

AISB BOARD MEETING

Regular Session

AISB Library

May 15, 2007

Present : David Henry (DH, *Director*), Marjon Tuinsma (MT), Rob van Doeselaar (RD), Olivier Verstraeten (VH), Lisa Nichols (LN), Kellie Lartigue (KL), Christy Bennett (CB)

Absent : Betsy Wagenhauser (BW); Stephanie Syptak (SS, Ambassador's Rep)

Others present: Jeff Mortelette (JM, *Teacher's Rep*)

I Opening

a. Call to order, 7: 15 PM

b. Approval of the minutes

Vote: -Approving minutes of the Regular Session 24 April 2007 – All in favor (6)

II Action Items

a. Selecting officers on the Board (Board Chair, Vice Chair, Treasurer, Secretary)

After discussion of the requirements (both time and skills) for each position the following Board officer selections were made:

CHAIRMAN	VICE CHAIR	SECRETARY	TREASURER
Rob Van Doeselaar	Marjon Tuinsma	Lisa Nichols	Olivier Verstraeten
ALL IN FAVOR	ALL IN FAVOR	ALL IN FAVOR	ALL IN FAVOR

b. Signing the Code of Ethics

All members signed the code of ethics

c. Selecting members for Financial Assistance Committee

Financial Assistance Committee

David, Olivier and Kelly

There was some discussion of Financial Assistance priorities led by DH. HS candidates are sought out due to the need to increase upper school enrollment. The deadline was May 15 and applications were received from 7 families. There was a discussion of the criteria for selection that is in the Policy Manual. The committee will meet May 23 to discuss applications and make recommendations.

d. Selecting members for Policy, Financial and Facilities Committees

Committees were discussed including their various mandates and their pending tasks.

Finance Committee

Olivier (chair), David, Betsy, and Rob

The Finance committee will meet once before the end of the school year, most likely in June, to look at the budget.

Policy Committee

Kelly (chair), Stephanie, David, Rob, Jeff and Sara

The policy manual was discussed and that it will be revised / updated in an ongoing dynamic manner, with sections to be discussed in phases during the year.

Facilities Committee

Betsy (chair), Christy, David, Stephanie and Lisa

The pending issue of acquiring land and reviewing the currently owned land will be the first challenge to accomplishing the new campus objective. All Board members expressed that improving the current facilities is a priority.

III Information Items

a. Director's Report

[Teacher's report](#) given by Jeff Mortellet is [included in the Director's report](#)

DH discussed new projected budget figures which was a Second revision.

The second revision was voted on and approved (All in favor-6).

[See attached Director's Report.](#)

b. Board Training

The Board training will be May 20-21 (1 1/2 days) and DH will ask SS if the Embassy has a room that can be used.

The agenda of the Board training was presented by MT and discussed and the group agreed with the items to be addressed.

c. General Association Meeting

Generally it was felt by MT and others that the General Association meeting went well and it was the best attended meeting of the year as far as full parent turn out from most of the classes. The next step will address how to improve channels for interaction, and how to get community input.

The audit report was discussed and it was not clear why the presenter mentioned several points in the Assembly that were not in the report. DH said he would call the firm and get clarification.

d. Parent Survey and Faculty Evaluation

The parent survey will be handed out this week through the students. [Oumou will collect the parent survey which is due by May 28th.](#) The Faculty Evaluation was reviewed. The process to collect and collate the responses from both evaluations was discussed. Oumou will collect the surveys from the teachers. DH will give [an electronic](#) to JM and JM will communicate to staff. MT will compile [the results and give results summary to DH \(I believe I missed something here—thanks for correcting\).](#)

V. Adjournment: 9:00 PM

Next meeting: June 5th, 2007 at 7: 00 PM