



**Report on the Board of Directors Meeting
February 19, 2020**

PRESENT

✓ Mrs Elena Molina	- President
✓ Mrs Elizabeth Brogaard-Allen	- Vice-president
✓ Mr Guillaume Dehem	- Treasurer
✓ Mrs Saija MacArtney	- Secretary
✓ Mrs Erin Tyler	- Trustee / US Embassy rep
✓ Mrs Adama Traore - Wega	- Trustee
✓ Mr Stephan Weir	- Trustee / US Embassy rep
✓ Mrs Eugenia M. Bhebhe	- Trustee
✓ Mr Seamus Hennessy	- Director

ABSENT

✓ Mrs Raluca Eddon	- Trustee
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1.0 CALL TO ORDER

The meeting was called to order at 6:00pm.

2.0 APPROVAL OF MINUTES

The minutes of the meeting held on the 16th January, 2020 were approved virtually.

3.0 CORRESPONDENCE

Two pieces of correspondence were received.

The correspondence from the PTO received in January requesting funding would be responded to before the end of the week ending 22 February. The Board noted that international schools have a wide variety of policies and approaches of supporting the PTOs. The Board will consider the best approach to partner with PTO in 2020/2021.

4.0 DIRECTOR'S REPORT

4.1 Recruitment and Teacher Retention

The meeting was informed that the school is currently using 3 companies for recruitment. This increases the chance for the school to attract teachers with the desired profile.



The Board was also informed that the school leadership is concluding work on a Teacher Retention Plan whose objective is to encourage teachers to extend their tenure at ICOSA beyond the initial minimum contract period of two years.

In addressing potential disagreements and grievances, the meeting noted that there is need for a code of conduct applicable to all members of the community, i.e teachers, parents and students and a well defined process for addressing grievances.

4.2 Security Contingency Plan

The Director informed the meeting that as part of the facilities development programme, the school is making plans to enhance security.

The Director also informed the meeting that following discussions with other Head of schools that have faced emergency situations, it is critical for ICOSA to engage a PR company to manage information in the event of a campaign against the school in an emergency situation. The Director will present concrete proposals after further looking into this.

4.3 Capital and Maintenance Projects

Electricity

The meeting was informed that although the school is looking into more use of renewable energy in the medium to long term, some minimum but necessary upgrades on the current electricity system will be done in the interim to meet the growing needs of the school. The Director will submit three quotations for discussion at the next finance committee meeting.

Pool Canopy

There is a need for a drainage system for the canopy which can be easily done now as was done for the sport courts. In future a proper gutter fixed on the back roof could easily be incorporated in the next construction project.

4.4 Climate Survey

The meeting was informed that the climate survey would be in April 2020.

5.0 BOARD'S REPORT

5.1 Finance Committee Report



In view of the various construction and facility improvement plans the Board approved a 10% increase in the capital fee for 2020/2021.

The Board also approved a 1.5% increase in tuition to meet the anticipated increases in operational costs in 2020/2021.

5.2 Governance Committee

Policy

The meeting was reminded that the policy manual should be revised to ensure alignment with the statutes.

Board Elections

The proposed terms of reference of the nominating committee for the elections as well as the profiles for potential board members are under preparation and should be finalised by the last week of February.

5.3 Board Training

The meeting was informed that Rick Detweiler agreed to conduct the training for the current, and incoming board members in May. At the time of the meeting, the proposed dates of the training were 22 -23 May.

5.4 Cocktail With the Board

The meeting was reminded that the Community Cocktail with the Board was going to be held on the 20th February at 6:00pm. There were no agenda items planned for the Cocktail as this would be just an informal get together.

6.0 A.O.B.

There was no other business.

7.0 DATE OF THE NEXT MEETING

The next meeting will be held on March 18, 2020.

8.0 ADJOURNMENT

The meeting ended at 7:55pm.



International Community School of Abidjan

Learning and Leading in a Collaborative Culture

SUMMARY OF VOTES/DECISIONS

1. 10% increase in Capital Fee : Approved
2. 1.5% increase in tuition: Approved

Recording Secretary: Eugenia Mzikazi Bhebhe