



**Report of the Board of Directors Meeting
Wednesday May 19, 2021**

Present

✓ Mrs. Elizabeth Brogaard-Allen	-	Chair
✓ Mr. Vivek Saraswat	-	Vice Chair
✓ Mrs. Couro Cheikh Kane	-	Treasurer
✓ Mrs. Adama Traore-Wega	-	Trustee
✓ Mr. Joachim Lubiba	-	Trustee
✓ Mrs. Sireesha Kumar	-	Secretary
✓ Mr. Seamus Hennessy	-	Director
✓ Mrs. Marly Bah	-	Trustee
✓ Mr. Clyde Vacher	-	Observer
✓ Mr. Bart Jan Lode Willems	-	Observer
✓ Mr. Andrew Greenlaw	-	US Embassy Rep/Trustee
✓ Mr. Chris Nohr	-	US Embassy Rep/Trustee
✓ Mrs. Yasmine Yessoufou	-	Observer

1.0 Call to Order

The meeting was called to order at 6:04pm.

2.0 Approval of Minutes

The minutes of the meeting held on April 21 were approved.

3.0 Correspondence

- 2 correspondences were received and responded to.

4.0 Board Report

4.1 Governance Committee report

An update of the Board's Goals and Tasks was presented. Among the updates are the contracts which have been worked upon and translated to be in line with the laws of the country.

- ✓ **Board Annual Booklet Report:** The booklet has now been completed and is being printed and will be shared with the community before the end of the school year (both electronically and in hard copy).



- ✓ **Facilities Ad Hoc Committee:** After considering a number of factors, including feedback from the community, the Board voted and agreed to move forward with TEC4 on developing a Master Facility plan.

4.2 Finance Committee Report

- ✓ The April Financial Report was presented to the Board
- ✓ Outstanding Fees: The Board is monitoring the outstanding fee balance closely.
- ✓ Budget SY21-22: The first draft of the budget for next school year was approved and will be revisited when student numbers are known next school year.
- ✓ Audit TOR: The Finance Committee will review submissions from the audit firms first and will recommend a firm to the Board at the next meeting.

5.0 Director's Report

a. **Contract with DAA (District Autonome d'Abidjan)**

The PTO, who are fronting this, have not yet come back with a revised agreement. This item is on hold until August.

b. **COVID-19**

No cases since Spring Break. We still need to be careful of dangerous variants arriving in Abidjan. Once the new Head of Operations and Lower School Principal are in place we will begin to look at how we can move forward next year.

The board reiterated the need to put an emphasis on an internal communication campaign to encourage staff on the importance of getting the COVID19 vaccine.

c. **Personnel**

The new Head of Operations has accepted the position, she should be able to begin by August 1st.

d. **IB Authorization**

No new development as the visit has been postponed.

e. **Middle States Association (MSA) Accreditation**

Discussion on the accreditation process has started directly with MSA. A protocol called Excellence by Design will be used. A presentation on this will be done early next year to all members of the community and committees will be created. Accreditation requires full community involvement - Board, parents, students and all staff either in answering survey questions or participating in different committees. Accreditation looks at every aspect of the school from finance and safety to curriculum, extra-curricular activities, physical plant, ethics etc.



In February/March 2022, a date will be chosen for a team to come visit and validate everything in the self-study.

f. National Online Safety

The director reported to the meeting that the school has signed up to a website called National Online Safety (<https://nationalonlinesafety.com/>). This website gives access to hundreds of videos or pdf's about online safety. We can assign video clips to staff, students or parents depending on the topic. Parents can also research different topics (to see a video or pdf) with advice on different parts of the web and how their children can use them safely.

g. Board Essentials

The Director presented a series of videos available online that can be accessed by Board members (alone or in groups) dealing with all aspects of Board Governance - from issues that arise to general board workings. The cost of an annual subscription is around \$2,500. The Board voted against subscribing to the videos at this time but noted the utility of such a resource.

h. TIAA -CREFF

The board agrees to terminate an old pension plan, no longer in use, held with TIAA-CREF.

6.0 AOB

- Board Certificates: the president presented members who completed their mandate with a Certificate of Appreciation.
- Photographs were taken with both new members and those leaving.

7.0 Date of Next Meeting

June 9, 2021

9.0 Adjournment

The meeting ended at 8:12 pm.

Recording Secretary: Mrs. Patricia Amouzou