



INTERNATIONAL COMMUNITY  
SCHOOL OF ABIDJAN

## Board of Directors

Minutes of Meeting > Wednesday June 9, 2021

### Were present:

• Mr. Andrew GREENLAW	- US Embassy representative/Trustee
• Mr. Seamus HENNESSY	- Director
• Mrs. Couro KANE	- Trustee
• Mrs. Sireesha KUMAR	- Trustee
• Mr. Joachim LUBIBA	- Trustee
• Mr. Christopher NOHR	- US Embassy representative/Trustee
• Mr. Vivek SARASWAT	- Trustee
• Mr. Clyde VACHER	- Trustee
• Mr. Bart WILLEMS	- Trustee
• Mrs. Yassmine YESSOUFOU	- Trustee

### 1. Call to Order

Mr. Vivek SARASWAT was asked to act as Chair for the current meeting.  
The meeting was called to order by the acting Chair at 18:05.

### 2. Approval of Minutes

The Minutes of the meeting held on May 19 were approved by all present.

### 3. Correspondence

No correspondence has been received since the last meeting.

### 4. Board Report

#### 4.1. New Board Officers & Committee Members

Descriptions from the ICSA Statutes, regarding Board Officers and Committees, were read out.

Then the followings Board Officers and Committee Members were appointed:

- President: Mr. Vivek SARASWAT
- Vice President: Mr. Bart WILLEMS
- Secretary: Mr. Clyde VACHER
- Treasurer: Mrs. Couro KANE

#### 4.2. Standing and ad hoc Committees

As mentioned in its Policy Manual, and to facilitate its operations, the Board shall establish and define Terms of Reference for Standing Committees and Task Forces as it sees fit. Committees serve to formulate recommendations for the full Board and have no authority beyond that designated by the full Board.

There are two Standing Committees: Governance Committee and Finance Committee; and two ad hoc Committees: Facilities Committee and Salary & Benefits Review Committee.

##### 4.2.1. The Governance Committee will meet as required to update policies, track board goals, organise elections etc... Its members are:

- Mr. Bart WILLEMS, acting as Committee Chair
- Mr. Andrew GREENLAW
- Mr. Joachim LUBIBA
- Mr. Clyde VACHER
- Mr. Vivek SARASWAT



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**4.2.2. The Finance Committee** will meet monthly to discuss the monthly financial report and other financial records and feed information back to the Board. Its members are:

- Mrs. Couro KANE, acting as Committee Chair
- Mr. Christopher NOHR
- Mrs. Sireesha KUMAR
- Mrs. Yasmine YESSOUFOU
- Mr. Vivek SARASWAT

**4.2.3. The Facilities Committee** will meet when required and will be responsible for providing guidance, oversight, and, when appropriate, expertise to the Board in physical planning, capital renewal, capital projects and facilities-related policies and procedures. Special emphasis will be placed on the interaction with the team of architects and builders involved in projects at ICSA. Its members are:

- Mr. Christopher NOHR, acting as Committee Chair
- Mrs. Sireesha KUMAR
- Mr. Bart WILLEMS

**4.2.4. The Salary and Benefits Review Committee** will be responsible in advising the Board on responsibilities relating to salary and benefits, pension, savings, health, and welfare plans. Its members are:

- Mrs. Couro KANE
- Mr. Clyde VACHER

## 5. Finance Committee Report

**5.1. Outstanding Fees** have been almost fully recovered (as of date, total remaining USD 117,840). Trustees noted that the financial recovery process had been well addressed.

**5.2. The April Financial Report** was presented to Board members.

**5.3.** Regarding the bidding process carried out for the **selection of a new Auditor for ICSA**, the only full bid came from KPMG. It was noted that the cost presented by KPMG was less than the amount budgeted, and the offer covered all that was requested in the TOR. Approval was requested from the Board to move forward with contracting KPMG to conduct the SY2020-2021 audit.

The Board unanimously selected KPMG as Auditor for ICSA.

## 6. Director's Report

### 6.1. Delegates on COLA

Four employee delegates did not agree on the 2% COLA entitlement and contacted the Ministry to that effect. Management has written to the latter to clarify the situation as most of the staff have signed addendums for next year and are happy to be getting a 2.5% to 3.5% increase.

The Board asks Management for updates at next Board meeting.

### 6.2. COVID-19

No cases have been reported since Spring Break. We need to be careful of dangerous variants arriving in Abidjan. Once the new Head of Operations and Lower School Principal are settled in, Management will look at how ICSA can move forward: CDC/WHO advice on vaccinated people, new variants, length of vaccine protection, rapid antigen tests etc.

### 6.3. Personnel

Ms. Abeni JOHNSON, who was currently covering for a maternity leave, has been selected as the new KG teacher for next year in replacement of Mrs. Latrice CARTER, who cannot return due to health reasons.



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### 6.4. IB Authorisation

The IB Authorisation process team will surely visit ICSA in November 2021.

Board Members will be informed of this visit and of the whole process.

### 6.5. Middle States Association (MSA) Accreditation

ICSA has officially begun the process and will be using a protocol called 'Excellence by Design' (EBD). It is an accreditation protocol that uses strategic planning as a vehicle for growth and improvement in student performance and in the school's capacity to achieve that growth.

The Board asks the Director for future updates on this process.

### 6.6. Student Numbers

A poll suggests that 90% of students are returning with around 6% not returning. This would indicate that fewer than 50 students would leave (the number will be a little higher as some people are unsure at this stage). Over 90 new students have been accepted for next year, and about 20 are still under consideration. 5 processed students are on a waitlist and waiting for Pre-K. 18 have already been accepted.

The Director recommends the opening of a second Pre-K class if the target of 10 is reached on the waitlist. Having two Pre-K classes will help ensure that we eventually have more students in Lower Elementary. He further explains that an additional local teacher will be recruited on a one-year contract basis. Equally for Upper School, the US multi-purpose room will be converted into two classrooms.

The Board gives approval to open an extra class for Pre-K for next year.

### 6.7. EYE/MAP Results

The report presented to the Board shows a good progress of students both in Lower and Upper school in all subjects.

## 7. AOB

7.1. The **Board Calendar** for next year has been set and agreed upon by members.

7.2. The Board thanked Mrs. Patricia AMOUZOU for acting as **recording secretary**. The new Board Secretary will fully take this duty from now on.

## 8. Date of Next Meeting

The Board will meet on Wednesday August 25, 2021, at 18:00.

## 9. Adjournment

The meeting ended at 19:30.

Clyde VACHER  
Secretary to the Board  
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