



**Report of the Board of Directors Meeting  
Wednesday March 17, 2021**

**Present**

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

**Absent**

✓ Mr. Vivek Saraswat	-	Vice Chair
✓ Mr. Stefan Weir	-	US Embassy Rep. /Trustee

**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 February 17 were approved.

**3.0 Correspondence**

One correspondence received during the month, the Board will draft a response.

**4.0 Board Report**

**4.1 Governance Committee report**

There was an update on the Board's Goals and Tasks status. This update was specifically on Academic and Emotional Well Being of student and staff, on quality facilities, collaborative culture with Service Learning and SWOT analysis.

- ✓ **Board Elections:** The Nominating Committee has been put in place and the board encourages a third member to join the two volunteers. The election will take place around April 21, after the school's AGM. The Board will allot time during the AGM for candidates to present themselves to the community.



- ✓ **Board Annual Booklet Report**: The Governance Committee is working with the Communications Coordinator on a more convenient and compact version of the annual Board Report in addition to the detailed report annually produced by the Board Secretary.
- ✓ **Contracts/Legal changes**: The Board has reviewed and updated employment contracts.
- ✓ **Facilities Ad Hoc Committee**: the two foreign architects have sent videos of their concepts. These videos will be sent to the community with survey questions to see their preference and Q&A sessions scheduled, after which a decision will be made.

#### 4.2 Finance Committee Report

- ✓ **Outstanding Fees**: it has been reported that the fee collection is moving in the right direction. Nevertheless, there is need for more strategies to ensure timely payment by parents; parents have to finish paying this year's fees before they can register for next year.
- ✓ **Bank Charges**: the Finance Committee has committed to completing an analysis into bank charges and currency fluctuations before end of March to assess financial risk.
- ✓ **2021-22 Budget**: the first draft has been presented to the Finance committee and is undergoing revision.
- ✓ **Audit TOR** - the Finance committee recommends selecting a new firm to conduct this year's audit. A TOR should be complete by the end of March.

#### 5.0 Director's Report

- a. **Security-Contingency-Emergency Plan**: One of the IT staff has training in GDPR protection and he will be part of the team to meet with the consultants to develop a plan for improving ICOSA's compliance.
- b. **COVID-19**  
Cases were relatively low while High School was out and we hope that continues. The vaccination campaign has begun and 50 of the 150 staff voluntarily received the vaccine. The board suggests that the Director create an awareness campaign among the staff and educate them about the importance of getting vaccinated and to respond to any questions or concerns.
- c. **Personnel**
  - The last staff member for next year has been hired. All positions are full at this time.



- d. **IB Authorization:** This year we will be looking at the assessed route rather than paper exams as we cannot guarantee a Covid free month.
- e. **Operations Manager:** a good number of applications were received and interviews will begin in March.

#### 6.0 AOB

- Director's housing: the director has been a victim of flood last year with serious damages. There is need for him to move out before heavy rains begin again this year. The board has approved his move to a new house.
- Upcoming Board elections: there will be 3 openings next year in the board
- Board retreat: the Board will organize a Board Retreat/Orientation in early May for incoming and outgoing Board members
- AGM: coming up in April 21 and will be on zoom to allow for maximum participation.

#### 7.0 Date of Next Meeting

April 21, 2021.

#### 9.0 Adjournment

The meeting ended at 7:23 pm.

*Recording Secretary: Mrs. Patricia Amouzou*