



Report of the Board of Directors Meeting

September 23, 2020

PRESENT

- Ms. Elizabeth Brogaard-Allen - President
- Mr Vivek Saraswat - Vice-president
- Ms. Couro Kane - Treasurer
- Ms Sireesha Kumar - Secretary
- Mrs Adama Traore-Wega - Trustee
- Mr Stefan Weir (Virtually) - Trustee / US Embassy rep
- Ms Marly Bah - Trustee
- Mr. Joachim Lubiba - Trustee
- Mr Seamus Hennessy - Director

ABSENT

- Mrs April Wells - Trustee / US Embassy rep

1.0 CALL TO ORDER

The meeting was called to order at 6:03pm.

2.0 APPROVAL OF MINUTES

The minutes of the meeting held on the 19th August, 2020 were approved.

3.0 CORRESPONDENCE

One piece of correspondence was received since August and it is being dealt with by the relevant parties.



4.0 DIRECTOR'S REPORT

4.1 The Director informed the Board of ongoing discussions with the US Embassy to improve security precautions in and around the school.

4.2 The Director informed the Board that all subjects are now being taught and after-school activities being explored (guidelines will go out to parents via Flash). On the medical front, school nurses are keeping a running record of illnesses and parents have been very helpful. All suspected cases amongst staff and students have been followed up - they were all negative.

4.3 The Director reported that current student enrollment is 462 students with fewer than 20 still online. There are wait lists for some classes.

4.4 The Director presented the need to move to improved IT systems to gain efficiencies. One of the priorities for the year will be to improve all of the systems in terms of efficiency, transparency and cost. The first three projects have been identified and follow-up projects will look at integration of these platforms.

4.5 A presentation will be organized covering curriculum information for all board members, this will include information on EYE, GCC and IBO.

5.0 BOARD'S REPORT

5.1 The Board voted on Executive Board positions. The results are as follows:

- Chair: Elizabeth Brogaard-Allen
- Vice Chair: Vivek Saraswat
- Treasurer: Couro Kane
- Secretary: Sireesha Kumar

The Governance Committee will be chaired by Adama Traore-Wega and the Finance Committee chaired by Couro Kane. All new Board members were reminded that the Code of Conduct and the Ethics code need to be signed.



5.2 Governance Committee

5.2.1 The Nominating Committee submitted its final report outlining the preparations for and results of the Board elections held in September 2020. The Board thanks the Nominating Committee for their commitment to identifying candidates and organizing Board elections.

5.2.2 The Board agreed to a transition period for signing checks. Given the length of time required to change signatories at the Bank and to not cripple school operations, the departing President and Treasurer will continue signing checks with the incoming President and Treasurer being notified and updated on all check-related issues. The departing President and Treasurer have both signed the Code of Conduct and Ethics code documents for SY 2020-2021.

5.3 Finance Committee

5.3.1 The estimated end of year budget was presented, showing an expected operating surplus. The annual audit will begin next week and as soon as it finishes, we will have the official figure.

5.3.2 The finance committee presented changes to three policies related to refunds. The Board reviewed the three proposals, offered inputs and approved the policies.

5.4 Board Retreat/Orientation feedback

5.4.1 New and Continuing Board members attended a virtual Board Retreat/Orientation held Friday, September 18th and Saturday, September 19th. During the orientation, the Board discussed the Board goals for this school year and agreed that the Governance Committee would evaluate the proposed strategic goals in line with the ICOSA Strategic Plan and Intentions (2019-2021) and propose a list of Strategic Goals for the Board to agree on during the October meeting.

5.4.2 The Board approved the 2020-2021 Board Operating Norms.



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6.0 A.O.B.

No AOB

7.0 ADJOURNMENT

The meeting ended at 8:11. The next meeting will be held on the 21st of October, 2020.

SUMMARY OF VOTES/DECISIONS

The Board made the following decisions:

1. Executive Committee positions, including Committee chairs and composition.
2. Approval of the Essential Agreement on Board Operating Norms.
3. Approval of revisions to Financial policies concerning refunds.
4. Approval of transition period for check signing to allow operations to continue.

Recording Secretary: Elizabeth Brogaard-Allen