of the financial stability of the school. This committee will perform a monthly review of account balances, a quarterly monitoring of expenses in relation to budget, and an annual preparation of the budget. Secondly, this committee will work with the Director to oversee the collection of tuition for full-time and after school programs, as well as the fulfillment of fundraiser pledges. Finally, this committee will implement the salary structure for the staff and the execution of monthly staff payroll as well as other school payments.

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Take over execution of monthly payroll and school payments/pink slips from Br Abdul Lateef
- 2) Development of standardized salary scales for academic & hifdh teachers

Monthly:

- 1) Perform staff payroll
- 2) Brief income/expenditure report for monthly committee meetings
- 3) Collect tuition collection reports from Director for full-time and after-school programs

Quarterly:

- 1) Review of expenses in relation to budget
- 2) Review of fundraiser collections

Annual:

- 1) Budget preparation
- 2) Review of staff salaries
- 3) Presentation at fundraiser regarding financial status of school

ANQA Hifdh Subcommittee

This committee will work closely with the Hifdh Principal to oversee the full-time Quran Hifdh program as well as the alumni Hifdh review programs. The primary focus is to improve the quality of the memorization through the development and implementation Sh. Ennani's new Hifdh curriculum. Furthermore, this committee must ensure standardization of criteria for progression in memorization, old review, new assignments, and grading amongst the teachers. This committee is also responsible for coordinating the efforts to have ANQA alumni lead Taraweeh prayers in Triangle area masajids. In the event of staff turnover, this committee will also help identify, interview, and recruit new teachers.

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Work closely with Sh Chafik and Sh Ennani to develop and implement new Hifdh curriculum for full-time and hifdh review programs
- 2) Advertising and recruitment for Hifdh review program
- 3) Develop and execute transition plan for Sh Ennani
- 4) Evaluate strategies for optimal communication with parents regarding progress of students, including feasibility of electronic communication/Hifdh tracking apps.

Monthly:

- 1) Meetings with Hifdh Principal and Hifdh lead teacher to ensure:
*(*After 3-6 months, may consider reducing frequency of these meetings to quarterly at the discretion of team lead)*
 - a. Full compliance with curriculum, including standardization of assignments and clear objective criteria for progression
 - b. Good communication with parents, including at least quarterly conferences
- 2) Monthly reporting to full committee regarding status of Hifdh curriculum
- 3) Communicate with Director regarding tuition collection for after-school programs

Annual:

- 1) Ensure the performance of teacher evaluations
- 2) Provide staffing recommendations to the committee in order to maximize quality of Hifdh education
- 3) Coordinate external review of Hifdh curriculum for quality improvement

ANQA Community Outreach Subcommittee

This committee will work to work towards the goals of: 1) Developing Qur'anic reading programs for the general community. 2) Recruiting ANQA Alumni to serve as teacher's assistants for Qur'anic education classes, 3) Developing and promoting an ANQA Prep program for 1st and 2nd graders interested in becoming future ANQA students.

This committee will oversee the coordination of An Noor's Quran education programs to the community to improve Qur'anic literacy and to provide a service to the community at all ages and all levels. Would recommend recruiting ANQA alumni to help volunteer as teacher's assistants.

They are encouraged to develop and implement an ANQA Prep Program for 1st and 2nd graders who are interested in enrolling in ANQA's full-time program in the future as a means of pipeline of future students and to improve the success of memorization with enhanced Qur'anic fluency at time of entry into full-time program.

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Development and implementation of ANQA community programs, including advertisement, registration, and securing staff scheduling and classroom accommodations
- 2) Recruit ANQA Alumni as volunteer TA

Monthly:

- 1) Update committee regarding status of programs

Annually:

- 1) Provide staffing recommendations to the committee for optimal functioning of programs

ANQA Academic Subcommittee

This committee will work closely with the Director to oversee the academic aspects of the school, with a focus on maximizing efficiency of curriculum and cost-effectiveness of materials. It is also meant to make sure the needs of the staff are being met via quarterly meetings for feedback. This committee can also explore novel ways to improve the delivery of the academic curriculum and the offering of extra-curricular activities in a manner that minimizes interference with the school's primary goal of Qur'an Hifdh. In the event of staff turnover, this committee will also help identify, interview, and recruit new teachers.

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Evaluate methods to implement curriculum in a more cost-effective method (ie electronically in an effort to reduce costs by moving away from traditional books and papers).
- 2) Evaluate technology needs
- 3) Develop plan to increase computer literacy of students

Quarterly:

- 1) Meet with academic teachers and Director to obtain feedback and address concerns
- 2) Reporting to full committee regarding academic status of school

Annual:

- 1) Report to committee of standardized testing performance to identify strengths and weaknesses of curriculum
- 2) Ensure the performance of teacher evaluations
- 3) Provide staffing recommendations to the committee in order to maximize quality of academics
- 4) Provide committee with recommendation for academic materials
- 5) Ordering of academic materials within budget approved by Finance committee.

Consultant serves as a resource and point of contact to get in touch with staff and schedule quarterly meetings.

ANQA Administrative Subcommittee

This subcommittee will evaluate the essential administrative functions of running the school and work closely with the Director to make sure they are effectively performed. Much of the day-to-day administrative work is to be performed by the Director but this committee will need to oversee these responsibilities. This committee will also be instrumental in the development of successful admissions and student enrollment process, and is encouraged to work with Director to obtain certification/accreditation by a national organization. Some of the Director's responsibilities which this committee is to supervise include:

- a) Oversee admissions/enrollment policies & procedures.
- b) Ensure proper preparation and record-keeping of:
 - a. Staff contracts
 - b. Tuition contracts
 - c. Important school documents such as waivers/consents, evaluations, documentation of disciplinary concerns, parent-teacher conferences, grades, etc
- c) Enforcement of staff vacation policy
- d) Enforcement of disciplinary policy
- e) Updating of staff handbook annually
- f) Making sure all educational requirements by NC Division of Non-Public Education are met
- g) Ensuring opportunities for continued education for the staff
- h) Appropriate parent-teacher communication

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Review job description for Director and optimize to include key tasks
- 2) Oversee admission & enrollment for 2016-17 school year
- 3) Development of independent ANQA Human Resources policy in conjunction with Sr Kawtar
- 4) Evaluate technology needs of the school
- 5) Evaluate need for tuition contracts

Intermediate-Term Tasks:

- 1) Research, identify, and work with Director towards achieving certification/accreditation by a national organization for Islamic Schools such as Council of Islamic Schools of North America, Islamic Schools League of America, etc.

Monthly:

- 1) Recording of committee meeting minutes

Quarterly:

- 1) Meet with Director to ensure fulfillment of duties in job description

Annual:

- 1) Review and updating of Staff Handbook and Parent Handbook
- 2) Approval of school calendar with important events
- 3) Optimization of admissions and enrollment process

ANQA Public Relations Subcommittee

This committee will work on projects that enhance the image and reputation of the school. The specific projects include:

- 1) Website overhaul
- 2) Enhanced communication with parents and donors
- 3) Development of platforms for ANQA Alumni and students to highlight achievements of school.

In addition, this committee will lead the organization of the annual IAR Qur'an contest with help as well as the annual ANQA fundraiser event with the assistance of the entire committee.

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Redesign website to include a first-rate website to enhance image of school and increase. Some suggestions include:
 - a. Add photos of Ramadan 2016 Alumni Huffadh from Shaw, N. Raleigh, IAR
 - b. Add photos from other events
 - c. Upload Fundraiser 2016 student video
 - d. Update list of Huffadh
 - e. Consider recording and uploading recitations of 30th Juzz from ANQA Huffadh available for download
 - f. Add info about alumni accomplishments
 - g. Upload quarterly newsletters
- 2) Improve communication with parents & donors
 - a. Establish a comprehensive database with emails/phone numbers of parents/donors
 - b. Start using MailChimp for enhanced email communication with parents and donors.
 - c. Update parents & donors a minimum of quarterly with announcements and professional newsletters
- 3) Begin sending out quarterly newsletters, to include report from Director, students, alumni, educational info, etc.

Quarterly:

- 1) Meet to evaluate progress, brainstorm new ideas, and report to the full committee

Annual:

- 1) Organize Qur'an Contest with help of selected committee members
- 2) Organize Fundraiser event with help of entire committee

ANQA Security & Facility Management Subcommittee

This committee will work closely with IAR to ensure the highest standards of security and facility management. This committee will identify facility management needs for maintenance/improvement and communicate these to IAR and also to committee for any approval.

Responsibilities/Tasks:

Short-Term Tasks:

- 1) Meet with IAR security and Al-Iman School to review emergency lockdown protocols and assess current security status.

Quarterly:

- 1) Reporting to full committee regarding status updates
- 2) Ensure security drills are being done in school
- 3) Inspection of school facilities to evaluate for maintenance/improvement
- 4) Brainstorming facility needs that could enhance the quality of the school's programs