



**Report of the Board of Directors Meeting
May 20th, 2020**

PRESENT

✓ Mrs Elena Molina	- President
✓ Mrs Elizabeth Brogaard-Allen	- Vice-president
✓ Mr Guillaume Dehem	- Treasurer
✓ Mrs Saija MacArtney	- Secretary
✓ Ms April Wells	- 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

Meeting Opening at 19.40

2.0 APPROVAL OF MINUTES

Minutes of the last meeting were approved and published.

3.0 CORRESPONDENCE

The Board reviewed the following recently received correspondence:

- Requested Changes to Hiring Policy: The Board voted against altering the current hiring policies.
- Registration Fee Refund: It is currently the ICSA policy not to grant registration fee refunds under any circumstances. The Board voted to reaffirm this position. One Trustee recused from the discussion and voting.
- Refund for Days School was Not Physically in Session: A parent requested a refund for non-school days (referring to the period that ICSA has been in COVID-related online learning.) Further to the confirmation that no instructional day was lost and it is not cheaper to deliver online instruction than to hold physical class, the Board voted against providing a refund.
- Operational Status and Online Learning Assessment: A family asked about ICSA's operational status in light of the Ivorian government's permission for schools to reopen on May 25. The Board shared before the AGM its decision not to reopen the



campus for in-class teaching before the beginning of the 2020-2021 academic year. A parent also asked questions about how online learning will be graded.

4.0 BOARD'S REPORT

4.1 Extraordinary meeting of the Board

Official recording of the votes in the Extraordinary meeting on May 18:

- Campus to remain closed until reopening in August for the 2020-2021 school year.
- Online learning to continue until the end of the current 2019-2020 school year (i.e. June 10th). Compulsory attendance.

Any recreational use of campus will be an exception to the above-made decisions and would need to be thoroughly studied and discussed at Board level.

4.3 Annual Board Report

The Board Secretary is in the process of finalising the Report.

4.4 AGM

The Board agreed to avoid using passwords with Eventbrite for future AGM meetings, given the technical difficulties that complicated or prevented joining the May 20 AGM.

4.5 Coffee with the Board

The Board agreed to hold its next recurring "Coffee/Cocktails with the Board" on the evening of Wednesday, May 27. The Board discussed making "Best Practices and Experiences in Online Learning" an agenda item. Due to the operational nature of that topic, which goes beyond the Board's purview, the Board agreed to address such questions through a Q&A document. During the meeting, the Board will facilitate a more open conversation with ICSA families about the campus' operational status, their perceptions of the past few months and the next few months.

4.6 Governance Committee

The Committee Chair noted that the Strategic Plan has already been approved, but the GC will send around the Performance Framework of the Strategic Plan, with appropriate COVID modifications, for final review before potential publishing on the website.



4.6 Finance Committee

The Committee Chair will circulate the 2020-2021 budget at or before the June board meeting. School Leadership shared updates on the status of capital projects such as the lightning rod project, gate repair, roof leak repair.

5.0 DIRECTOR'S REPORT

Nothing to report

6.0 A.O.B.

Proposed Graduation Ceremony: School leadership is proposing a Zoom graduation, with a lot of pre-recorded material. All students have received caps and gowns and diplomas and photos. Students have been recorded signing a song. U.S. Ambassador will give the commencement speech. Anything in person would require tents to be erected and other preparations that could be difficult for the school to manage from the health and security prevention perspective. There are also two graduating seniors in the U.S. who won't be able to attend in person. The Board voted to keep the ceremony virtual. One Trustee recused from the voting.

7.0 DATE OF NEXT BOARD MEETING

The Board will next see each other on May 27 for Coffee/Cocktails with the Board, and for its regular working session meeting on June 10.

8.0 ADJOURNMENT

The meeting was adjourned at 21.31

SUMMARY OF VOTES/DECISIONS

- No change in hiring policy allowed
- No change in non-refund of registration fees allowed
- No refund of school fees
- Official recording of May 18th decisions to:
 - a. Campus to remain closed until reopening in August for the 2020-2021 school year.
 - b. Online learning to continue until the end of the current 2019-2020 school year (i.e. June 10th). Compulsory attendance.
- Graduation of the 2020 Class to be held virtually



International Community School of Abidjan

Learning and Leading in a Collaborative Culture

Recording Secretary: Ms April Wells