



Report of the Board of Directors Meeting June 10, 2020

PRESENT

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

ABSENT

✓ Ms April Wells	- Trustee / US Embassy rep
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1.0 CALL TO ORDER

Meeting started virtually at 6:05pm.

2.0 APPROVAL OF MINUTES

Last meeting's minutes were approved and published.

3.0 CORRESPONDENCE

The piece of correspondence asking to share the AGM minutes had already been dealt with.

4.0 Board Report

4.1 Annual Board report

Board Secretary informed the Board that the annual Board report was to be completed.

4.2 Coffee with the Board

A report on the virtual Cocktail with the Board held on Wednesday, May 27th was shared: 17 participants, 8 Board members. Topics discussed were: fundraising events, teacher retention, online learning experience as a parent, timing for arts and music development; as well as of infrastructure for athletics.

4.3 Governance Committee

- The Nominating Committee applicants had been contacted. Potentially 4 eligible volunteers remained. The Board agreed on the next steps: the Governance Committee will determine eligibility, connect with the applicants, update the TOR and request that they meet and submit a timeline to



the Governance Committee for elections to be held in September 2020.

- The Governance Committee will revisit the Strategic Plan and Intents document, especially regarding the deadlines affected by the COVID-19 situation (upgrading of facilities, operation decisions...). The committee will also produce a condensed version of the Strategic Plan to publish on the website in conformity with what is generally done in other schools.
- Upon the resignation of one Board member due to imminent departure from CIV and given the impossibility to complete her two-year term, the options for such vacancy were scrupulously discussed. A vote was taken, based on the following:
 - The need to comply with the Article 16 of the Statutes on Vacancies.
 - A precedent experience set at ICSA Board.
 - The necessity to avoid a tie in case of vote.

The Board voted for the appointment of One (1) temporary Trustee in order to have 9 members. The appointment shall extend until next Board elections should take place (scheduled for September 2020). The Board agreed that even if it is for a short interim period, the Nominee should have the necessary skills to contribute to the Board in its supervisory role in the context of the Strategic plan. TOR for upcoming elections need to be revised to reflect five open seats on the Board for the next election - 2 by appointment and 3 by election.

4.4 Finance Committee report

- The Director noted that there were some outstanding fees and the school was taking various measures to encourage payment.
- The meeting noted the effect of the exchange rate fluctuations on the 2019-2020 budget.
- On the Budget 2020-2021, Projection Numbers will be adjusted by the finance department.
- Financial Aid Committee: 2 Board members will represent the Board along with the Staff/Admin team. A meeting will be convened to assess requests received.
- School Fee payment schemes were discussed. Flexibility requires school to keep up with deadlines and trust in some organizations commitment to pay the fees. Currently school fees payment deadlines are beginning of September and December, and there are up to 2-weeks delay between time of bank payment and updating at school. It was recommended that the SL revisits the scheme for next year in view of allowing for other payment options (if feasible), payment process and align our system for invoices with a quick book online to reduce the delay. The SL was encouraged to continue ensuring that unpaid school fees are followed-up
- Capital development projects. Electricity Safety at school is the focus this summer, which will include a regulator of tension and lightning protection rods. It was decided that Generator cost will be added to next SY budget.



5.0 Director Report

5.1 Fixed Agenda item: Security-Contingency-Emergency Plan -

The Board decided to wait for the next meeting to discuss existing precautions and the latest developments in CIV.

5.2 Department of State Funding

The Director reported that the US Department of State offered ICSA a grant for permanent items (not disposable ones) of 5,700,000 FCFA to deal with COVID-19 situation.

5.3 Personnel

In case of eventual changes over the break period, the hiring process will resume over July to ensure suitability between the number of staff and students enrolled.

Contacts with US Lawyers and the State Dept representative started- with the aim of maximising the use of our Foundation for school legal matters.

5.4 New Students

The Director reported that 50 applications were received, 37 new students have been accepted, 9 are pending, 2 are on waiting list and 2 were refused.

5.5 Professional Development and ASA report from Director

A report on the Professional Development programme of the school was presented, with indication of budget not spent due to COVID-19, topics covered by the programme and beneficiaries amongst the school staff of such PD.

The After-School Director sent a report showing that at ICSA this year, 186 After-School Activities were offered for 2 trimesters: 133 for LS students, 53 for US students; with a total of 1,728 participants. Improvement for suggestions of the programme were duly noted.

6.0 AOB

7.0 Date of Next Board Meeting

Next working session: Wednesday, August 19th (6pm, Director office TBC).

8.0 Adjournment of Session



International Community School of Abidjan

Learning and Leading in a Collaborative Culture

Meeting was adjourned at 8:06pm

SUMMARY OF VOTES/DECISIONS

1. Board to nominate a replacement for Board vacancy
2. Capital development works: Generator costs to be added to next SY budget.

Recording Secretary: Adama Traore-Wega