

**School Board Meeting**  
**Minutes - Regular**  
**Tuesday, December 11, 2007**  
**7:15 pm – Library**

**Present:** David Henry (DH, Director), Rob van Doeselaar (RD), Olivier Verstraeten (OV), Christy Bennett (CB), Lisa Nichols (LN), Stephanie Syptak (SS, Ambassador's Rep), Betsy Wagenhauser (BW), Nico Barning (NB)

**Absent:** Kellie Lartigue (KL)

**Others present:** Jeff Mortelette (teachers' rep); Jan Derpak (JD), [Amanda Mortelette](#), [Abdel Yattara](#), [Rachelle Johnson](#), [Mariel Hanna](#) (teachers present first 15 minutes)

**I. Opening**

- A. Call to order 7:15
- B. Approval of minutes for November 20 meeting. A motion was made to approve the last minutes. All in favor (6).

**II. Information Items**

**A. Teachers report (Annex 1)**

(In addition to the items in the Teachers' report) JD discussed the Model UN trip which she led to the US in late November with ~~nine~~ six students from the HS. The trip was a success and the students prepared and presented their countries. After this meeting they visited New York city and the UN. A suggestion was made that this experience could be shared by the students with the elementary school. Also a presentation to the next General Assembly meeting of the association of the trip was suggested.

~~**Approval of PTO fund raising drive:** A motion was made to approve the proposed fundraising drive (see annex) by the PTO to raise \$10,000 to match the Library Grant. All in favor (6).~~

**B. Directors Report (see attached Annex 2)**

(In addition to the items in the Director's report)

**Approval of PTO fund raising drive:** A motion was made to approve the proposed fundraising drive (see annex) by the PTO to raise \$10,000 to match the Library Grant. All in favor (6).

JD discussed the need for time in the school schedule to prepare the written curriculum. This time would come from JD/DH's proposed early student release for 6 weeks: 2 Wednesday's in January and 4 in February.

**Approval of early release in January and February:** A motion was made to allow early release days for students at the beginning of the second semester in order to allow teachers to work on documenting curriculum.

**C. Facilities Report: (see attached Annex 3)**

The Program of Spaces document was discussed. The Facilities committee will make changes to the document based on discussion of class room and class size. The design sub-committee was asked to look into the standards for class size. It was suggested that the dimensions in the document also be expressed in square feet. The documents, photos and other information will be posted for parent and AISB community input on the bulletin board across from the office.

In early January (possibly Saturday January 12) a trip to the Sotuba land will be organized.

**Approval of negotiation of new contracts:** A motion was made to approve giving the facilities committee authority to negotiate a new contract for the architect. All in favor (6).

Discussions were held regarding who signs the contract (Director and Board ~~director~~Chair) and what can the school afford. This last item will be the subject of further discussion.

**D. Finance Report (Annex 4)**

OV presented the long term financial plan for AISB. He was congratulated by the Board as ~~this is the first time it has been several years since that~~ AISB has had a plan in spite of several years of discussing the need for one.

The audit report was also discussed and dissatisfaction with the report was expressed by some. OV will go back to the firm and ask them to make improvements.

A discussion over the effects of the exchange rate drop on the schools finances – expenses, cash reserves, etc. was held.

**E. ~~Policy Report (Annex 5)~~**

**Approval of policy to change petty cash:** A motion was made to adopt proposed language on petty cash. All in favor (6).

Old language:

The Board authorizes a petty cash account of 500,000 CFA for the use of the school. The Receptionist/Cashier administers the account. Petty cash shall be used to purchase any item or pay for any service not exceeding a value of 35,000 CFA. Cash advances for authorized purchases can be issued. No purchase shall be reimbursed through petty cash without receipt. Purchases not authorized in advance are reimbursable at the discretion of the Business Officer or the Director. The petty cash account will be reconciled at the close of each month for inclusion in the monthly financial report. Periodically the director will conduct unannounced reconciliations.

New language:

The Board authorizes a petty cash account of **700,000** CFA for the use of the school. The Receptionist/Cashier administers the account. Petty cash shall be used to purchase any item or pay for any service not exceeding a value of **60,000** CFA. Cash advances for authorized purchases can be issued. No purchase shall be reimbursed through petty cash without receipt. Purchases not authorized in advance are reimbursable at the discretion of the Business Officer or the Director. The petty cash account will be reconciled at the close of each month for inclusion in the monthly financial report. Periodically the director will conduct unannounced reconciliations.

**F. [Policy Report \(Annex 5\)](#)**

[There was no policy committee meeting since the last board meeting and hence no report was given.](#)

**G. Marketing**

The Board discussed various ideas for marketing AISB. Improving the website, sending a newsletter to subscribers, posting student videos and slide shows or making a CD that could be in key resource libraries (State Department), and hiring someone to link AISB to strategic websites were some of the ideas discussed.

**Adjourned 9:35**