

**AISB Board Meeting Minutes**  
**Regular Meeting**  
**14 September 2010**  
**AISB Library**

Present: Sander Dankelman (SD), Monique Uwimana (MU), Lisa Cullen (LC), Sheryl Cowan (SC), Magnus Bucht (MB), Rick Caswell (RC), Claudia Vondraseck (CV), Kathleen Peoples (KP), David Henry (DH)

Others Present: Randy Neen (RN), Secondary School Principal; Michael Deutchman (MD), New School Project Manager; Kadiatou Kamano (KK), Business Manager; Sally Anderson (SA), Administrative Assistant; Anna Erickson (AE), Teacher

1. Call to Order

Call to order at 19h20 by SD; Welcome to all to first meeting of the school year

2. Approval of Minutes

All (7 voting members) in favor of the 26 August 2010 Minutes.

3. Teacher's Report

AE discussed the going's on of the school.

- Secondary School: teachers are working on community service projects and MUN. Middle School boy's and girl's soccer is up and running. Secondary School math count is next Wednesday. Middle School student council is starting up.
- Lower School: new second grade teacher has arrived. Continuing the Monday morning assemblies as in past years. First school-wide writing prompt is scheduled for 24 September to establish consistency in grading across teachers and curriculums. High turnout of parents at the Open House on 8 September with good feedback received about presentations. Lower School has started using the new Journey's reading program and teachers are hopeful.
- ELC: students are adjusting to routines, exploring classroom materials and cooperatively working with peers. Students are working on developing phonemic awareness by focusing on a different letter of the alphabet every week. Math is incorporated daily and student will learn to recognize days, months, weeks, etc... The Kindergarten teacher is performing assessments on her students and will continue to do so throughout the year to monitor progress.

4. Accreditation Report

RN discussed the Accreditation Report:

- Planning committee was split into two subcommittees to review two things (scheduled for 3 weeks). One will address the Mission and Philosophy and the other the Profile of the graduate.
  - Mission and Philosophy: The subcommittee is going to recommend the AISB Mission and Philosophy be reviewed during the fall of 2011-2012. But at this time, the message continues to communicate AISB expectations, outcomes, philosophy, etc... And therefore no revision is required at this time and the accreditation process can continue without any issues related to the Mission and Philosophy.
  - A Profile of the Graduate: This document does not exist and is therefore being constructed by this subcommittee now. The finished product should be complete next week and will be presented to the full Planning Committee for acceptance.

When these two subcommittees complete their work, Phase II will be completed. Phase III (which is mostly information-gathering) will begin in the coming weeks. Committees for this phase will be created over the next 2 weeks. RN stated that they are also in great need of parents for the accreditation committees.

5. Director's Report (see report)

DH discussed Director's Report. KP asked if there was any way that the school could make employees who ride a moto to work wear helmets. DH answered that this doesn't work. SD asked if there has been any discussion with students or parents about after-school activities and sports. DH replied that when the school chases parents and students for information, the school usually gets little to no responses. RC asked if it was possible to train or hire new coaches to develop the sports program. RN stated that the Athletics Director is reviewing current staff and faculty as potential coaches but stresses quality over quantity of coaches.

a) DH discussed the new Admin Committee ToR. CV expressed concern over whether the order of the tasks and duties listed were listed in order of priority. RN replied that the order is based on a timeline in which they goals need to be accomplished. CV asked if the committee is using a vetting process for recruiting. DH replied no, they are taking a management team approach. SD requested an evaluation of progress at a later time but would like an update at the next meeting.

6. Finance Committee (see report)

a) SC discussed the AISB Income and Expense Report (Draft 2). SC mentioned using funds from the Sadiola budget to purchase a new photocopier for AISB. As a result, Sadiola broke even.

b) SC discussed the Sadiola Income and Expense report (Draft).

c) SC made a motion: **Retain same auditor as last year**, ALL (7 voting members) in favor.

7. Facilities Committee

a) MD presented the Construction Progress Report.

- Construction Progress: 76% of main building completed, 14% perimeter wall completed, 40% stone masonry completed, 64% of main contract completed, 61% of overall construction incl. amendments completed. Main building to be completed end of October.
- Admin. and Classrooms: Windows, Tiling, Lamps, 1<sup>st</sup> layer of painting completed, correction works ongoing. Doors starting now, after that 2<sup>nd</sup> layer of painting, electrical devices etc.
- Theatre / Library block: Plastering 100%, Tiling 50% completed, Painting 25% completed, correction works ongoing. Painting and Tiling to be continued, windows being manufactured.
- External Works: Plastering 95% completed, Perimeter wall 15% completed, Stone Masonry 40% completed. Perimeter wall and Annex buildings to complete until end October.
- Contract Landscaping in preparation: Preparation of detailed drawings by Architect ongoing. Implementation of `Landscaping, 2<sup>nd</sup> access road November/December
- Finance: Budget and Cash-Flow under continuous revision by PM. 3<sup>rd</sup> bridge loan Ecobank in preparation, meetings with Ecobank (AISB and site), Ecobank is in contact with OPIC for appraisal
- OPIC loan – still bureaucratic obstacles to overcome: New standards for some documents required by OPIC. Mortgage agreement in preparation with embassy.

8. Policy Committee

CV stated that the committee have met once already and will have all goals set by 14 October. CV also mentioned being open to all items thought to need review.

9. Board Business

a) Board Committees ToR and External Membership: SD addressed all committees, saying that they should use the Evaluation/Survey Protocol ToR as a basis for all other ToR's. SD requested that all committees have their ToR's

done by the next meeting. DH asked to use last year's Director's goals until the committee returns with new protocols and instruments on 14 October.

- b) Final Agenda for General Association Meeting: LC requested changing the date to 5 October and was approved.
- c) Ad-Hoc Director Evaluation Tools Committee Report: CV presents the ToR and discusses the three issues to be addressed by the committee (the Director's Evaluation, the Parent Survey, and the Board Self-Evaluation). All three will be reviewed based on AISB mission and goals using both qualitative and quantitative. MU expressed confusion about whether the ad-hoc committee was also the policy committee. CV explained that the ad-hoc committee was temporary and was only reviewing the tools. DH is set to present the Director's Goal's when the ad-hoc committee has finished reviewing the Director's Evaluation (by 30 September). DH asked if the ad-hoc committee could be merged with the Policy Committee. KP responded that this would only mean more work for the Policy Committee and the ad-hoc committee is temporary anyway.

#### 10. Complete Effective Meeting Checklist

SD dismisses all except Board members to fill out checklist at 20h50.