



**Report of the Board of Directors Meeting  
Wednesday April 21, 2021**

**Present**

✓ Mrs. Elizabeth Brogaard-Allen	-	Chair
✓ Mrs. Couro Cheikh Kane	-	Treasurer
✓ Mrs. Adama Traore-Wega	-	Trustee
✓ Mr. Joachim Lubiba	-	Trustee
✓ Mrs. Sireesha Kumar	-	Secretary
✓ Mr. Seamus Hennessy	-	Director
✓ Mr. Vivek Saraswat	-	Vice Chair

**Absent**

✓ Ms. Marly Bah	-	Trustee
✓ Ms. April Wells	-	US Embassy Rep. /Trustee
✓ Mr. Stefan Weir	-	US Embassy Rep. /Trustee

**1.0 Call to Order**

The meeting was called to order at 7:35pm.

**2.0 Approval of Minutes**

The minutes of the meeting held on March 17 were approved.

**3.0 Correspondence**

- 3 correspondence were received from the community: One of which was in relation with the vaccine and staff hesitation. As a result of this correspondence, the US Embassy supported a meeting with two medical doctors (one American, one Ivorian) to meet with interested staff to ask questions about the vaccine. One correspondence was in relation to questions from the Nominating Committee around Board membership requirements. Lastly one correspondence was received concerning Diversity, Equity and Inclusion as something the Board should consider prioritizing at ICOSA. This last correspondence was received very late and will be treated during the May meeting.

**4.0 Board Report**

**4.1 Governance Committee report**

The Committee updated the audience on the Board's Goals and Tasks status.

- ✓ **Board Elections:** 3 candidates have turned up but no American candidate. Voting starts today fill the 2 vacant positions while the vacant seat for the American remains vacant until one is found according to the Board Statutes.
- ✓ **Board Annual Booklet Report:** The booklet is almost ready and was presented to the meeting.



- ✓ **Facilities Ad Hoc Committee:** the two architects made Zoom Q&A sessions and a survey was sent out to the community to gather feedback.

#### 4.2 Finance Committee Report

- ✓ **Outstanding Fees:** The total outstanding fees has reduced by nearly 75% in the last two months, the committee congratulated the director for a job well done in this area and urged him to continue to employ methods to recover the remaining outstanding fees.
- ✓ **Bank Charges:** A great deal of the bank charges are related to currency exchange; this should be presented separately in the future. Bank charges should be only bank charges and losses due to currency exchange should be recorded differently.

### 5.0 Director's Report

#### 5.1 Contract with DAA (District Autonome d'Abidjan)

The DAA would like to officially work with ICSA in some areas such as involvement of students with public schools, service learning, seminars, English lessons classes for DAA employees etc... ICSA will not be able to help in areas like English lessons and translation. The Board has requested more information before moving forward with this partnership.

#### 5.2 COVID-19

There have been very few cases since Spring Break with no impact on school. There is a need to continue encouraging vaccinations to be able to get back to normal life on campus. The Embassy team ran a very good session with staff in April. The board suggested that there should be more awareness campaigns among the staff to educate them on the importance of getting the vaccine. The Board also suggested potentially sending a survey to the community to better understand how many members of the larger ICSA community have been vaccinated.

#### 5.3 IB Authorization

The IB has written to postpone their visit from this Spring to next November. All the paperwork is still in place.

#### 5.4 Operations Manager:

Three candidates have been shortlisted and a final decision will be made in the coming month.

#### 5.5 Salary Scale Adherence

The board policy 4.202 clearly states that all employees should be on the appropriate school salary scale. In order to be compliant with the policy, a number of staff were correctly repositioned on the salary scale.



International Community School of Abidjan  
*Learning and Leading in a Collaborative Culture*

**6.0 Date of Next Meeting**

May 19, 2021

**7.0 Adjournment**

The meeting ended at 8:22 pm.

*Recording Secretary: Mrs. Patricia Amouzou*