



Report of the Board of Directors Meeting December 11, 2019

PRESENT

✓ Mrs Elena Molina	- President
✓ Mrs Elizabeth Brogaard-Allen	- Vice-president
✓ Mr Guillaume Dehem	- Treasurer
✓ Mrs Adama Traore - Wega	- Trustee
✓ Ms Mercy Kpotivi	- Trustee / US Embassy rep
✓ Mr Seamus Hennessy	- Director

ABSENT

✓ Mrs Saija MacArtney	- Secretary
✓ Mrs Erin Tyler	- Trustee / US Embassy rep
✓ Mrs Raluca Eddon	- Trustee
✓ Mrs Eugenia M. Bhebhe	- Trustee

1.0 CALL TO ORDER

The meeting was called to order at 6:13pm.

2.0 APPROVAL OF MINUTES

The minutes of the November 20th meeting were approved virtually.

3.0 CORRESPONDENCE

One piece of correspondence regarding tuition fees payment scheme in ICSA was received on November 25th. The Board will communicate directly with the parent in response to the questions raised.

4.0 DIRECTOR'S REPORT

4.1 Security-Contingency-Emergency Plan

No update, committee will meet in January 2020.

4.2 Debriefing on capital projects

- A. Canopy over pool: Work is scheduled to continue during the end of year school break and barring any additional delays will be ready in January.
- B. Architects: School leadership continues to seek potential candidates to review and revise the Master Plan for the facilities at the school.
- C. Other projects:
 - The board approved a project to modify two existing offices in order to create two dedicated French classrooms for lower school. The construction will take place over the end of year break.
 - The Board approved a project to connect the pool reserve in order to use it as a school water reserve in case of city water shortages.



4.3. School Calendar

The Board approved the 2020-2021 school calendar. School leadership will share the calendar in early 2020.

4.4 New student event

In March, eight 11th grade students will be flying to New York to attend a conference at the United Nations General Assembly. The theme of this year's event is the Megacities: A Sustainable Future and most of the students going are IB Geography students. More information on this annual event can be found [here](#). They also plan to tour Columbia and New York University while there.

4.5 Parent/Student/Staff Survey

As in previous years, a parent/student/staff survey will be conducted to gather feedback from the school community and to help prioritize areas of focus. Past years survey resulted in upgrading bathrooms, improving the canteen roof and more. The survey will be administered in April and will be available in both French and English.

5.0 BOARD'S REPORT

5.1 Finance Committee report

The Finance Committee is working to identify new monthly indicators (MI's) to be developed to give a much better prediction of year end spending. They are working with the Head of Finance to compile a list of recommendations from the most recent audit to monitor implementation of recommendations. The Board approved a COLA of 1% for 2020-2021 school year

5.2 Governance committee report

The Governance committee has a working document with results framework and action plan for the ICSA Board Strategic Plan 2019-2021. The document will be finalized by the governance committee after incorporating feedback from the community (received via Coffee with the Board and staff meeting) in January/February 2020.

5.3 Coffee with the Board

Fourteen members of the community attended the Coffee with the Board plus two staff members. The Coffee with the Board had an objective to identify indicators for each of the Strategic Intentions within the Board Strategic Plan, namely Quality Staff, Quality Facilities, Quality Academics, and Secure Financial Position. Thoughts and ideas from the community were collected through small group discussions and will be taken into consideration when finalizing the ICSA Board Strategic Plan 2019-2021.



International Community School of Abidjan

Learning and Leading in a Collaborative Culture

6.0 A.O.B.

There is an electricity assessment currently underway on campus to identify potential areas for energy efficiencies. School leadership will present the report to the Board when it is received.

7.0 Date of Next Board Meeting

Working session: Wednesday, January 15 at 6:00pm.

8.0 ADJOURNMENT

Meeting adjourned at 7:47pm.

SUMMARY OF VOTES/DECISIONS

1. Construction to create 2 classrooms for lower school French class: approved
2. Connection of buffer pool to main plumbing system as back up in case of city water shortages: approved
3. COLA of 1%: approved
4. 2020-2021 school year calendar: approved

Recording Secretary: Mrs. Elizabeth Brogaard-Allen