



**Minutes of Annual General Meeting,
April 21, 2021**

Attendance

The AGM Zoom meeting started with 28 people in attendance.

1.0 CALL TO ORDER

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

2.0 AGENDA

The agenda of the meeting was as follows:

- ✓ Board Report
- ✓ Director Report
- ✓ Covid 19
- ✓ Board Elections

3.0 BOARD REPORT

The board president started by congratulating the parents of the graduating students for the very exciting day in school.

The president then proceeded with her report by reminding the audience that there are Governance and Finance Committees and they will give an overview of what they have done so far. A summary of the various votes and discussions during the year:

Governance

- Approval of 2021-2022 School Year Calendar
- Nominating Committee and Board elections
- Campus Lease
- Remote learning around electoral period

Personnel

- New positions including a Head of Operations
- Teacher Goal setting

Finances

- Tuition and capital fees 2021-2022
- COLA for SY 2020/2021 contracts
- Budget 2020/2021 school year
- Policy updates (refunds, capital fee payments)
- Purchase of new generator

Correspondences



They are categorized as follows:

- Operational: these are correspondences on pandemic preparedness and response but also HR Recruitment questions
- Governance: these were on Tuition fees, Covid 19 vaccine uptake and changes to HR contracts

How does the board communicate?

- ICSA Flash Newsletters
- Board Flashes
- Monthly board meeting reports
- Emails
- The board also interacts with the community through Coffee with the board initiated last year and due to Covid 19, this has been replaced with Architect Zooms.

Committee Reports

Governance committee

A brief report on what was done these 2 years in governance was presented. The strategic plan was drafted by the board in 2019/2020 for two years and the current board after the retreat came up with four main goals in order to implement the strategic plan. Those goals are quality staff, quality facilities, quality academics and a secure financial position.

- ✓ Quality staff: the committee worked on the environment to retain quality staff at ICSA and also focused on professional development.
- ✓ Quality facility: the focus was on the environment, the good use of spaces, how to modernize spaces for the community.
- ✓ Quality academics: the committee made sure LS is able to learn in an environment where things are adapted to them and also extended the learning options to Middle School and Upper School; a monitoring system was put in place
- ✓ Secured financial position: the committee is making sure things move smoothly in the finance of the school, that the budget is balanced and a saving plan is in place.

For the tasks carried out this year, the focus was the following:

- ✓ Monitoring of student academic performance and the emotional well-being at school. Analysis and survey was done with students and staff in collaboration with school counselors.
- ✓ An Ad Hoc Committee was set up for the search of architects.
- ✓ In developing collaborative culture, the board supported the PTO. This has helped with fundraising for CSR projects
- ✓ A consultant is to be hired to work on the SWOT analysis
- ✓ Finally, another task carried out was to make sure the school's legal policies are in line with the host country law and regulations and also to standardize all contracts.



Finance committee

- ✓ The number of students for next year keeps increasing and this affects the school budget for next year.
- ✓ The school's instruction and administrative expenditure is high but generally, the finances are on good track.
- ✓ Capital budget is good as families paid and the expenditure from this budget is less and the balance at the year will be around 5 million Dollar. Part of this will be used for architects' expenses.

4.0 DIRECTOR'S REPORT

Academics

IB Diploma

- ✓ The number of students in IB keeps increasing: 20 students in 2020, 30 students in 2021 and in 2022 we will have 40 students.
- ✓ CGC is now well integrated in LS with concentration of new units for MS
- ✓ MAP testing: students are doing well and have a solid foundation in LS, which will help them for IB when they get to High school.

Enrollment: there are more students transferring from other schools in Abidjan. There is a possibility of waiting list in Upper Elementary and in Middle school while Pre-K is already full.

Teaching spaces

- ✓ An immediate response to expected increase is to create 2 new classrooms for US during the summer months,
- ✓ Going forward, we will depend on architects' help to determine how to better use all spaces for teaching and learning.

New Staff Positions

- ✓ In 2020/2021 an extra Science teacher was added to the Upper School
- ✓ For 2021/2022, we are adding an extra English teacher to the Upper School
- ✓ 2021/2022, a Whole School Instructional Coach will be added. His role is to help all teachers to improve their teaching method, understand and implement Whole School changes.
- ✓ Head of Operations: this is a new position and the position holder will effectively lead the non-academic side of the school, ensuring that the core focus of all elements of school functioning is on teaching and leading. The recruitment process is close to completion.

Accreditation

Our current accreditation with MSA (Middle States Association) ends in December 2023. We will soon begin the 18 month renewal process. As for IB Accreditation, the visit was postponed to October or November due to Covid situation. At resumption in August, we will get things ready towards the accreditation visit.



Service Learning

Due to Covid 19, Service Learning did not do the usual services experiences. The following happened:

- ✓ A huge fund received from PTO after December concert to the amount of 4,185, 000 Cfa. PTO has been supporting service learning but this is the first time the amount is this important. This donation will help in funding some student projects at a more large scale to impact the community.
- ✓ AISA GISS 2021 will be online and 20 students from ICOSA will be participating
- ✓ The partnership with the district Autonome d'Abidjan (DAA) is still in discussion and will be reported on once completed
- ✓ Service Learning is in talk with an organization (Moi Jeu Tri) that does recycling to establish more recycling programs.

Major projects:

- ✓ **Power House** (Grade 9 students): to build some storage shelves at the Women's shelter in Adjame. This is in partnership with CAVOEQUIVA
- ✓ **Partnership with EEFY** in Anono for English tutoring class. Due to Covid, there is a plan to provide some Tablets with internet connection. The project is on pause now and will resume in August.
- ✓ **SMILE**: the focus is still being determined
- ✓ **Panther Network**: this is a media team that records anything happening on campus and again is led by students in G9 and G10.

Child Protection

This unit is in place and headed by Maipelo, not only to response to abuses but also to prevent them. Child protection aim is to make sure teachers and adults undergo some training and know how to interact with children. Staff sign Child Policy and Code of Conduct every year, new staff undergo training on child protection as they join ICOSA.

There are structures to prevent abuse (safer recruitment, child protection policy, student empowerment, mandatory policy signature) and there are adequate responses (inquiry, application of school policy, family meeting, support, outside referral, informing parents etc.).

School Annual Academics & Athletics

WAISAL

Sports are still functioning at stage 2, that is, adapted sport training to ensure the safety of our community and to prevent the transmission of Covid while on campus. The Measures in place are social distancing during activities and a maximum of 6 students in a session.

- ✓ After school sports: Grades 3, 4 and 5 are included in basket, volley and soccer training
- ✓ Number of coaches increased from 6 to 8
- ✓ Leadership Conference: the second annual Waisal high School Leadership Conference was virtual with 10 students from ICOSA and 36 from other schools. Students were able to



learn about e-colors personalities.

Aquatics

- ✓ Junior panthers included Grades 1 to 3 this year
- ✓ Developmental Squad (G4 -8)
- ✓ Competitive Team (G4 – 12)
- ✓ In November 2020, there was swimming with Equinox.
- ✓ In May 8, there will be a virtual meet with 17 other international schools

Facilities

The project of improving ICSA facilities has brought in 2 architects with the following proposals:

Jonathan Holland Architects (UK): their proposal is to maintain the current style and improve by updating spaces and make them more functional by adding a new auditorium. The work will be done simultaneously in many areas.

Tec 4 – Spain: their proposal is an Educational Garden Concept based on African forests. The concept is to create new buildings such as an auditorium, rebuild the existing buildings by working on one space at a time.

Timeline of the project

- ✓ End of April: choice of the architect
- ✓ May to August: creation of Master Plan
- ✓ September to December: engagement in planning working permit with local companies
- ✓ January 2022: building construction starts

COVID 19

- ✓ Campus opened since August and gradually we have seen the number of cases drastically reduced. The good news is that since Spring break, there has not been an on-campus transmission case.
- ✓ Protocols will be updated during summer based on latest international knowledge and advice
- ✓ All community members are encouraged to be vaccinated
- ✓ Safety of students, staff and the wider community is and will be number one priority as we re-open more on-campus activities in the months to come.

5.0 Board Election

The nominating Committee has come up with 3 candidates who want to join the board of directors. In the absence of an American candidate, the votes will still be conducted for 2 seats while the search for an American candidate continues to fill the last vacancy. This is to comply with the Board's statutes.

The 3 candidates were given time to introduce themselves and tell the audience their vision for



the board:

- ✓ Mr. Jean Tancred Clyde VACHER: a Mauritius citizen, he has 1 child in ICSA and joined in 2016. Mr. Vacher is a certified business coach and impact entrepreneur, a startup builder, business facilitator, founder of Mauritian Chamber of commerce in Cote d'Ivoire.
- ✓ Mr. Bart Jan Lode WILLEMS: is from Belgium and has 2 children in ICSA, the 3rd will soon join. He worked in more than ten countries for the past 20 years as CEO, Group CEO of SSYRSE/OMOA, Adenia Partners. Mr. WILLEMS has an Applied Economic Sciences, Accounting and Auditing background.
- ✓ Mr. Jean Francois Le BIHAN: a French citizen, 1 child in ICSA, he joined the community in 2019. MD and Lead Consultant at EuroReg, he is also a business development Senior Advisor at foodwise. Telecom Engineer with Masters in European Affairs and International governance, he is currently a PTO member.

Voting will start on April 22 to end April 25. The results will be announced on April 29.

The nominating committee thanked the candidates and urged the audience to get in touch with Americans parents they know to fill the vacant seat left.

6.0 Adjournment

The Board thanked the candidates for their interest in the board and also thanked the nominating committee for their time and work.

The meeting was adjourned at 7:31 pm.

Recording Secretary: Mrs. Patricia Amouzou