



International Community School of Abidjan

Learning and Leading in a Collaborative Culture

Report of the Board of Directors Meeting Wednesday June 5th, 2019

PRESENT

✓ Mrs Elena Molina	- President of the Board
✓ Mr Guillaume Dehem	- Treasurer
✓ Mrs Eugenia M. Bhebhe	- Trustee
✓ Ms Mercy Kpotivi	- Trustee / US Embassy rep
✓ Mrs Erin Tyler	- Trustee / US Embassy rep
✓ Mrs Raluca Eddon	- Trustee
✓ Mrs Adama Traore - Wega	- Trustee
✓ Mrs Saija MacArtney	- Trustee
✓ Dr. Peter Zeitoun	- Director
✓ Mr Seamus Hennessy (video conference)	- In-coming Director

ABSENT

✓ Mr Elizabeth Brogaard-Allen	- Trustee
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1.0 CALL TO ORDER

The meeting was called to order at 6:02pm.

2.0 APPROVAL OF MINUTES

The minutes of the meeting held on the 8th May were approved virtually.

3.0 APPROVAL OF THE AGENDA

The agenda was approved.

4.0 CORRESPONDENCE

There was some correspondence for the Board's information, which was duly acknowledged.



5.0 TOPICS FOR DISCUSSION

5.1 Director's report

1. Construction

Learn to Swim Pool

The meeting was informed that following the recommendation by the aquatics director and safety concerns raised by the school nurse, a “learn to swim pool” is necessary for younger children for instructional and safety reasons. The Board approved the project.

Athletics track

Following previous Board discussions, the Director informed the meeting that an athletics track, to the standard of the one at Sol Beni (a sports facility in Abidjan) could be constructed over the summer break. The Board approved the project.

Bathrooms and Changing rooms

The Board approved the refurbishment of the changing rooms and toilets over the summer. The meeting noted that the basic infrastructure is still sound but there is a need for some minor refurbishment to meet the needs of the school.

2. Positions to be filled

Assets and Inventory Manager

During the process of putting together the financial procedures manual, there was a strong recommendation to employ an Assets and Inventory manager. The manager would report to the Finance Director. The Board approved the position.

Physical Education Teacher

The Director informed the meeting that there is a need for a full time PE teacher particularly as ICSA is very actively in WAISAL and to allow for a more targeted use of time of the Athletics Director and the department. The Board approved the position.

Pool Maintenance/Lifeguard



The Director proposed the hiring of an additional lifeguard who would also have the responsibility of supporting the maintenance tasks of the pool. The Board approved the position.

3. Admissions

The Director noted that the enrolment to the pre-K class has significantly improved. He further observed that grades 4, 5, 7 and 9 are at capacity and that parents have been reminded to confirm their intention to enroll their children as soon as possible. The meeting noted that the increase in enrolment could be attributable to the current marketing programme.

5.2 Board Report

1. General remarks

Members were reminded that they needed to complete the evaluation of the Board training session.

Members were informed that informal staff exit interviews were carried out by the Board President and the Vice-President.

It was observed that the subcommittee on Quality inquiry had also consolidated the results of the online survey and community focus groups. The relevant reports had been circulated among the Board members.

Results of both exercises would guide the board strategic planning process. The board work plan for 2019-2020 will be determined at the working session planned for August 2019.

2. Update on School's Financial Position

The Finance Director, Mr Henri Soukou informed the board that the projected financial loss has been reduced significantly due to various exercises being undertaken to streamline expenditure as well as a positive exchange rate impact.

The meeting was informed that following the cleaning up of the books and the ensuing significant adjustment in provisions, the financial position in the next school year is projected to be significantly stronger.

The meeting was reminded that the aim of the 3 year Financial Savings Plan is to replenish reserves. The meeting further noted that the increase in enrolment has a favourable impact on revenue. The Director clarified that the school can



accommodate an additional 110 students without the need to recruit new teachers.

The meeting observed that the school should continue to explore ways to better control expenditure.

3. Board Responsibilities and Committees

Board officers for the 2019-2010 School year will be:

President	-	Mrs Elena Molina
Vice President	-	Mrs Elizabeth Brogaard Allen
Treasurer	-	Mr Guillaume Dehem
Secretary	-	Mrs Saija MacArtney

The board will work in 2 standing committees, namely the Governance Committee and the Finance and Construction committee. The board noted that a distinct communication strategy, maybe within the Governance Committee, should be put in place, to enhance overall communication. As is deemed necessary, community members shall be invited to participate in the subcommittee meetings. The composition of the two committees is as follows:

Governance	Finance and Construction
Chair - Mrs Raluca Eddon Mrs Adama Traore - Wega Mrs Elizabeth Broggart Allen Mrs Eugenia M. Bhebhe Mrs Elena Molina Mr Seamus Hennessy	Chair - Mr Guillaume Dehem Mrs Erin Tyler Mrs Mercy Kpotivi Mrs Saija MacArtney Mrs Elena Molina Mr Seamus Hennessy

4. Dates of Board Meetings

The meeting agreed that in principle board meetings will be held on the 3rd Wednesday of the month. The next working session is scheduled for 20th August 2019.

6.0 A.O.B.

There was no other business to be discussed.



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7.0 VOTES

The board voted for the approval and implementation of the following projects over the summer break:

- Learn to swim pool
- Athletics track
- Refurbishment of changing rooms and toilets.

The board voted for the following additional positions:

- Assets and Inventory Manager
- Physical Education Teacher
- Pool Maintenance/Lifeguard

8.0 ADJOURNMENT

The meeting ended at 8:33pm

Recording Secretary: Mrs Eugenia Mzikazi Bhebhe