



**Report of the Board of Directors Meeting
March 18th, 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. Stefan Weir	- Trustee / US Embassy rep
✓ Mrs Eugenia M. Bhebhe	- Trustee
✓ Mr Seamus Hennessy	- Director

ABSENT

✓ Raluca Eddon	- Trustee
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1.0 CALL TO ORDER

The meeting was called to order at 6:02 pm

2.0 APPROVAL OF MINUTES

Minutes from the previous ICSA board meeting held on Wednesday, 19 February were approved and seconded.

3.0 CORRESPONDENCE

Several pieces of correspondence of operational nature were received and accordingly deferred to the leadership.

4.0 DIRECTOR'S REPORT

§ PR company

- o Further to a recommendation to Heads of Schools in a training attended by ICSA Director, the Board agreed for ICSA to explore PR services for reasons related to safety and security and in order to reinforce the correct image of the school.

§ Re-enrollment

- o With the ongoing situation with COVID-19, the Board agrees that we need to acknowledge the sensitive nature of the current situation: However, we will need to know which students will re-enroll in order to plan for the upcoming school year budget.
- o Re-enrollment will also depend on contract renewals of parents working in Côte d'Ivoire.



5.0 BOARD'S REPORT

5.1 Finance Committee

§ Consider a budget scenario for the upcoming fiscal year: as we will not know the full extent of what the student numbers will be, we need to be cost-efficient in our spending.

§ Decision: Budget for the upcoming school year – Board voted to budget with an estimated 400-500 student scenario.

§ Electricity works: Following an assessment of Electrical work needed at the school, two additional quotes were collected on the proposed works. Given the nature of the recommendations, the Board voted to start with upgrading the electrical breakers.

§ Decision: The Board decided to start first with the breakers.

§ Bank of America: Finance Committee reviewed the position of all bank accounts for ICSA. Based on this review, it was determined that closing the Bank of America account will lead to cost-savings. It was also noticed that the school cash flow situation has improved against last year. Funds from Bank of America will be transferred to TD Reserve.

§ Decision1: Board voted to close the Bank of America account.

§ Decision 2 : Transfer some of the funds to TD Bank Reserve Account after negotiating a better interest rate.

§ Tuition:

- o 93 percent of 2019-2020 school year tuition paid.
- o 7 percent still outstanding. Part of this is due to payments to Bank of America being sent back to some parents by the Bank in error.

§ Organization of Annual General Meeting – initially planned for 15 April

- o Due to government restrictions of gatherings over 50 people along with best practices for limiting the spread of COVID-19, the Board recommends to move the AGM to Wednesday, May 20, until we know what the situation in the country will be as the pandemic scenario evolves.
- o Board elections: to date, no interested candidates to form the Nominating Committee after solicitation. Election process to be moved as well to May as indicated above and a new call for Nominating Committee candidates will be launched.
- o Given the shift in timelines due to the evolving situation of COVID-19, the Board will make recommendations on appropriate timelines to ensure continuity of payments (signatories) and oversight during this transition.

§ School Policies revision: Chapter 2 – Board Operations has been revised and approved to align with the ICSA Statutes.



International Community School of Abidjan

Learning and Leading in a Collaborative Culture

§ Board training is currently confirmed in late May, though will all depend on COVID-19 pandemic evolution. The training will include new and continuing Board members.

5.2 Safety and Security

§ Due to a security concern and the COVID-19 pandemic, the Board voted to close the school on Friday, March 13th, and adopt a trial of blended learning.

§ Due to the COVID-19 pandemic, the Board voted to close the school on Monday, 16 March and implement online school from Tuesday to Wednesday, 17 to 18 March.

§ To be noted that further to Ivorian Government order, all schools in the country will be closed from March 17th to April 16th.

§ The school to work on how to facilitate the taking of exams, namely SAT and IB. In terms of space, if 20 students are to take the exams in a classroom setting, there needs to be consideration for 2-3 meters apart from one another. Need to check if schools in the area can accommodate such space.

6.0 A.O.B.

§ Online learning is working well. The process should improve as it is a work in progress.

§ Recruitment: A formal recruitment report will be submitted to the Board at the next Board meeting.

7.0 DATE OF THE NEXT MEETING

Next Board meeting will be Wednesday, April 15th 2020.

8.0 ADJOURNMENT

The meeting was adjourned at 7:56 pm

SUMMARY OF VOTES/DECISIONS

§ Budget for the upcoming school year – Board voted to budget with an estimated 400-500 student scenario

§ Closure of the Bank of America account and transfer of funds to TD Reserve account.

§ School Policies revision: Chapter 2 – Board Operations has been officially revised to align with the ICSA Statutes.

§ Electricity works: The Board decided to start with the breakers.

§ Annual General Meeting: moved provisionally to Wednesday, May 20, until we know what the situation in the country will be as the pandemic scenario evolves. Board elections were also provisionally postponed to May.

Recording Secretary: Stefan Weir