

Islamic Academy of Delaware and Tarbiyah Islamic School of Delaware Merger Proposal

In the name of Allah the most gracious and the most merciful

Objectives:

- A. To envision, promote and establish a system for excellence in education including Islamic education and regular school curriculum for the Islamic community of Delaware and neighboring counties of Maryland and Pennsylvania and New Jersey
- B. To promote harmony, unity, cooperation and collaboration within the Muslim community with purity of intentions and sincerity of actions for the pleasure of Allah

Organizations

Name: Islamic Schools of Delaware Incorporated (ISDI)

United Islamic School: The new unified school resulting from the merger of the Islamic Academy of Delaware and the Tarbiyah Islamic School of Delaware

Legal Status: For now we will use the 501-C-3 status of ISD till the new legal entity (ISDI) is formed to shield ISD from future financial obligations. Formation of a new 501-C (3) tax-exempt entity registered with IRS and the State of Delaware will be initiated in parallel.

A financial board (names to be published) will be the certified body to carry out the financial obligations of the United Islamic School. This obligation will be legally binding on financial board. This board will also cover the fiscal deficit of the school in the future. The financial board will oversee and meet the expenses related to the merger and the startup of the United Islamic School.

Membership: Once the ISDI is registered, the core general body of the ISDI will consist of parents, teachers and alumni of the Islamic school. Membership shall also be open on request to the members of the Islamic community in Delaware and its vicinity. Initial constitution and bylaws of ISDI shall be ratified by ISD and Tarbiyah Boards before merger. All future changes or amendments to ISDI constitution and / or bylaws will be sent to ISD Board. ISD Board will have the power to reject any or all of the changes based on 2/3 majority of its members within 2 weeks of their

receipt and send them back to ISDI for reconsideration. Any changes or amendments subject to such rejection by ISDI will not be adopted by ISDI.

Physical locations and properties:

Campus A - Current location of the Islamic Academy of Delaware situated at 28 Salem Church Rd, Newark DE

Campus B - Current Tarbiyah campus situated at 698 Old Baltimore Pike, Newark DE

Usage of current Tarbiyah School Campus:

1. Tarbiyah Islamic School will give Islamic Society of Delaware and/or the new organization (Islamic school Delaware Inc., ISDI) the exclusive right of use for the purpose of Islamic education the current facility called Tarbiyah Islamic School with all its education and sporting facilities located at Campus B.
2. Tarbiyah Islamic school will merge into and will become part of ISDI and will cease to exist as an entity.
3. The United Islamic School through its financial board will take full future financial responsibility including all cost for running expenses for the United Islamic School.
4. The United Islamic School through its Financial board will take over the future financial responsibility of buying the current school property at Campus B and the surrounding property for future expansion and use by the Muslim Community as whole
5. Both the campus A and campus B and any property acquired by ISDI in future will be the sole property of Muslim community of Delaware and surrounding areas represented by the Islamic Society of Delaware (ISD)
6. The following organizations will cease to exist both as a brand and an entity:
 - a. Tarbiyah Islamic School of Delaware
 - b. First State Islamic Foundation
 - c. Islamic Academy of Delaware
7. After the dissolution of the aforementioned organizations, only two legal entities namely the Islamic School of Delaware Inc. (ISDI) and its parent organization – the Islamic Society of Delaware (ISD) would exist.

8. Merger would result in the transfer of real estate, cash, and bank accounts, durable and non-durable assets of the aforementioned organizations, which would cease to exist, to ISDI.
9. The lease contract for the Tarbiyah School campus will be transferred over to ISDI.
10. The United Islamic school (ISDI) and all its moveable and immoveable properties will be owned entirely and exclusively by the Muslim community of Delaware through its representative organization Islamic Society of Delaware.
11. Masjid Isa will merge into and become part of ISDI as it currently exists in the same building and will be used by the United Islamic School and Quran and Hadith faculty of Delaware for Islamic Education.
12. The United Islamic School (ISDI) will not be liable for any past or current financial obligations.

Usage of ISD Campus:

1. Islamic Society of Delaware (ISD) will give the United Islamic School the exclusive right of use for the purpose of Islamic education without rent the current Islamic Academy of Delaware (IAD) school facility (located at 28 Salem Church Rd, Newark DE) including, multi-purpose hall, parking and sporting facilities as needed and in accordance with the terms and conditions approved by ISD.
2. The United Islamic School will use, maintain and improve the property given to the school by the Muslim community through its representative organization- Islamic Society of Delaware (ISD).
3. Current Islamic Academy of Delaware (IAD) school facility will merge into and will become part of the new school system herein referred to as ISDI and cease to exist as a separate entity.
4. The United Islamic School through its Financial Board will take full future financial responsibility including all cost for running expenses for the combined Islamic school including the current IAD School, and Tarbiyah Islamic School.
5. The United Islamic School will not be liable for any past or current financial obligations.

School Levels

The two campuses will house three (3) levels of studies:

- (1) Pre-School, an extended Day care facility and Elementary School (Operational details to be explored further)
- (2) Middle School and a potential High School (Operational details to be explored further)
- (3) Quran and Hadith Faculty of Delaware – It will also include adult education, weekend and evening school led by the Dean of Islamic Studies. (Operational details to be explored further)

The respective Principals will oversee Campus A and Campus B operations.

School Organizational Structure

The organization of the school will consist of:

- (1) Board of Trustees
- (2) School Board of Education
- (3) Academic Operations Board
- (4) PTA

I. Board of Trustees

- The seven (7) member board of trustees is the highest level of advisory body for the school. Board of trustees meets approximately once a month (or as needed) to receive a report/presentation on the status of the school as well as future plans by the school board.
- Members of the Board of Trustees shall:
 - Be committed to the cause of education with demonstrated and proven service in this field that shall be presented in the nomination process
 - Reflect an attitude of public service, with demonstrated dedication and passion towards the community and Islam;
 - Have their children enrolled in United Islamic School, if the school offers age appropriate grades. (For initial nominations, this clause would apply to the existing parents from IAD and Tarbiyah who have already submitted their enrollment for the next academic year)
 - Fulfill additional criteria as defined by the school by-laws

Initial Board Setup:

- The proposed structure of the Board of Trustees would be as follows:
 - 4 nominees from ISD/IAD
 - 3 nominees from Tarbiyah School
- This body will elect one of the nominees from ISD to head the Board of Trustees
- Any member of the Board of Trustee may be removed from the membership of the board for misconduct, incompetence, negligence or irregularities by a 2/3 majority decision of the other members. The Board of Education must approve the removal of any board member for any reason by a majority decision. ISD Board of directors will have the power to reject such removal of a member of BOT based on 2/3 majority of its members and send it back to ISDI for reconsideration within 2 weeks upon receipt of such removal notice from ISDI. Any removal of a BOT member subject to such rejection by ISD board will not be acted upon by ISDI.
- Initial term of the Board of Trustees is for 3 years and then subject to renewal
- New members of Board of Trustee or renewal of a BOT member after the initial term will be through the 2/3 majority of the BOT. New members or renewal of term will need simple majority approval by the School Board of Education.

- All new members or renewal of terms for existing members will be sent to ISD Board. ISD Board will have the power to reject any or all of them based on 2/3 majority of its members within 2 weeks of their receipt and send them back to ISDI for reconsideration. Any new members or term renewals subject to such rejection by ISD will not be adopted by ISDI.

II. School Board of Education

- School board will provide leadership and school support functions for the smooth operations of the school.
- The school board shall consist of the following 7 members:
 - HR Director (ISD nominee)
 - Finance/Accounts Director (ISD nominee)
 - Communications director (ISD nominee)
 - Dean of Islamic Studies
 - Principal of Campus A
 - Principal of Campus B
 - President of the committee (ISD nominee)
- Members of the School Board of Education shall:
 - Be committed to the cause of education with demonstrated and proven service in this field that shall be presented in the nomination process
 - Reflect an attitude of public service, with demonstrated dedication and passion towards the community and Islam;
 - Have their children enrolled in United Islamic School, if the school offers age appropriate grades. (For initial nominations, this clause would apply to the existing parents from IAD and Tarbiyah who have already submitted their enrollment for the next academic year)
 - Fulfill additional criteria as defined by the school by-laws
- Qualifications and criteria for each of these positions shall be developed and implemented in the school by-laws. To be eligible to serve on the school board, the technocrat(s) must have served the school for at least 1 year in a volunteer capacity either on PTA or in another officially requested position.
- The School Board will decide on bringing in new board member based upon needs and requirements of the school. The need for the new board member must be agreed upon and approved by the BOT in advance.

- New members of the Board of Education or renewal of a technocrat member after the initial term will be through the 2/3 majority of the Board of Education. New members or renewal of term will need simple majority approval by the School Board of trustee.
- All new members or renewal of terms for existing members will be sent to ISD Board. ISD Board will have the power to reject any or all of them based on 2/3 majority of its members within 2 weeks of their receipt and send them back to ISDI for reconsideration. Any new members or term renewals subject to such rejection by ISD will not be adopted by ISDI.
- Any education board member may be removed from the membership of the board for misconduct, incompetence, negligence or irregularities by a 2/3 majority decision of the other members. The Board of Trustees must approve the removal of any board member for any reason by a majority decision. ISD Board of directors will have the power to reject such removal of a member of Board of Education based on 2/3 majority of its members and send it back to ISDI for reconsideration within 2 weeks upon the receipt of such removal notice from ISDI. Any removal of a Board of Education member subject to such rejection by ISD board will not be acted upon by ISDI.
- The school board is the final authority on the regular operations of the school and will operate without any interference from the Board of Trustees and ISD board of directors. Autonomy in decision making such as hiring, employee contract negotiating, class room arrangements, grade levels decisions, and communications, is the key. The Board of Trustees must approve any decision that involves a significant cost increase of US \$5000 or more.
- The term of the Board of Education will be for 3 years unless renewed.

Additional Responsibilities of the School Board

- The School Board will determine in a written report and recommend for approval by the School Board and Board of Trustees, all , but not limited to, the following:
 1. Curriculum Development and integration
 2. Criteria and procedure for student admission in all grades
 3. Textbooks
 4. Teacher hiring, dismissal, and assignment procedures
 5. Classroom allocation and grade assignment
 6. Classroom size and ratio based on Delaware State laws

7. Employees salary structure
 8. United Islamic School unified budget proposal
 9. School academic improvement plan based on current performance
 10. Logo, symbols, and stationary
 11. School Uniform
 12. Professional Development
 13. Teacher and parent handbooks
 14. Any other school matters
- Meet with the parents and teachers from both schools to discuss their concerns and pave the road for the new unified school
 - The School Board must observe and recommend in its written report compliance with Delaware State and Health Department laws pertaining to all aspects of life in Islamic School of Delaware.
 - The School Board will audit all academic, financial, tax liability, insurance, salary structure, and payroll of both current schools and will ensure that rules & regulations are followed in all aspects of school operation and will recommend and command corrective and improvement measures.
 - The School Board will present its findings, recommendations in a bimonthly merger progress report to be signed by all its members.

III. Academic Operations Board

- Operations Board will provide day-to-day operational support for the school.
- Operations board will consist of:
 - Principal of Campus A
 - Principal of Campus B
 - Dean of Islamic Studies

IV. PTA

PTA is a crucial part of the school which advises the school board on issues of importance to the school. PTA also supports the school operations in its volunteer capacity by leading projects and campaigns as needed, requested and or arranged by PTA or the school board. PTA will be an independent body which will be run and controlled by the parents.

Next steps for the Unified Islamic School

Step 1: Agreement on this document between the Tarbiyah School and ISD representatives – July 1, 2014

Step 2: Approval by ISD and Tarbiyah Board of Directors – July 6, 2014

Step 2(a): Approval of the names for ISDI BOT and Education Board - to be nominated by both entities (ISD and Tarbiyah) – July 6, 2014

Step 3: Approval by General Body of both entities (ISD and Tarbiyah) - July 13, 2014

Step 4: ISDI BOT and Board of Educations will Start Working - July 14, 2014

Step 5: Technical Report submission by ISDI Board of Education - July 27, 2014

Step 6: Based on the technical feasibility report, the date of implementation of this framework will be decided – July 27, 2014