



Report of the Board of Directors Meeting April 15, 2020

PRESENT

✓ Mrs Elena Molina	- President
✓ Mrs Elizabeth Brogaard-Allen	- Vice-president
✓ Mr Guillaume Dehem	- Treasurer
✓ Mrs Saija MacArtney	- Secretary
✓ Ms Raluca Eddon	- Trustee
✓ 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

1.0 CALL TO ORDER

The Zoom meeting was called to order at 6:04 pm.

2.0 APPROVAL OF MINUTES

Minutes from the previous meeting, held on Wednesday March 18th, were approved.

3.0 CORRESPONDENCE

No correspondence received.

4.0 BOARD REPORT

4.1. Annual Board report

Board Annual Action Report 2019-2020 will be presented at the AGM.

4.2 Organisation of AGM

Due to restrictions of movement and gatherings, a traditional AGM might not be an option this spring. As the Statutes do not prevent organizing an AGM online, the Board and the Director will see to the possibility how to do this. The date remains open until a plan has been made on how to run the meeting.

4.3 Board elections

The Board has reached out to the Community to find three volunteers for the Nominating Committee on three occasions. As per Statutes, the Nominating



Committee is key and without it, elections cannot be held. The Board is to seek on how, when and if Board elections can be held according to the school by-laws.

4.4 Strategic Plan and Intents

The Board is to review the Strategic Plan and Intents and create closure, even if not finalized, as this can be then revisited at the beginning of next school year.

4.5 Budget

Due to the uncertainty linked to COVID-19 pandemic and October presidential elections, three budget proposal models were presented based on anticipated student body numbers. Looking at the situation as seen now, there is no clear indication of a great loss of students in the next academic year. The Board will work on a budget based on a slightly decreased number of students.

4.6 Health, Safety and Security

4.6.1 COVID-19

Ivorian authorities have extended school closure in Côte d'Ivoire until May 17th. The Board agreed we should at all times follow the government decisions, but will in addition follow the evolution of the pandemic, trends in the region and other international schools and international consultant's advice (inclusive of WHO, CDC and AIEE).

The Board agreed for not taking any decision yet as of school campus closure from May 17th onwards.

4.7 Board Annual Training

The Board is preparing for its annual training once travel restrictions are lifted and Board elections have taken place.

4.8 Coffee with the Board

The Coffee with the Board was planned to take place May 27th. At this stage, it is unknown whether movement restrictions and social distancing rules will be fully in place on that date. The Board decided to revisit the possibility of organizing the meeting, and review the date once we have a clear picture about how we will conduct the AGM.



5.0 DIRECTOR'S REPORT

5.1 Recruitment

All positions for next year are filled. The Director is in communication with all the incoming teachers to keep them updated of the COVID-19 situation in CIV.

5.2 Fixed Agenda item: Security-Contingency-Emergency Plan

The school is monitoring Zoom and other online programs to ensure they are safe. The counselors have given extra guidelines to all faculty regarding child protection and online teaching.

5.3 Capital projects

Space behind pool is being re-graded by our gardeners and make-shift gate will be sealed up.

5.5 Re-enrolment policy

The Board agreed the re-enrolment document to be sent to the parents, including a question on re-enrollment plans.

5.6 Webinar on Ensuring School Stability (AAIE)

The Association for the Advancement of International Education (AAIE) held a Webinar for Heads and Board Chairs on Wednesday 7th of April through zoom. There were over 100 participants and over 70 schools involved. The Board Chair, Vice-Chair and Director attended the meeting.

6.0 A.O.B.

6.1 New Board member

Erin Tyler (US Embassy rep) will be leaving the Board due to the end of her posting in CIV. She will be replaced by Ms April Wells.

6.2 Board (internal) self evaluation

The Board will conduct its individual annual self-assessment and analysis of common practices, as part of its usual internal training and development.

6.3 School campus lease

The lease of the school campus comes to renewal after 25 years. Everything is in place and signature of the new lease is to be done in the coming days.



7.0 DATE OF COMING MEETINGS

- Next Board meeting: Wednesday, May 20th at 6:00pm
- AGM: planned for May 20th, to be confirmed after seeing into options of doing an online AGM
- Coffee with the Board: date to be reviewed once AGM is planned

8.0 ADJOURNMENT

The meeting was adjourned at 8:20pm.

SUMMARY OF VOTES/DECISIONS

- AGM - make plans to organize online.
- Strategic Plan and Intents - document to be finalized 'as is' and to be reviewed at the beginning of next school year.
- Budget - Finance committee to prepare budget 2020-2021.
- School reopening - Director to plan different models for re-opening, before end of the school year or at the opening of next school year.
- Coffee with the Board - on hold, possibility and need to organize to be considered after AGM.
- The Board agreed the re-enrolment document to be sent to the parents, including a question on re-enrollment plans.

Recording Secretary: Saija MacArtney