

From: [Adams, Kate D](#)
To: awilloc@schools.nyc.gov
Cc: [Cloud, Michelle A](#)
Subject: Arabic Immersion Magnet School in Houston, Texas
Date: Tuesday, December 16, 2014 1:35:45 PM

Hi Ama,

I received your contact information from Qatar Foundation International. I just recently became principal of Houston Independent School District's first Arabic Immersion school. I would love to connect with you or your principal about the work you're doing for NYC students at PS/IS 30 and perhaps even schedule a visit to see your school.

Is there a good time to connect for a phone call in early January?

I look forward to hearing from you.

Warmly,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

HOUSTON INDEPENDENT SCHOOL DISTRICT

Arabic Immersion Magnet School (AIMS)

812 W.28th Street | Houston, TX 77008

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From: [Rios, Norma L](#)
To: [Adams, Kate D](#); [Cloud, Michelle A](#)
Subject: CONTRACT ACKNOWLEDGEMENT
Date: Wednesday, March 11, 2015 12:32:58 PM

Legal Services Contract Acknowledgement

Date:	Wednesday, March 11, 2015
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The Office of Legal Services is in receipt of your contract titled:

Contract Name:	QATAR FOUNDATION INTERNATIONAL (MOU)
Legal Reference No.:	17108

Please reference this ID number for any further correspondence in regards to this contract.

Contract Information

Due to the large volume of contracts submitted for review, the Legal Services Department asks that schools/departments submit contracts as early as possible before the start date of the contract. This allows time for any needed revisions to the contract to be made and all required signatures to be secured prior to the start date of the contract. It is the goal of Legal Services to review and finalize all contracts submitted within 10 days. By following the guidelines below, you can assist us in meeting this goal.

Once a contract is submitted, it must be reviewed by Legal Services, as well as the Finance Department. Additionally, school contracts must be reviewed by the School Services Office. Each of those reviews may necessitate revisions to the contract or updates to the budget submitted.

Below is a list of the most frequent reasons for delays in the processing and ultimate execution of the contract, which will require corrections:

- Contracts submitted that are not drafted using the standard HISD contract template (Contracts submitted with significant deviations)
- Contracts submitted with the incorrect/missing Budget information
- Contracts submitted with insufficient funds in the Budget to cover the specified contractual obligations
- Contracts submitted with vendors that are not in the Harris County Clerk's DBA database or Texas Comptroller's Database

The Legal Services Department will contact you via email if revisions are needed and/or upon completion of the

process. The sooner the revisions are made by the submitting school/department and returned to Legal Service, the sooner the contract can be approved. Failure by the school/department to promptly make the revisions indicated results in delaying the approval process.

PLEASE NOTE: Legal Services **does not** accept contracts submitted directly from Vendors/Providers. Contracts must be submitted by the school/department requesting the services. In addition, Legal Services cannot review draft contracts sent via email unless they are high priority contracts that are signed off on by a Chief Officer. The hours of operation for Legal Services are Monday through Friday, 8:00am-5:00pm. If your contracts were received after business hours, they will be deemed received on the next business day.

Thanks,

nlr

Norma L. Rios

Senior Secretary, Legal Services

713-556-7247 (office) | 713-556-7269 (fax)

Nrios1@HoustonISD.org

HOUSTON INDEPENDENT SCHOOL DISTRICT

Hattie Mae White Educational Support Center

4400 West 18TH Street | Houston, TX 77092-8501

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From: [Adams, Kate D](#)
To: [McKean, Liliana E](#)
Subject: FW: Applicant
Date: Tuesday, March 10, 2015 3:06:41 PM
Attachments: [Dr. Khairi Al-Zubaidi Short CV March 2015.pdf](#)

Here's another resume for Arabic translator.

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
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Kadams9@houstonisd.org

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From: Lina Sabouni [mailto:lina@autoarch.net]
Sent: Tuesday, March 10, 2015 2:31 PM
To: Cloud, Michelle A; Adams, Kate D
Subject: Fw: Applicant

Dear Kate and Michelle,
FYI.

I did receive this resume from the president of AAEF for the open position at HISD.
(3) Arabic Translator, Houston Independent School District
main office(headquarter) .

<http://www.cgcs.org/site/default.aspx?PageType=3&ModuleInstanceID=145&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=1813&PageID=81>

Lina Sabouni, AIA NCARB
Principal

AUTOARCH
A R C H I T E C T S

6200 Savoy, Suite 100 Houston TX 77036
P: 713 952 3366x11 C: 832 326 8321

From: [Lina Sabouni](#)
To: [Cloud, Michelle A](#); [Adams, Kate D](#)
Subject: Fw: Applicant
Date: Tuesday, March 10, 2015 2:31:28 PM
Attachments: [Dr. Khairi Al-Zubaidi Short CV March 2015.pdf](#)

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FYI.

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[PageType=3&ModuleInstanceID=145&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=1813&PageID=81](http://www.cgcs.org/site/default.aspx?PageType=3&ModuleInstanceID=145&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=1813&PageID=81)

Lina Sabouni, AIA NCARB

Principal

AUTOARCH

A R C H I T E C T S

6200 Savoy, Suite 100 Houston TX 77036

P: 713 952 3366x11 C: 832 326 8321

From: Carine Allaf [<mailto:callaf@qfi.org>]

Sent: Monday, March 09, 2015 2:41 PM

To: Adams, Kate D

Subject: MoU

Hi Kate

Thanks for speaking with me today. I wanted to get this off to you so I quickly made some changes to another MoU we currently have in the works. Please note that once the language is added on the HISD end I will need to have it reviewed by our lawyer before finalizing.

Please let me know if you have any questions.

Thanks so much Kate.

--

Carine Allaf, Ph.D
Director of Programs



From: [Houlihan, Andrew G](#)
To: [Adams, Kate D](#); [Brannon, Patra D](#)
Cc: [Cloud, Michelle A](#)
Subject: Fwd: George Mandaly - Arabic teacher
Date: Friday, November 21, 2014 4:49:43 PM
Attachments: [CV_George_Mandaly.docx](#)
[ATT00001.htm](#)

Patra/Kate,

See below and attached. Patra, please have someone reach out to him and walk him through the application process. We also need to review his certification and guide him through the process of obtaining such if he doesn't have it.

Kate, keep for your files as you start to conduct interviews of approved teachers in the pool.

Sent from my iPhone

Begin forwarded message:

From: Rosie Veselka <[REDACTED]>
Date: November 21, 2014 at 4:44:17 PM CST
To: "Houlihan, Andrew G" <AHOULIHA@houstonisd.org>
Subject: George Mandaly - Arabic teacher

Dear Drew,

My name is Rosie and I'm Ronnie Veselka's wife. I opened up a new school for Qatar Foundation in Qatar in 2012 and Dr. Grier mentioned that HISD might be opening up an Arabic school in Houston. I know you will be looking for Arabic/English bilingual teachers and I wanted to send you the resume of my PE teacher. George ran the after school program for me and was an excellent teacher for grades K - 8th. He's dedicated, loyal, a hard worker and would be a great asset to any team.

Have you started hiring? Do you know what positions you may be opening?

Feel free to call me if you have questions.

Rosie
[REDACTED]

From: [Cloud, Michelle A](#)
To: [Adams, Kate D](#)
Subject: Fwd: Please see the attached update - AIMS
Date: Saturday, January 17, 2015 7:32:47 AM
Attachments: [Arabic Immersion Magnet School Update1.9.16.docx](#)
[ATT00001.htm](#)

Dr. Michelle Cloud
Sent from my iPhone

Begin forwarded message:

From: "Cloud, Michelle A" <MCCLOUD@houstonisd.org>
Date: January 17, 2015 at 7:26:46 AM CST
To: "Houlihan, Andrew G" <AHOULIHA@houstonisd.org>
Subject: Please see the attached update - AIMS

Good Morning,

Please see the attached update and thank you for your support.

Michelle

Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 W. 18th St.
Houston, TX 77092
Office: (713) 556-6493
Email: mcloud@houstonisd.org

From: [Rios, Norma L](#)
To: [Adams, Kate D](#); [Cloud, Michelle A](#)
Subject: MOU REVISIONS (#17108 QATAR FOUNDATION INTERNATIONAL)
Date: Wednesday, March 25, 2015 11:48:53 AM

The contract listed below has been reviewed by Finance and/or Legal Services and they have returned it for revisions:

- #17108 QATAR FOUNDATION INTERNATIONAL

Therefore, we cannot continue the process until the necessary revisions have been made and re-submitted to Legal Services for review. Please come to the Legal Services Department to pick-up the contracts as soon as possible.

Thanks in advance for your assistance.

nlr

Norma L. Rios
Senior Secretary, Legal Services
713-556-7247 (office) | 713-556-7269 (fax)
Nrios1@HoustonISD.org

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From: [Adams, Kate D](#)
To: [Cloud, Michelle A](#); [Houlihan, Andrew G](#)
Subject: QFI -MOU
Date: Tuesday, March 10, 2015 11:42:38 AM
Attachments: [Draft MoU QFI HISD March 2015.docx](#)

Hi Dr. Cloud and Dr. Houlihan,

Carine Allaf from Qatar Foundation International (QFI) sent me a draft MOU for a partnership between QFI and HISD. I told her I would need to consult with HISD before proceeding with any binding document. Dr. Cloud and I spoke yesterday about consulting with HISD legal. Please see below and attached, and let me know next steps. It looks like the date is simply a placeholder.

Warmly,

Kate D. Adams
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From: Carine Allaf [<mailto:callaf@qfi.org>]
Sent: Monday, March 09, 2015 2:41 PM
To: Adams, Kate D
Subject: MoU

Hi Kate

Thanks for speaking with me today. I wanted to get this off to you so I quickly made some changes to another MoU we currently have in the works. Please note that once the language is added on the HISD end I will need to have it reviewed by our lawyer before finalizing.

Please let me know if you have any questions.

Thanks so much Kate.

--

Carine Allaf, Ph.D
Director of Programs



From: [Adams, Kate D](#)
To: [REDACTED]
Cc: [Cloud, Michelle A](#)
Subject: RE: AIMS Project
Date: Wednesday, January 21, 2015 9:41:52 AM

Hi Sanaa,

Let's plan for Wednesday, January 28 at 9 AM (Houston time).

Warmly,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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From: Sanaa Hissame [mailto:[REDACTED]]
Sent: Wednesday, January 21, 2015 9:37 AM
To: Adams, Kate D
Subject: Re: AIMS Project

Hello Kate,

I have a week off next week because of the end of the first semester so I will let you choose when is convenient for you to chat. I am looking forward to hearing from you. Thank you so much for your time.

My Skype account is: [REDACTED]
Best regards,

Sanaa

On Wednesday, January 21, 2015 2:54 PM, "Adams, Kate D" <KADAMS9@houstonisd.org> wrote:

Hi Sanaa,

Thank you for sharing this information with me. Let's schedule some time to chat via skype and we can discuss your questions then. What's your schedule like next week?

Kate D. Adams
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From: Sanaa Hissame [<mailto:> [REDACTED]]
Sent: Wednesday, January 21, 2015 6:34 AM
To: Adams, Kate D
Subject: AIMS Project

Hello dear Kate,

I hope my message finds you well. I am very interested in working with HISD on the AIMS project particularly since I have learned that you will be catering for your large Arabic speaking student populations. I have also learned about all the previous successful immersion programs launched by the school district. I was fortunate to meet with Social Studies Curriculum Manager Angela Miller and she has been very helpful in that regard. I must mention though that despite my huge interest in working with your district, I have a two years home residency requirement that I have to fulfill as an exchange visiting scholar upon my Fulbright DA participation. My question is, if you were to consider me for a teaching and/ or consulting position, would HISD sponsor me and help me apply for provisional waiver changes? would HISD help me get a non-emigrant worker contract?

Also, I am currently in conversation with representatives from Qatar Foundation International and they are willing to assist me with getting dual/bilingual certification if HISD does sponsor me.

Thank you so much for your help and guidance. Please do find attached my Resume and Cover letter.

Best regards,

Sanaa

From: [Le, Cindy H](#)
To: [Adams, Kate D](#)
Cc: [Cloud, Michelle A](#)
Subject: RE: Arabic Immersion Magnet School - funds for travel and resources
Date: Thursday, December 18, 2014 3:17:10 PM

Hi Kate,

I saw that I missed the first sheet for the supply request. I have also pushed that request upwards. Will let you know soon.

Thanks,


6-6578

From: Adams, Kate D
Sent: Thursday, December 18, 2014 1:09 PM
To: Le, Cindy H
Cc: Cloud, Michelle A
Subject: RE: Arabic Immersion Magnet School - funds for travel and resources

Hi Cindy,

Thank you for all your help. My school secretary and magnet coordinator start in January. In preparation for their start in January, I have begun to determine what I need. For example, I will need to purchase at least 2 computers in order to conduct business at AIMS beginning in January. Currently, there aren't any computers there.

I also had a chance to connect with Qatar Foundation International this week. They have done excellent work in helping start Arabic immersion programs at schools in Baltimore, New York, Edmonton (Canada), and California. I'm already scheduled to visit the school in Baltimore the week we return from break, and I would like to visit the other schools with Arabic immersion programs. I would also like my magnet coordinator to visit at least one of these schools with me. I created a spreadsheet that includes anticipated costs. I didn't include food, but estimated airfare and lodging. There are 2 different tabs at the bottom of the spreadsheet.

I'm emailing to request additional funds in order to visit other Arabic immersion schools and have additional resources to ensure the school has the necessary resources to function in preparation for its opening in August.

Please let me know if you need anything else or have any questions.

Kate D. Adams
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From: Le, Cindy H

Sent: Monday, December 01, 2014 11:13 AM

To: Adams, Kate D

Cc: Cloud, Michelle A

Subject: RE: Arabic Immersion Magnet School - funds for travel

Good Morning Kate,

Hope you had a great and restful holiday break. I enjoyed meeting with you last week.

We will be loading \$5,000 for startup funds for you on top of the \$5,000 we loaded for marketing.

Please see the breakdown below:

GF1-23-6399-478-10-E1-136 = \$4000

GF1-23-6411-478-10-E1-136 = \$1000

These accounts are pending setup, but I hope to have them setup and the funds loaded by today or tomorrow.

GF1-41-6295-407-99-999-999 = \$5000 for marketing

These funds have already been loaded and Gloria Martinez is working on ordering some business cards for you.

If you have any questions or if I can be of any assistance, please do not hesitate to contact me.

Thanks,

Cindy

From: Adams, Kate D

Sent: Tuesday, November 25, 2014 9:12 AM

To: Le, Cindy H

Cc: Cloud, Michelle A

Subject: Arabic Immersion Magnet School - funds for travel

Hi Cindy,

I thoroughly enjoyed meeting with you yesterday. Thank you for reviewing the preliminary budget

for AIMS with me. When we met yesterday I told you about a school in Baltimore, Maryland I would like to visit. Baltimore International Academy is a successful language immersion public school. They have 5 different immersion programs, and Arabic is one of their programs. I'm excited about visiting this school, because they've been doing language immersion for about a decade. I've already reached out to the principal, and they are happy to welcome us in December. In order for me to visit their school and learn about their unique program in person, I will need funds. I've included an estimated cost per person below. I would like funds for 2 people to be able to travel, so the total estimated need is a little under \$2,000. I look forward to hearing from you.

Flight	\$350
Hotel (2 nights)	\$318
Rental Car	\$120
Per diem (2 days @ \$61/day)	\$122
Total per person	\$910

Kate D. Adams

Principal, Arabic Immersion Magnet School (AIMS)

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From: Le, Cindy H
To: Adams, Kate D
Cc: Cloud, Michelle A
Subject: RE: Arabic Immersion Magnet School - funds for travel and resources
Date: Friday, December 19, 2014 1:21:05 PM
Attachments: [image001.png](#)

Good Afternoon,

An additional \$8,000 was loaded for your requests below

Thanks, and have a happy holiday and New Year sl ☺

Report: ZGLED003						System: PRO 010 1				
Detail Commitment Item by Fund(Incl. FDN, PFC, TA2, & TA3) for Period(s): 01/2015 - 12/2015						12/19/2014 13:18:11				
						Annual Budget	Pre-Encumbrance	Encumbrance	Actual	Available Budget
Organization: 478 Arabic Immersion Mag										
GF1	2310	23-6399	478-10-E1	136	General Supplies	7,449.00	0.00	550.27	0.00	6,898.73
GF1	2310	23-6411	478-10-E1	136	Travel- Employees	5,551.00	0.00	229.00	580.29	4,741.71
* Total for Funds Center 478-10-E1						13,000.00	0.00	779.27	580.29	11,640.44
** Total for Fund 136 Accelerated Career Academies						13,000.00	0.00	779.27	580.29	11,640.44
*** Total for Organization 478 Arabic Immersion Mag						13,000.00	0.00	779.27	580.29	11,640.44
**** Grand Total						13,000.00	0.00	779.27	580.29	11,640.44


6-6578

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Cc: Cloud, Michelle A
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Subject: RE: Arabic Immersion Magnet School - funds for travel and resources
Date: Thursday, December 18, 2014 1:09:28 PM
Attachments: [AIMS Request for Startup Funds.xlsx](#)

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Cc: Cloud, Michelle A
Subject: RE: Arabic Immersion Magnet School - funds for travel

Good Morning Kate,

Hope you had a great and restful holiday break. I enjoyed meeting with you last week.

We will be loading \$5,000 for startup funds for you on top of the \$5,000 we loaded for marketing.

Please see the breakdown below:

GF1-23-6399-478-10-E1-136 = \$4000

GF1-23-6411-478-10-E1-136 = \$1000

These accounts are pending setup, but I hope to have them setup and the funds loaded by today or tomorrow.

GF1-41-6295-407-99-999-999 = \$5000 for marketing

These funds have already been loaded and Gloria Martinez is working on ordering some business cards for you.

If you have any questions or if I can be of any assistance, please do not hesitate to contact me.

Thanks,

Cindy

From: Adams, Kate D
Sent: Tuesday, November 25, 2014 9:12 AM
To: Le, Cindy H
Cc: Cloud, Michelle A
Subject: Arabic Immersion Magnet School - funds for travel

Hi Cindy,

I thoroughly enjoyed meeting with you yesterday. Thank you for reviewing the preliminary budget for AIMS with me. When we met yesterday I told you about a school in Baltimore, Maryland I would like to visit. Baltimore International Academy is a successful language immersion public school. They have 5 different immersion programs, and Arabic is one of their programs. I'm excited about visiting this school, because they've been doing language immersion for about a decade. I've already reached out to the principal, and they are happy to welcome us in December. In order for me to visit their school and learn about their unique program in person, I will need funds. I've included an estimated cost per person below. I would like funds for 2 people to be able to travel, so the total estimated need is a little under \$2,000. I look forward to hearing from you.

Flight	\$350
Hotel (2 nights)	\$318
Rental Car	\$120

Per diem (2 days @ \$61/day)	\$122
Total per person	\$910

Kate D. Adams

Principal, Arabic Immersion Magnet School (AIMS)

713-556-8940 (office) | 713-556-8544 (fax)

Kadams9@houstonisd.org

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From: Le, Cindy H
To: Adams, Kate D
Cc: Cloud, Michelle A
Subject: RE: Arabic Immersion Magnet School - funds for travel and resources
Date: Thursday, December 18, 2014 2:09:49 PM
Attachments: [mage001.png](#)

Good Afternoon Kate,

Sure, no problem at all. Please see below what is currently loaded for AIMS now. I think you should be able to pay for the computers with the funding in general supplies. You can coordinate with Gloria Martinez on submitting a requisition for the technology piece.

I will go ahead and submit a request up for additional travel funding. Will let you know soon. Thanks.

Report: ZGLED003						System: FRO 010 1				
Detail Commitment Item by Fund (Incl. FDN, PFC, TA2, & TA3) for Period(s): 01/2015 - 12/2015						12/18/2014 14:05:40				
						Annual Budget	Pre-Encumbrance	Encumbrance	Actual	Available Budget
Organization: 478 Arabic Immersion Mag										
GF1	2310	23-6399	478-10-E1	136	General Supplies	4,000.00	550.27	0.00	0.00	3,449.73
GF1	2310	23-6411	478-10-E1	136	Travel- Employees	1,000.00	0.00	229.00	580.29	190.71
* Total for Funds Center 478-10-E1						5,000.00	550.27	229.00	580.29	3,640.44
** Total for Fund 136 Accelerated Career Academies						5,000.00	550.27	229.00	580.29	3,640.44
*** Total for Organization 478 Arabic Immersion Mag						5,000.00	550.27	229.00	580.29	3,640.44
**** Grand Total						5,000.00	550.27	229.00	580.29	3,640.44


6-6578

From: Adams, Kate D
Sent: Thursday, December 18, 2014 1:09 PM
To: Le, Cindy H
Cc: Cloud, Michelle A
Subject: RE: Arabic Immersion Magnet School - funds for travel and resources

Hi Cindy,

Thank you for all your help. My school secretary and magnet coordinator start in January. In preparation for their start in January, I have begun to determine what I need. For example, I will need to purchase at least 2 computers in order to conduct business at AIMS beginning in January. Currently, there aren't any computers there.

I also had a chance to connect with Qatar Foundation International this week. They have done excellent work in helping start Arabic immersion programs at schools in Baltimore, New York, Edmonton (Canada), and California. I'm already scheduled to visit the school in Baltimore the week we return from break, and I would like to visit the other schools with Arabic immersion programs. I would also like my magnet coordinator to visit at least one of these schools with me. I created a spreadsheet that includes anticipated costs. I didn't include food, but estimated airfare and lodging. There are 2 different tabs at the bottom of the spreadsheet.

I'm emailing to request additional funds in order to visit other Arabic immersion schools and have additional resources to ensure the school has the necessary resources to function in preparation for its opening in August.

Please let me know if you need anything else or have any questions.

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Kadams9@houstonisd.org

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From: Le, Cindy H
Sent: Monday, December 01, 2014 11:13 AM
To: Adams, Kate D
Cc: Cloud, Michelle A
Subject: RE: Arabic Immersion Magnet School - funds for travel

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From: [Adams, Kate D](#)
To: [Hany Khalil](#)
Cc: [Ballouli, Mahassen W](#)
Subject: RE: Arabic Immersion Magnet School
Date: Tuesday, December 16, 2014 2:53:20 PM

Yes, we'll make it work. Look forward to seeing you then!

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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From: Hany Khalil [<mailto:hanykhalil@igc.org>]
Sent: Friday, December 12, 2014 12:30 PM
To: Adams, Kate D
Subject: Re: Arabic Immersion Magnet School

I've just been informed that meeting afterwards at 1:30 would be better to avoid conflicting with setup demands. Can you do that instead?

Also, sorry for misspelling Ellen's name in my original email.

Sent from my Verizon Wireless 4G LTE DROID

"Adams, Kate D" <KADAMS9@houstonisd.org> wrote:

This is excellent news! I can meet a half hour before the event. I look forward to seeing you all then.

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From: Hany Khalil [<mailto:hanykhalil@igc.org>]
Sent: Friday, December 12, 2014 12:09 PM

To: Adams, Kate D
Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida; Cloud, Michelle A
Subject: Re: Arabic Immersion Magnet School

Great that you can make it, Kate. Yes, we can have a table for you. Better yet, we'll carve out 5 minutes for you to address parents.

Can you also meet for a half hour before or after the event?

The ACC is in Alief, by the way. Details at www.acchouston.org

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From: Hany Khalil [<mailto:hanykhalil@igc.org>]
Sent: Wednesday, December 10, 2014 8:01 PM
To: Adams, Kate D
Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida
Subject: Re: Arabic Immersion Magnet School

Hello Kate,

Congratulations to you on the new position! We are excited that someone who has lived in

Egypt has been named the new principal of AIMS.

Your timing is perfect. The ACC's Education Committee recently met to brainstorm ideas for what we can do to help this new school succeed. (Last month we wrote letters and spoke before the school board in support of creating the AIMS.)

How about an initial meeting with a few of us Saturday, December 20? From 12:30 to 1:30 pm that day the ACC will be celebrating World Arabic Language Day at our Arabic school. There will be a presentation on the benefits of learning Arabic and a hallway display of students' work. It would be a great opportunity for you to get a sense of how the ACC approaches Arabic language instruction and cultural fluency. In addition to getting to know each other, we could spend some time discussing needs you've identified and share with you some of the training we recently did with HISD staff.

Do you think you could attend some or all of that hour, then sit down with us afterwards that for a discussion?

If that day doesn't work, what are a couple of options for the late afternoon or early evening next week that do work for you?

Looking forward to collaborating with you!

Hany Khalil
Social Studies Teacher, Sharpstown International School
Education Committee, Arab-American Cultural Center

P.S. Please say hello to Elaine for me.

From: Adams, Kate D [<mailto:KADAMS9@houstonisd.org>]

Sent: Tuesday, December 09, 2014 9:21 AM

To: nervin@acchouston.org

Cc: Cloud, Michelle A

Subject: Arabic Immersion Magnet School

Hi Nervin,

I recently became principal of HISD's new Arabic Immersion Magnet School (AIMS). Mahassen Ballouli, our magnet coordinator, gave me your contact information.

I would love to meet with you to discuss this new opportunity for Houston students and learn more about the Arab American Culture and Community Center. Let me know if you have some time next week.

Warmly,

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From: [Adams, Kate D](#)
To: [Hany Khalil](#)
Cc: [REDACTED]; [Abdel Khadiri](#); [Nervin Ouida](#); [Cloud, Michelle A](#)
Subject: RE: Arabic Immersion Magnet School
Date: Friday, December 12, 2014 9:19:08 AM

Hi Hany,

Thank you for the congratulations! As you can imagine, I'm very excited about this unique opportunity for Houston students. I would love to attend World Arabic Language Day next Saturday. In fact, this sounds like an excellent student recruitment opportunity. May I set up a table to disperse information to potential parents? I would also like to include my magnet coordinator, Mahassen Ballouli, as part of the discussion after the event.

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From: Hany Khalil [mailto:hanykhalil@igc.org]
Sent: Wednesday, December 10, 2014 8:01 PM
To: Adams, Kate D
Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida
Subject: Re: Arabic Immersion Magnet School

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To: nervin@acchouston.org
Cc: Cloud, Michelle A
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From: [Adams, Kate D](#)
To: [Hany Khalil](#)
Cc: [Faiza Zalila](#); [Abdel Khadiri](#); [Nervin Ouida](#); [Cloud, Michelle A](#); [Ballouli, Mahassen W](#)
Subject: RE: Arabic Immersion Magnet School
Date: Friday, December 12, 2014 12:13:07 PM

This is excellent news! I can meet a half hour before the event. I look forward to seeing you all then.

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From: Hany Khalil [mailto:hanykhalil@igc.org]
Sent: Friday, December 12, 2014 12:09 PM
To: Adams, Kate D
Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida; Cloud, Michelle A
Subject: Re: Arabic Immersion Magnet School

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From: Hany Khalil [<mailto:hanykhalil@igc.org>]

Sent: Wednesday, December 10, 2014 8:01 PM

To: Adams, Kate D

Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida

Subject: Re: Arabic Immersion Magnet School

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To: [Hany Khalil](#)
Cc: [REDACTED]; [Abdel Khadiri](#); [Nervin Ouida](#); [Cloud, Michelle A](#)
Subject: RE: Arabic Immersion Magnet School
Date: Monday, January 05, 2015 2:40:40 PM
Attachments: [AIMS Flyer in Arabic.pdf](#)

All,

I thoroughly enjoyed visiting ACC before winter break. It was so wonderful to see the students share what they've been learning in Arabic. I also enjoyed getting a chance to discuss how we can work together.

During our meeting, I shared that we have a flyer in Arabic with information about the school. I've attached the flyer. As discussed, I've also included information about available jobs at AIMS in the link below.

<http://www.houstonisd.org/site/Default.aspx?PageID=31697>

I'm currently establishing an advisory board and would love to meet with you all again once things settle down a bit in January (probably closer to the end of the month). I will reach out to the Mandarin Chinese school about a visit there as well.

I hope you all had a wonderful winter break.

Warmly,

Kate D. Adams
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From: Adams, Kate D
Sent: Friday, December 12, 2014 12:13 PM
To: 'Hany Khalil'
Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida; Cloud, Michelle A; Ballouli, Mahassen W
Subject: RE: Arabic Immersion Magnet School

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Education Committee, Arab-American Cultural Center

P.S. Please say hello to Elaine for me.

From: Adams, Kate D [<mailto:KADAMS9@houstonisd.org>]
Sent: Tuesday, December 09, 2014 9:21 AM
To: nervin@acchouston.org
Cc: Cloud, Michelle A
Subject: Arabic Immersion Magnet School

Hi Nervin,

I recently became principal of HISD's new Arabic Immersion Magnet School (AIMS). Mahassen Ballouli, our magnet coordinator, gave me your contact information.

I would love to meet with you to discuss this new opportunity for Houston students and learn more about the Arab American Culture and Community Center. Let me know if you have some time next week.

Warmly,

Kate D. Adams

Principal, Arabic Immersion Magnet School (AIMS)

713-556-8940 (office) | 713-556-8944 (fax)

Kadams9@houstonisd.org

HOUSTON INDEPENDENT SCHOOL DISTRICT

Arabic Immersion Magnet School (AIMS)

812 W.28th Street | Houston, TX 77008

Keep up with the latest news from AIMS: www.HoustonISD.org/aims

Follow AIMS on Twitter: @HISDAIMS

Like HISD on Facebook: www.facebook.com/HoustonISD

From: [Faiza Zalila](#)
To: [Adams, Kate D](#); [Hany Khalil](#)
Cc: [Abdel Adam Alkhadhiri](#); [Nervin Ouida](#); [Cloud, Michelle A](#); [REDACTED]; [REDACTED]
Subject: RE: Arabic Immersion Magnet School
Date: Tuesday, January 27, 2015 4:34:31 PM

Dear Kate,

Thank you for the update. Please let us know what would be a good date to meet as we are approaching the end of the month.

Wish you all a wonderful year ahead!

Regards,

Faiza

From: KADAMS9@houstonisd.org
To: hanykhalil@igc.org
Cc: [REDACTED]; abdel@acchouston.org; nervin@acchouston.org;
MLOUD@houstonisd.org
Date: Mon, 5 Jan 2015 14:40:37 -0600
Subject: RE: Arabic Immersion Magnet School

All,

I thoroughly enjoyed visiting ACC before winter break. It was so wonderful to see the students share what they've been learning in Arabic. I also enjoyed getting a chance to discuss how we can work together.

During our meeting, I shared that we have a flyer in Arabic with information about the school. I've attached the flyer. As discussed, I've also included information about available jobs at AIMS in the link below.

<http://www.houstonisd.org/site/Default.aspx?PageID=31697>

I'm currently establishing an advisory board and would love to meet with you all again once things settle down a bit in January (probably closer to the end of the month). I will reach out to the Mandarin Chinese school about a visit there as well.

I hope you all had a wonderful winter break.

Warmly,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)

Kadams9@houstonisd.org

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From: Adams, Kate D

Sent: Friday, December 12, 2014 12:13 PM

To: 'Hany Khalil'

Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida; Cloud, Michelle A; Ballouli, Mahassen W

Subject: RE: Arabic Immersion Magnet School

This is excellent news! I can meet a half hour before the event. I look forward to seeing you all then.

Kate D. Adams

Principal, Arabic Immersion Magnet School (AIMS)

713-556-8940 (office) | 713-556-8944 (fax)

Kadams9@houstonisd.org

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From: Hany Khalil [<mailto:hanykhalil@igc.org>]

Sent: Friday, December 12, 2014 12:09 PM

To: Adams, Kate D

Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida; Cloud, Michelle A

Subject: Re: Arabic Immersion Magnet School

Great that you can make it, Kate. Yes, we can have a table for you. Better yet, we'll carve out 5 minutes for you to address parents.

Can you also meet for a half hour before or after the event?

The ACC is in Alief, by the way. Details at www.acchouston.org

Sent from my Verizon Wireless 4G LTE DROID

"Adams, Kate D" <KADAMS9@houstonisd.org> wrote:

Hi Hany,

Thank you for the congratulations! As you can imagine, I'm very excited about this unique opportunity for Houston students. I would love to attend World Arabic Language Day next Saturday. In fact, this sounds like an excellent student recruitment opportunity. May I set up a table to disperse information to potential parents? I would also like to include my magnet coordinator, Mahassen Ballouli, as part of the discussion after the event.

I look forward to hearing from you.

Warmly,

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From: Hany Khalil [<mailto:hanykhalil@igc.org>]

Sent: Wednesday, December 10, 2014 8:01 PM

To: Adams, Kate D

Cc: Faiza Zalila; Abdel Khadiri; Nervin Ouida

Subject: Re: Arabic Immersion Magnet School

Hello Kate,

Congratulations to you on the new position! We are excited that someone who has lived in Egypt has been named the new principal of AIMS.

Your timing is perfect. The ACC's Education Committee recently met to brainstorm ideas for what we can do to help this new school succeed. (Last month we wrote letters and spoke before the school board in support of creating the AIMS.)

How about an initial meeting with a few of us Saturday, December 20? From 12:30 to 1:30 pm that day the ACC will be celebrating World Arabic Language Day at our Arabic school. There will be a presentation on the benefits of learning Arabic and a hallway display of students' work. It would be a great opportunity for you to get a sense of how the ACC approaches Arabic language instruction and cultural fluency. In addition to getting to know each other, we could spend some time discussing needs you've identified and share with you some of the training we

recently did with HISD staff.

Do you think you could attend some or all of that hour, then sit down with us afterwards that for a discussion?

If that day doesn't work, what are a couple of options for the late afternoon or early evening next week that do work for you?

Looking forward to collaborating with you!

Hany Khalil
Social Studies Teacher, Sharpstown International School
Education Committee, Arab-American Cultural Center

P.S. Please say hello to Elaine for me.

From: Adams, Kate D [<mailto:KADAMS9@houstonisd.org>]
Sent: Tuesday, December 09, 2014 9:21 AM
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From: [Hany Khalil](#)
To: [Adams, Kate D](#)
Cc: [REDACTED]; [Abdel Khadiri](#); [Nervin Ouida](#); [Cloud, Michelle A](#)
Subject: Re: Arabic Immersion Magnet School
Date: Friday, December 12, 2014 12:10:03 PM

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Social Studies Teacher, Sharpstown International School

Education Committee, Arab-American Cultural Center

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To: nervin@acchouston.org

Cc: Cloud, Michelle A

Subject: Arabic Immersion Magnet School

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From: [Sheila Bong](#)
To: [Adams, Kate D](#); "[Carine Allaf](#)"
Cc: "[David Bong](#)"; "[George DeBakey](#)"; [Cloud, Michelle A](#)
Subject: RE: Avant Assessment
Date: Friday, March 27, 2015 8:05:50 PM

Hello Kate,

Congratulations on the establishment of one of the first Arabic immersion schools in the US!. We appreciate the introduction from Carine and would be delighted to speak with you. How about Thurs, April 2 at 11:00 am CDT?

I'm including a brief description of our language proficiency assessments just for your reference.

The Arabic Proficiency Test (APT) is a fully Arabic language online test of reading, writing, listening and speaking with three age-appropriate grade bands that measure proficiency from novice to proficient in grades 3-12. Detailed reporting demonstrates student growth and highlights focused areas for instruction. The same reports show program effectiveness, and can identify areas for professional development or curriculum changes. As Carine mentioned, the APT was developed in partnership with Qatar Foundation. Launched in 2013, it is being used by Qatar Academy and a growing number of leading international schools. For more information please go to: <http://avantassessment.com/apt.html>

Avant Assessment has been the leader in providing solutions like the APT for K-12 schools and universities in the US since 2002. Our STAMP (STAndards based Measurement of Proficiency) test in nine languages was developed at the Center for Applied Second Language Studies, a National Foreign Language Resource Center at the University of Oregon. STAMP is an objective, real-world, web-based assessment used to determine proficiency in reading, writing, listening and speaking. STAMP assessments help educators monitor progress and evaluate programs. STAMP is computer-adaptive and engages students with real-world items. STAMP 4S is age appropriate for students in grades 7-16; STAMP 4Se is age appropriate for grades 3-6. STAMP is aligned with ACTFL standards, and measures from Novice to Advanced. To learn more, please go to: <http://avantassessment.com/assessments.html>

We look forward to connecting with you soon.

Best regards,

Sheila

Sheila Bong
Co-Founder, VP Sales
Avant Assessment, LLC
940 Willamette St., Suite 530
Eugene, OR 97401
(541) 743-8951

Learn more on our website!
<http://www.avantassessment.com/>

-----Original Message-----

From: Adams, Kate D [<mailto:KADAMS9@houstonisd.org>]
Sent: Friday, March 27, 2015 11:49 AM
To: Carine Allaf
Cc: Adams, Kate D; Sheila Bong; David Bong; George DeBakey; Cloud, Michelle A

Subject: Re: Avant Assessment

Thank you Carine!

Sheila, David, and George,

I'm excited to hear about this and would love to connect with you all via phone. Let me know if you have some time in your schedule for a phone call on the afternoon of Tuesday, March 31 or anytime Thursday, April 2.

I look forward to hearing from you.

Kate D. Adams

Principal, Arabic Immersion Magnet School (AIMS) 713-556-8940<tel:713-556-8940> (office) | 713-556-8944<tel:713-556-8944> (fax) Kadams9@houstonisd.org<<mailto:Kadams9@houstonisd.org>>

Sent from my iPhone

On Mar 27, 2015, at 8:15 AM, Carine Allaf <callaf@qfi.org<<mailto:callaf@qfi.org>>> wrote:

Hi Kate,

I wanted to introduce you to Sheila Bong, David Bong, and George DeBakey of Avant Assessment, cc-ed here.

Avant, in partnership with Qatar Foundation and working with Qatar Academy in Doha, has created an Arabic Proficiency Test specifically for native speakers. As you set up AIMS it might be interesting for you to learn about Avant's work.

Thanks Kate - and I hope you find this informative.

All the best,

--

Carine Allaf, Ph.D

Director of Programs

[<https://lh5.googleusercontent.com/WAG9z9OebH2mr3ZRwopTi16ng2-1Z2Z-ha3Rv8974=w501-h93-no>]

From: [Adams, Kate D](#)
To: [Carine Allaf](#)
Cc: [Adams, Kate D](#); [Sheila Bong](#); [David Bong](#); [George DeBakey](#); [Cloud, Michelle A](#)
Subject: Re: Avant Assessment
Date: Friday, March 27, 2015 1:49:24 PM

Thank you Carine!

Sheila, David, and George,

I'm excited to hear about this and would love to connect with you all via phone. Let me know if you have some time in your schedule for a phone call on the afternoon of Tuesday, March 31 or anytime Thursday, April 2.

I look forward to hearing from you.

Kate D. Adams
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Kadams9@houstonisd.org
Sent from my iPhone

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Thanks Kate - and I hope you find this informative.

All the best,

--

Carine Allaf, Ph.D
Director of Programs



From: [Brannon, Patra D](#)
To: [Adams, Kate D](#); [Houlihan, Andrew G](#)
Cc: [Cloud, Michelle A](#); [Lehnartz, Mary L](#)
Subject: RE: George Mandaly - Arabic teacher
Date: Monday, December 15, 2014 11:11:24 AM

Hi Kate,

That is excellent that you have identified a strong contender for the Arabic school. Visa sponsorship is handled as a per campus decision based on their budget allocations set aside to sponsor the citizen as needed. Both certification and visa guidance can both be offered through Mary Lehnartz's HR Business Services team. I have copied her on this email for further clarity.

Patra Brannon
General Manager Talent Acquisition, Human Resources
HISD Talent Acquisition: Recruiting, Selecting, Onboarding Top Talent.

713-556-7377 (office) | 713-556-7585 (fax)
pbrannon@houstonisd.org (email)
HOUSTON INDEPENDENT SCHOOL DISTRICT
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Like HISD on Facebook: www.facebook.com/HoustonISD

From: Adams, Kate D
Sent: Sunday, December 14, 2014 10:38 AM
To: Houlihan, Andrew G; Brannon, Patra D
Cc: Cloud, Michelle A
Subject: RE: George Mandaly - Arabic teacher

Hi Patra,

I had a chance to talk with this candidate via skype this morning. He is exceptional, and I would love to have him teach at AIMS. In talking to him though, he isn't a US citizen. He holds an education degree from the American University in Beirut. What does he need to do become certified here in Texas?

Secondly, I'm not sure about the ability to hire a non-US citizen. Due to the unique nature of building a world-class school such as AIMS, what are the possibilities of hiring a candidate who would need a visa?

I look forward to hearing from you.

Warmly,

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From: Houlihan, Andrew G
Sent: Friday, November 21, 2014 4:50 PM
To: Adams, Kate D; Brannon, Patra D
Cc: Cloud, Michelle A
Subject: Fwd: George Mandaly - Arabic teacher

Patra/Kate,

See below and attached. Patra, please have someone reach out to him and walk him through the application process. We also need to review his certification and guide him through the process of obtaining such if he doesn't have it.

Kate, keep for your files as you start to conduct interviews of approved teachers in the pool.

Sent from my iPhone

Begin forwarded message:

From: Rosie Veselka <[REDACTED]>
Date: November 21, 2014 at 4:44:17 PM CST
To: "Houlihan, Andrew G" <AHOULIHA@houstonisd.org>
Subject: George Mandaly - Arabic teacher

Dear Drew,

My name is Rosie and I'm Ronnie Veselka's wife. I opened up a new school for Qatar Foundation in Qatar in 2012 and Dr. Grier mentioned that HISD might be opening up an Arabic school in Houston. I know you will be looking for Arabic/English bilingual teachers and I wanted to send you the resume of my PE teacher. George ran the after school program for me and was an excellent teacher for grades K - 8th. He's dedicated, loyal, a hard worker and would be a great asset to any team.

Have you started hiring? Do you know what positions you may be opening?

Feel free to call me if you have questions.

Rosie
[REDACTED]

From: [Adams, Kate D](#)
To: [Houlihan, Andrew G](#); [Brannon, Patra D](#)
Cc: [Cloud, Michelle A](#)
Subject: RE: George Mandaly - Arabic teacher
Date: Sunday, December 14, 2014 10:37:48 AM

Hi Patra,

I had a chance to talk with this candidate via skype this morning. He is exceptional, and I would love to have him teach at AIMS. In talking to him though, he isn't a US citizen. He holds an education degree from the American University in Beirut. What does he need to do become certified here in Texas?

Secondly, I'm not sure about the ability to hire a non-US citizen. Due to the unique nature of building a world-class school such as AIMS, what are the possibilities of hiring a candidate who would need a visa?

I look forward to hearing from you.

Warmly,

Kate D. Adams
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Have you started hiring? Do you know what positions you may be opening?

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Rosie
[REDACTED]

From: [Lehnartz, Mary L](#)
To: [Brannon, Patra D](#); [Adams, Kate D](#); [Houlihan, Andrew G](#)
Cc: [Cloud, Michelle A](#); [Lewis, Carolyn](#); [Herbert, Nicole](#); [Harvey, Antanita](#)
Subject: RE: George Mandaly - Arabic teacher
Date: Monday, December 15, 2014 2:46:18 PM

Hi Kate,

This is great news! Given the uniqueness of your school we would like to handle each case individually to determine the best option for visa sponsorship and credentialing. I've met with Carolyn Lewis your HRBP and she we'll be forwarding all offer acceptance notifications for positions specific to the AIMS program to the following individuals on my team:

Certification: Antanita Harvey and Tanya Maura
Visa Sponsorship: Nicole Herbert

These individuals will walk through the certification review (e.g. credentialing process) and visa process with you and your candidates. It's my understanding at you have met with Antanita Harvey regarding certification requirements for in-state, out-of-state and out-of-country candidates. I spoke with her today and she will be following up with you regarding George Mandaly to discuss the next steps in the certification process. In addition, Nicole Herbert who oversees Visa will be reaching out to you to give you an overview of the visa process and to address the questions you listed below.

Please let me know if you have any questions and/or concerns.

From: Brannon, Patra D
Sent: Monday, December 15, 2014 11:11 AM
To: Adams, Kate D; Houlihan, Andrew G
Cc: Cloud, Michelle A; Lehnartz, Mary L
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My name is Rosie and I'm Ronnie Veselka's wife. I opened up a new school for Qatar Foundation in Qatar in 2012 and Dr. Grier mentioned that HISD might be opening up an Arabic school in Houston. I know you will be looking for Arabic/English bilingual teachers and I wanted to send you the resume of my PE teacher. George ran the after school program for me and was an excellent teacher for grades K - 8th. He's dedicated, loyal, a hard worker and would be a great asset to any team.

Have you started hiring? Do you know what positions you may be opening?

Feel free to call me if you have questions.

Rosie
[REDACTED]

From: [Adams, Kate D](#)
To: [Harvey, Antanita](#)
Cc: [Cloud, Michelle A](#); [Tindall, Shonda D](#); [Maura, Tanya](#)
Subject: RE: Hayley Smith - Arabic Immersion Magnet School
Date: Tuesday, March 03, 2015 3:46:55 PM

Hi Antanita,

I'm emailing to follow up about Hayley Smith. After our interview Hayley reached out to the State Board of Education for Texas about getting certified here. I followed up with her yesterday to let her know that she would need to enroll in an alternative certification program to obtain the necessary certification for the job. We've interviewed lots of candidates (from all over the world) and are trying to create a very unique program. In addition to being able to speak Arabic, serve as a PE teacher and teach yoga, she also has also a musical background, and has done a lot of exciting work with teacher grants for the Qatar Foundation International.

Besides enrolling in an alternative certification program, are there any other ways in which she can become certified/ eligible to teach the PE position at AIMS? When I spoke to her about alternative certification, she seemed confused, because she sounded like she received different information from SBEC.

I look forward to hearing from you.

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Kadams9@houstonisd.org

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From: Adams, Kate D
Sent: Wednesday, February 18, 2015 4:59 PM
To: Harvey, Antanita
Cc: Cloud, Michelle A; Tindall, Shonda D; Maura, Tanya
Subject: RE: Hayley Smith - Arabic Immersion Magnet School

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From: Tindall, Shonda D

Sent: Wednesday, February 18, 2015 2:04 PM

To: Maura, Tanya; Harvey, Antanita

Cc: Cloud, Michelle A; Adams, Kate D

Subject: RE: Hayley Smith - Arabic Immersion Magnet School

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Cc: Maura, Tanya; Harvey, Antanita; Cloud, Michelle A

Subject: RE: Hayley Smith - Arabic Immersion Magnet School

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Cc: Maura, Tanya; Harvey, Antanita
Subject: RE: Hayley Smith - Arabic Immersion Magnet School

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To: Tindall, Shonda D
Subject: Re: Hayley Smith - Arabic Immersion Magnet School

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Have you had a chance to look into this applicant?

Sent from my iPhone

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To: [Harvey, Antanita](#)
Cc: [Cloud, Michelle A](#); [Tindall, Shonda D](#); [Maura, Tanya](#)
Subject: RE: Hayley Smith - Arabic Immersion Magnet School
Date: Wednesday, March 04, 2015 6:10:55 PM

Hi Antanita,

Thank you for the clarification. I appreciate your responsiveness.

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
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From: Harvey, Antanita
Sent: Tuesday, March 03, 2015 4:26 PM
To: Adams, Kate D
Cc: Cloud, Michelle A; Tindall, Shonda D; Maura, Tanya
Subject: RE: Hayley Smith - Arabic Immersion Magnet School

Hi Kate,

No there's no other way – she must go through an ACP. The Certification Director at TEA researched the type of certificate she holds and it is not reciprocal in Texas. Perhaps, she spoke to someone that's not familiar with Massachusetts teaching licenses.

We will reach out to her tomorrow and explain the certification process as it relates to her.

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Sent: Wednesday, February 18, 2015 2:04 PM
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Cc: Cloud, Michelle A; Adams, Kate D
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To: [Adams, Kate D](#)
Cc: [Cloud, Michelle A](#); [Tindall, Shonda D](#); [Maura, Tanya](#)
Subject: RE: Hayley Smith - Arabic Immersion Magnet School
Date: Tuesday, March 03, 2015 4:25:38 PM

Hi Kate,

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From: [Cloud, Michelle A](#)
To: [Adams, Kate D](#)
Subject: Re: Please see the attached update - AIMS
Date: Tuesday, January 20, 2015 1:24:55 PM

I do apologize. I will notate and update and this week's update

Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 West 18th St.
Houston, TX 77092
mcloud@houstonisd.org

On Jan 20, 2015, at 8:45 AM, Adams, Kate D <KADAMS9@houstonisd.org> wrote:

Hi Dr. Cloud,

Thank you for keeping me in the loop. I noticed an oversight in the attached document. In the partnerships section it states that Farhan facilitated a conference call with Qatar Foundation International. I invited Farhan to join after coordinating a time that works best for all parties, and in fact, I was the one who facilitated the conference call.

Thank you for your support.

Warmly,

Kate D. Adams
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From: Cloud, Michelle A
Sent: Saturday, January 17, 2015 7:33 AM
To: Adams, Kate D
Subject: Fwd: Please see the attached update - AIMS

Dr. Michelle Cloud
Sent from my iPhone

Begin forwarded message:

From: "Cloud, Michelle A" <MCLLOUD@houstonisd.org>
Date: January 17, 2015 at 7:26:46 AM CST
To: "Houlihan, Andrew G" <AHOULIHA@houstonisd.org>
Subject: Please see the attached update - AIMS

Good Morning,

Please see the attached update and thank you for your support.

Michelle

*Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 W. 18th St.
Houston, TX 77092
Office: (713) 556-6493
Email: mcloud@houstonisd.org*

From: [Adams, Kate D](#)
To: [Cloud, Michelle A](#)
Subject: RE: Please see the attached update - AIMS
Date: Tuesday, January 20, 2015 8:45:44 AM

Hi Dr. Cloud,

Thank you for keeping me in the loop. I noticed an oversight in the attached document. In the partnerships section it states that Farhan facilitated a conference call with Qatar Foundation International. I invited Farhan to join after coordinating a time that works best for all parties, and in fact, I was the one who facilitated the conference call.

Thank you for your support.

Warmly,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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From: Cloud, Michelle A
Sent: Saturday, January 17, 2015 7:33 AM
To: Adams, Kate D
Subject: Fwd: Please see the attached update - AIMS

Dr. Michelle Cloud
Sent from my iPhone

Begin forwarded message:

From: "Cloud, Michelle A" <MCCLOUD@houstonisd.org>
Date: January 17, 2015 at 7:26:46 AM CST
To: "Houlihan, Andrew G" <AHOULIHA@houstonisd.org>
Subject: Please see the attached update - AIMS

Good Morning,

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Michelle

Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 W. 18th St.
Houston, TX 77092
Office: (713) 556-6493
Email: mcloud@houstonisd.org

From: [Cloud, Michelle A](#)
To: [Adams, Kate D](#)
Subject: Re: Please see the attached update - AIMS
Date: Tuesday, January 20, 2015 10:09:04 AM

Thank you. I will update

Dr. Michelle Cloud
Sent from my iPhone

On Jan 20, 2015, at 8:45 AM, Adams, Kate D <KADAMS9@houstonisd.org> wrote:

Hi Dr. Cloud,

Thank you for keeping me in the loop. I noticed an oversight in the attached document. In the partnerships section it states that Farhan facilitated a conference call with Qatar Foundation International. I invited Farhan to join after coordinating a time that works best for all parties, and in fact, I was the one who facilitated the conference call.

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From: Cloud, Michelle A
Sent: Saturday, January 17, 2015 7:33 AM
To: Adams, Kate D
Subject: Fwd: Please see the attached update - AIMS

Dr. Michelle Cloud
Sent from my iPhone

Begin forwarded message:

From: "Cloud, Michelle A" <MCLLOUD@houstonisd.org>
Date: January 17, 2015 at 7:26:46 AM CST

To: "Houlihan, Andrew G" <AHOULIHA@houstonisd.org>
Subject: Please see the attached update - AIMS

Good Morning,

Please see the attached update and thank you for your support.

Michelle

*Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 W. 18th St.
Houston, TX 77092
Office: (713) 556-6493
Email: mcloud@houstonisd.org*

From: [LeBlanc, Miles J](#)
To: [Houlihan, Andrew G](#)
Cc: [Adams, Kate D](#); [Cloud, Michelle A](#)
Subject: RE: QFI -MOU
Date: Tuesday, March 10, 2015 5:49:01 PM

Drew:

Got it. I will review the attachment, and get back with Dr. Cloud and Ms. Adams ASAP.
Thanks.

Miles J. LeBlanc

Assistant General Counsel, Legal Services

713-556-7245 (office) | 713-556-7269 (fax)

mleblanc3@houstonisd.org

[HOUSTON INDEPENDENT SCHOOL DISTRICT](#)

Hattie Mae White Educational Support Center

4400 West 18th Street | Houston, TX 77092-8501

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From: Houlihan, Andrew G
Sent: Tuesday, March 10, 2015 12:26 PM
To: LeBlanc, Miles J
Cc: Adams, Kate D; Cloud, Michelle A
Subject: FW: QFI -MOU

Miles,

See below and attached. Can you please review and then get with Dr. Cloud and Ms. Adams on any suggestions, edits, or revisions?

Thanks for the assistance.

Andrew G. Houlihan, Ed.D.

Chief Human Resources Officer

713-556-7353 (office)

ahouliha@houstonisd.org

[HOUSTON INDEPENDENT SCHOOL DISTRICT](#)

Hattie Mae White Educational Support Center

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Like HISD on Facebook: www.facebook.com/HoustonISD

From: Adams, Kate D
Sent: Tuesday, March 10, 2015 11:43 AM
To: Cloud, Michelle A; Houlihan, Andrew G
Subject: QFI -MOU

Hi Dr. Cloud and Dr. Houlihan,

Carine Allaf from Qatar Foundation International (QFI) sent me a draft MOU for a partnership between QFI and HISD. I told her I would need to consult with HISD before proceeding with any binding document. Dr. Cloud and I spoke yesterday about consulting with HISD legal. Please see below and attached, and let me know next steps. It looks like the date is simply a placeholder.

Warmly,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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From: Carine Allaf [<mailto:callaf@qfi.org>]
Sent: Monday, March 09, 2015 2:41 PM
To: Adams, Kate D
Subject: MoU

Hi Kate

Thanks for speaking with me today. I wanted to get this off to you so I quickly made some changes to another MoU we currently have in the works. Please note that once the language is added on the HISD end I will need to have it reviewed by our lawyer before finalizing.

Please let me know if you have any questions.

Thanks so much Kate.

--

Carine Allaf, Ph.D
Director of Programs



From: [Cloud, Michelle A](#)
To: [LeBlanc, Miles J](#)
Cc: [Adams, Kate D](#)
Subject: RE: QFI -MOU
Date: Tuesday, March 10, 2015 1:58:18 PM

Good Afternoon Miles,

Do you have some time Friday, March 13th after 12:00 PM?

Thank you so much.

Michelle

*Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 W. 18th St.
Houston, TX 77092
Office: (713) 556-6493
Email: mcloud@houstonisd.org*

From: Houlihan, Andrew G
Sent: Tuesday, March 10, 2015 12:26 PM
To: LeBlanc, Miles J
Cc: Adams, Kate D; Cloud, Michelle A
Subject: FW: QFI -MOU

Miles,

See below and attached. Can you please review and then get with Dr. Cloud and Ms. Adams on any suggestions, edits, or revisions?

Thanks for the assistance.

Andrew G. Houlihan, Ed.D.
Chief Human Resources Officer
713-556-7353 (office)
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From: Adams, Kate D
Sent: Tuesday, March 10, 2015 11:43 AM
To: Cloud, Michelle A; Houlihan, Andrew G
Subject: QFI -MOU

Hi Dr. Cloud and Dr. Houlihan,

Carine Allaf from Qatar Foundation International (QFI) sent me a draft MOU for a partnership between QFI and HISD. I told her I would need to consult with HISD before proceeding with any binding document. Dr. Cloud and I spoke yesterday about consulting with HISD legal. Please see below and attached, and let me know next steps. It looks like the date is simply a placeholder.

Warmly,

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From: Carine Allaf [<mailto:callaf@qfi.org>]

Sent: Monday, March 09, 2015 2:41 PM

To: Adams, Kate D

Subject: MoU

Hi Kate

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Please let me know if you have any questions.

Thanks so much Kate.

--

Carine Allaf, Ph.D

Director of Programs



From: [Cloud, Michelle A](#)
To: [Adams, Kate D](#)
Cc: [Houlihan, Andrew G](#)
Subject: Re: QFI -MOU
Date: Tuesday, March 10, 2015 12:05:13 PM

Thank you Kate. I will follow up with you so that we can get on this right away

Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 West 18th St.
Houston, TX 77092
mcloud@houstonisd.org

On Mar 10, 2015, at 11:42 AM, Adams, Kate D <KADAMS9@houstonisd.org> wrote:

Hi Dr. Cloud and Dr. Houlihan,

Carine Allaf from Qatar Foundation International (QFI) sent me a draft MOU for a partnership between QFI and HISD. I told her I would need to consult with HISD before proceeding with any binding document. Dr. Cloud and I spoke yesterday about consulting with HISD legal. Please see below and attached, and let me know next steps. It looks like the date is simply a placeholder.

Warmly,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
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From: Carine Allaf [<mailto:callaf@qfi.org>]
Sent: Monday, March 09, 2015 2:41 PM
To: Adams, Kate D
Subject: MoU

Hi Kate

Thanks for speaking with me today. I wanted to get this off to you so I quickly made some changes to another MoU we currently have in the works. Please note that once the language is added on the HISD end I will need to have it reviewed by our lawyer before finalizing.

Please let me know if you have any questions.

Thanks so much Kate.

--

Carine Allaf, Ph.D
Director of Programs



<Draft MoU QFI HISD March 2015.docx>

From: [Olivas, Marisol](#)
To: [Adams, Kate D](#)
Subject: RE: Travel to NYC
Date: Monday, February 16, 2015 9:48:52 AM

What time would you be leaving Sunday and what time will you be returning Wednesday? I need to know so I can create the simulation for your meals.

From: Adams, Kate D
Sent: Monday, February 16, 2015 9:31 AM
To: Olivas, Marisol
Subject: Travel to NYC

I will be traveling to NYC on Sunday, April 26 and will be returning on Wednesday, April 29. Qatar Foundation International is paying for my flight and hotel, and therefore you do not need to set this up via SAP. However, I will need to be reimbursed for meals, parking at the airport, and transportation. Can you submit via SAP?

Thanks,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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From: [Olivas, Marisol](#)
To: [Adams, Kate D](#)
Subject: RE: Travel to NYC
Date: Monday, February 16, 2015 9:59:06 AM

Could you give me details on where you will be staying and where you will be traveling to? I have to put in an estimated cost for transportation....What other expenses other than meals, transportation and airport parking will you be having?

From: Adams, Kate D
Sent: Monday, February 16, 2015 9:31 AM
To: Olivas, Marisol
Subject: Travel to NYC

I will be traveling to NYC on Sunday, April 26 and will be returning on Wednesday, April 29. Qatar Foundation International is paying for my flight and hotel, and therefore you do not need to set this up via SAP. However, I will need to be reimbursed for meals, parking at the airport, and transportation. Can you submit via SAP?

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From: [Olivas, Marisol](#)
To: [Adams, Kate D](#)
Subject: RE: Travel to NYC
Date: Monday, February 16, 2015 4:32:54 PM

Ok that should do, I was just trying to guesstimate for transportation. Stuart told me I had to make an estimate and put it in SAP, and then once I get your receipts I will put them in the system.

From: Adams, Kate D
Sent: Monday, February 16, 2015 4:31 PM
To: Olivas, Marisol
Subject: RE: Travel to NYC

Sure. I haven't booked my hotel yet, but I will be staying in Brooklyn, New York. Let me know if you need more specific hotel information. I don't think I'll have any other expenses besides transportation, parking, and food.

Here's my flight info:

Leave Houston on Sunday, April at 6:25 PM
Leave NYC on Wednesday, April 29 at 2:50 PM (arriving in Houston at 6:00 PM)

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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Sent: Monday, February 16, 2015 9:59 AM
To: Adams, Kate D
Subject: RE: Travel to NYC

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From: [Adams, Kate D](#)
To: [Olivas, Marisol](#)
Subject: RE: Travel to NYC
Date: Monday, February 16, 2015 4:31:30 PM

Sure. I haven't booked my hotel yet, but I will be staying in Brooklyn, New York. Let me know if you need more specific hotel information. I don't think I'll have any other expenses besides transportation, parking, and food.

Here's my flight info:

Leave Houston on Sunday, April at 6:25 PM

Leave NYC on Wednesday, April 29 at 2:50 PM (arriving in Houston at 6:00 PM)

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Subject: RE: Travel to NYC

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To: Olivas, Marisol
Subject: Travel to NYC

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From: [Olivas, Marisol](#)
To: [Adams, Kate D](#)
Subject: RE: Travel to NYC
Date: Monday, February 16, 2015 9:33:08 AM

Yes I will.

From: Adams, Kate D
Sent: Monday, February 16, 2015 9:31 AM
To: Olivas, Marisol
Subject: Travel to NYC

I will be traveling to NYC on Sunday, April 26 and will be returning on Wednesday, April 29. Qatar Foundation International is paying for my flight and hotel, and therefore you do not need to set this up via SAP. However, I will need to be reimbursed for meals, parking at the airport, and transportation. Can you submit via SAP?

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Kadams9@houstonisd.org

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From: [Le, Cindy H](#)
To: [Adams, Kate D](#)
Subject: Start-up Transfer Summary
Date: Wednesday, February 18, 2015 11:33:46 AM
Attachments: [478 - AIMS - Transfer Activity.xlsx](#)
[image001.png](#)

Hi Kate,

Per our phone discussion. Please see attached. This details what was initially loaded per our e-mail correspondence. It doesn't break down what was actually spent and what was transferred into other accounts after the fact, however we can compare that using SAP.

I'm stepping out for lunch will be back at 1230. I can call you and we can discuss.

Thanks,

Cindy Le
Budget Analyst, Budgeting and Financial Planning
713-556-6578 (office) | 713-556-6599 (fax)
cle@houstonisd.org

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From: [Adams, Kate D](#)
To: [Olivas, Marisol](#)
Subject: Travel to NYC
Date: Monday, February 16, 2015 9:30:59 AM

I will be traveling to NYC on Sunday, April 26 and will be returning on Wednesday, April 29. Qatar Foundation International is paying for my flight and hotel, and therefore you do not need to set this up via SAP. However, I will need to be reimbursed for meals, parking at the airport, and transportation. Can you submit via SAP?

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From: [Cloud, Michelle A](#)
To: [Houlihan, Andrew G](#)
Cc: [Adams, Kate D](#)
Subject: Update
Date: Saturday, January 24, 2015 3:51:19 PM
Attachments: [Arabic Immersion Magnet School Update1.24.docx](#)

Good Afternoon Dr. Houlihan,

Please see the attached update regarding for AIMS. Thank you for prompt and overwhelming assistance and support.

Michelle

*Dr. Michelle Cloud, Ph.D.
School Support Officer
Houston Independent School District
4400 W. 18th St.
Houston, TX 77092
Office: (713) 556-6493
Email: mcloud@houstonisd.org*

From: [Adams, Kate D](#)
To: [Cloud, Michelle A](#)
Subject: updates
Date: Friday, February 20, 2015 2:42:36 PM

Hi Dr. Cloud,

I'm emailing to give you this week's updates.

- We have 380 student applications (111 PreK and 269 Kinder).
- The budget has been approved. I reached out to Randy Adams and am hopeful to meet with him next week.
- Qatar Foundation International (QFI) is paying for my trip to visit the Arabic immersion school in New York. (scheduled in April).
- I interviewed with education reporter, Laura Isensee, of KUHF this week (Holly Huffman set it up); it will probably air in March.
- I offered a job to a Kindergarten teacher today. If she accepts, we will be fully staffed in Kindergarten. We are still conducting lots of interviews for Pre-K.
- We finished filming for the recruitment video.

Let me know if you need anything else.

Much appreciated,

Kate D. Adams
Principal, Arabic Immersion Magnet School (AIMS)
713-556-8940 (office) | 713-556-8944 (fax)
Kadams9@houstonisd.org

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