

**AISB BOARD MEETING MINUTES**  
**Regular Session**  
**AISB Library**  
**September 16, 2008**

**Present:** David Henry (DH, *Director*) Rob Van Doeselaar (RD, *Chair*), Oumar Saibou (OS), Scott Reese (SR, *U.S. Ambassador's rep*), Christy Bennett (CB), Nico Barning (NB), Steve Lutterbeck (SL), Olivier Verstraeten (OV),

**Absent:** - Todd League (TL)

**Others present:** Randy Brown, (RB, Project Manager) Lynn Robinson (Teacher's rep) and Tama Walley, and Muriel Durand (parent).

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## **1. Opening**

### **a. Call to order, 7:15 PM**

### **b. Approval of minutes**

Point 3: Before *Dr. Melton*..... and after *Due to the late notice he is not planning to replace her this year*, will be added:

*Some board members expressed their concern about how the situation at school is at this moment especially with regard to the curriculum responsibility, now that the principal is not returning.*

*The school has integrated the curriculum development in the job description of the newly appointed coordinators. It is to be seen whether the teachers are capable (in time and skills) to perform these new tasks. There is no feed-back on how the teachers respond to this change. The former principal and curriculum responsible is not going to be replaced on the short time. At this moment it is difficult to find on such a short notice somebody to replace her.*

All 5 present boardmembers approved the minutes after adjustment.

## **2. Teacher report**

see addendum

Teacher's representative Lynn Robinson gave a short report on how things are going at school. All after school activities are in full swing and there are no specific issues or events causing concern.

## **3. Director's report**

See addendum.

Up to now the class size limits is a flexible item. According to some board members it should be considered what the maximum number of students should be at the AISB (taking into account the physical space and equipment). There is some discussion on what standards the school should use about the physical space per kid, and when the school should add a class assistant. The policy committee will come with recommendations with regard to policy 704 (limit of enrollment).

After the discussion a summary of the curriculum development was given by DH (2008-09 (see report DH)

#### **4. Facilities report**

An update was given by RB about the progress on the campus building. He has met the architect and discussed amongst others the calendar (probably the grounding will start from the first of January 2008). A contact was made with OPIC in order to inform them about the school's progress. Other important institutions like the EDM (electricity and water) were informed and contacted. 4 contractors have been contacted for a first start of the bidding list. An update from the facilities committee chair CB was presented: A job description and evaluation form was discussed to be used for the project manager. The facilities committee will also write a letter for external use to inform the public about the new campus project. The letter will also describe the project in small fundable projects that can be sponsored by organizations, Embassies, businesses or individuals (like the construction of the swimming pool, the multipurpose room, the library etc.).

#### **5. Financial report**

See addendum: Finance committee meeting minutes of September 12, 2008.

#### **6. Policy committee**

See addendum: Policy committee meeting September 12, 2008.

In the policy manual there are 11 sections. This year section 1, 4, 5 and 10 have priority to be looked at in detail (and 703 and 704). A special committee will be set up to guide the process of coming to a mission statement and philosophy (on the basis of the teacher's draft).

Date for the next meeting: Tuesday September 30 at 19.00 h. in the library.

#### **7. Organizational goals**

See addendum: AISB organizational goals (2008-09).

See addendum: Summary of Curriculum Development Goals (2008-09).

Parents from secondary school have received short overviews about the curriculum for this year which was very instructive. It is asked by a board member to try to make a kind of overview also for middle school from 6<sup>th</sup> – 8<sup>th</sup> grade. It seems difficult to give a same kind of curriculum overview for the middle school.

Organizational goals are approved for 2008 and 2009 as it is presented in the last version.

Approved by all 5 present board members (OV was not yet present at voting).

#### **8. Directors Goals for school year 08-09**

See addendum: Director's goals fro 2008-09. No major comments. The verb 'assist' under the financial part will be replaced in 'facilitate'.

A motion was made to approve the final draft version of the director's goals for school year 08-09.

It was approved by all 5 present board members (OV was not yet present at voting).

The policy committee will look at the evaluation form for the Director.

#### **9. Agenda September General meeting**

See addendum: draft agenda is approved

The agenda was approved by all 5 present board members (OV was not yet present at voting).

#### **10. Action list**

**Action list:**

#	Date	Action	Resp.	End date
1	August 26 <sup>th</sup>	Draft agenda general meeting	RD	X
2	August 26 <sup>th</sup>	Ask around for teachers voluntary in policy cie.	DH	X
3	August 26 <sup>th</sup>	Work on the issue of legal status for AISB	SR	
4	August 26 <sup>th</sup>	Look at the organizational goals and discuss	all	X
5	August 26 <sup>th</sup>	Invest chances to get enumeration of the Malian tax	SR	

No new actions were added.

**Adjournment: 21.15 PM**

**Submitted by Nico Barning**