



**Report of the Board of Directors Meeting
Wednesday December 9, 2020**

Present

✓ Mrs. Elizabeth Brogaard-Allen	-	Chair
✓ Mr. Vivek Saraswat	-	Vice Chair
✓ Mrs. Couro Cheikh Kane	-	Treasurer
✓ Mrs. Adama Traore-Wega	-	Trustee
✓ Ms. Marly Bah	-	Trustee
✓ Ms. April Wells	-	US Embassy Rep. /Trustee
✓ Mr. Joachim Lubiba	-	Trustee
✓ Mrs. Sireesha Kumar	-	Secretary
✓ Mr. Seamus Hennessy	-	Director

Absent

✓ Mr. Stefan Weir	-	US Embassy Rep. /Trustee
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1.0 Call to Order

The meeting was called to order at 6:05pm.

2.0 Approval of Minutes

The minutes of the meeting held on November 19 were approved together with the AGM minutes.

3.0 Correspondence

There was one correspondence from PTO as a note of information on their upcoming event.

4.0 Director's report

Security-Contingency-Emergency Plan: everything is in place and ready for new entry and exit after school - but the implementation will take place after the vacation.

Covid 19: a student in Grade 11 tested positive (home transmission) - close contacts were sent home for testing. Following this, the Ministry of Health visited the school and proposed to come and test people on site next time should there be a group of close contacts. The Ministry of Health expressed appreciation for the manner in which ICOSA is managing COVID safety protocols.



Personnel: To date, 12 teachers have been hired internationally for the next school year. Another local staff has also been recruited to join the PE department.

Academics

The 1st report on the academic performance based on MAP testing was presented to the Board, ICSA is consistently scoring above world averages.

To assess and monitor the emotional well-being of students and teachers, counselors have sent out a survey. They will examine the results and decide on the follow up needed.

Succession for Director (in case of incapacity): a contingency plan was presented and adopted by the board of how to handle a situation in which the Director is unable to perform his/her duties.

5.0 Board Report

5.1 Governance Committee

The committee met on November 26. A strategy was adopted to monitor the achievement of the board goals and tasks for this school year. In line with the Facilities plan objective, an Ad-Hoc committee was put in place for the Priority Plan of the Construction Project. This Ad-hoc committee will assist in organizing presentation meetings by the architects and community meetings with the chosen architect for input and feedback.

5.2 Finance Committee

The committee met on December 7. The Finance committee reviewed the October financial report and provided suggestions for a new presentation to improve analysis. They also reviewed the financial report provided by the external auditors. One of the priorities for the Finance Committee is to reduce bank fees, as such the committee began the analysis of these expenses to assist in negotiation with the banks.

5.3 Chair's Report

Coffee with the board: It was proposed and agreed upon that the board will organize a series of coffees in the new year linked to meetings with the identified architect. The activities will involve both parents and members of the board. The Ad Hoc committee working on the Facilities plan will propose a calendar and logistical details.

6.0 Date of Next Meeting : January 20, 2020.

7.0 Adjournment

The meeting ended at 7:35 pm.

Recording Secretary: Mrs. Patricia Amouzou