



Minutes of the Banjul American International School (BAIS) Board of Directors (BD) Meeting

Date: 22nd November 2017

Start Time: 4:40 PM

Location: BAIS Library

BAIS Board Members Present: Joan Vives Tomas (JVT) Chair, Crystal Okebe (CO), Martin Antonio (MA; recorder), Doreen Farnitano (DF), Stephane Banna (SB), Amina Saad (AS)

BAIS Teachers Present: Caleb Steindam (CS), Amal Abou-Alfa (AAA), Stephanie Budd

Apologies for Absence: None

1. **Welcome:** JVT welcomed all BAIS Board Members and Teachers Present
2. **Minutes of the Last Meeting:** Approved without any amendments.
3. **Matters Arising from the Minutes:**

<p>Reports by Teachers, PTO</p> <p>Teachers report (AAA):</p> <ol style="list-style-type: none"> 1. BAIS teachers are busy wrapping-up with the trimester assessment in readiness for the student-led Portfolio conference scheduled for next week 2. Middle school humanities class held a Gala in late October for the Unit 1 final project. The theme was based on Oriental Museum of the University of Chicago research into early civilization 3. The middle school science students hosted parents, teachers and students for the mid-point assessment of balloon-powered cars and raced made-up cars utilizing Newton law of motion. 4. Teachers/faculty common room/lounge to be renovated 5. Director will be hosting dinner for the teachers on 30Nov 2017 at Vineyard restaurant <p>PTO report:</p> <ol style="list-style-type: none"> 1. On Sunday, October 29th, BAIS Student Council organised a big Halloween Party, featuring games, treats, movies, and an amazing haunted house! The Halloween Party was an enormous success thanks to the Ms Stacy and the dedicated work of the Student Council along with help from teachers, parents, and the US Marines. Funds raised by the Student Council at the Halloween Party will go toward purchasing E-Books for our library! 2. The BAIS Christmas Party planned for Saturday, December 9th-the event will be used to raise funds for building the school's new digital library, and tablets to support the school's instructional programs 	<p>AAA</p> <p>CS</p>
<p>Director's report:</p> <ol style="list-style-type: none"> 1. Current enrolment: 56 students (50 tuition-paying); <ol style="list-style-type: none"> a. Pre-K; 11students b. K-G5; 37 students and c. G6-9; 8 students 2. Portfolio conferences are administered every trimester. Prior to last year, portfolio conferences were once per year. 3. Asha Lenin Vylapully, completes her internship at BAIS this week. Asha worked with Ms. Banna at the pre-K class 4. <i>Aristocats kids</i> musical will be featured by the 1-9 Graders on 2nd March 2018 	<p>CS</p>

<p>at the Ebulan Theater. <i>Seussical kids</i> will be performed next year</p> <ol style="list-style-type: none"> 5. Director's Professional Development <ol style="list-style-type: none"> a. Trip to Rome b. Mentorship meeting with Irene Epp (Director of American International School in Freetown) following the Dakar retreat; c. Director will also travelled to Freetown (Dec 1-5) as part of the mentorship meeting. The trip will be paid by AISA grant 6. A/OS Annual Grant-GRASP; <ol style="list-style-type: none"> i. Nearing completion of GRASP- application for next academic year's grant is due ii. 2017/18 academic year's Federal grant was \$68,000 (same as last year's) iii. Next academic year's (2018/19) grant is uncertain due to US State Dept budget cuts b. BAIS was awarded a 'Soft Target' Security Grant (\$35,000) to improve security at the school. Work will commence first week in Dec and completed in Jan 2018 c. Internet coverage and bandwidth on campus will be improved yearly 																			
<p>Financial report: Members considered the latest financial update School</p> <p>Payce Consultants audited the school's accounts for the financial year ending 31 July 2017. BAIS financial management is sound. However, the following recommendations need to be addressed as a matter of high priority.</p> <ol style="list-style-type: none"> 1. The registered name of the school should be changed from BAES to BAIS as any contract the school enters may not be legally binding in the name of BAIS 2. Fixed asset register must to be updated to include acquisition date, historic cost, and current location of assets. <p>Summary of all bank balances as at 22 Nov 2017 are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">TD Bank Operational account -</td> <td style="text-align: right;">\$106,375.35</td> </tr> <tr> <td>TD Bank Reserve account -</td> <td style="text-align: right;">\$55,480.62</td> </tr> <tr> <td>TD Bank Investment account -</td> <td style="text-align: right;">\$250,000.00</td> </tr> <tr> <td>Eco bank Dollar account -</td> <td style="text-align: right;">\$49,634.93</td> </tr> <tr> <td>Total US dollars -</td> <td style="text-align: right;">\$461,490.90</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Eco bank Fixed Deposit account –</td> <td style="text-align: right;">D 0.00</td> </tr> <tr> <td>Eco bank Dalasi Operational account –</td> <td style="text-align: right;">D3, 2422,11.33</td> </tr> <tr> <td>Dalasi Petty Cash -</td> <td style="text-align: right;">D4, 838.00</td> </tr> </table>	TD Bank Operational account -	\$106,375.35	TD Bank Reserve account -	\$55,480.62	TD Bank Investment account -	\$250,000.00	Eco bank Dollar account -	\$49,634.93	Total US dollars -	\$461,490.90			Eco bank Fixed Deposit account –	D 0.00	Eco bank Dalasi Operational account –	D3, 2422,11.33	Dalasi Petty Cash -	D4, 838.00	<p>CO and All</p>
TD Bank Operational account -	\$106,375.35																		
TD Bank Reserve account -	\$55,480.62																		
TD Bank Investment account -	\$250,000.00																		
Eco bank Dollar account -	\$49,634.93																		
Total US dollars -	\$461,490.90																		
Eco bank Fixed Deposit account –	D 0.00																		
Eco bank Dalasi Operational account –	D3, 2422,11.33																		
Dalasi Petty Cash -	D4, 838.00																		
<p>Committees</p> <ol style="list-style-type: none"> 1. Marketing committee <ol style="list-style-type: none"> a. Website needs some more work before going live on Jan 2018 b. A website designer will optimize, fix bugs, and update the content information for \$1000 2. Report & recommendations of Facilities Committee on investment in solar energy (Chaired by Amine Saad). The school needs to invest in new energy; either solar or generator or both. <ol style="list-style-type: none"> a. Change the normal high energy lights to LED lights to save cost and to go green as cost of electricity bill is too high b. Stand-alone solar for library and admin building is doable but a generator is needed for the rest of the school c. The 16KW Generator is not sufficient to power the school d. May be prudent to go-green on solar for library and admin buildings 	<p>CS and all</p> <p>AS, SB and all</p>																		

<p>and run the rest of the school on generator in parallel</p> <p>Decision: The Board approves buying a new 55kVA generator.</p>	
<p>Policy on fees:</p> <p>The board reaffirmed that the Policy on fees is bench marked with regional schools, and that pro-rata fees are not allowed in BAIS. However, the board will consider providing a letter to funding source explaining itemization of fees including school development and student activities fees if required by parents.</p> <p>The board also discussed the concern from parents about lack of pro-rata fees. After lengthy consideration, the Board decided not to change the policy on fees but will encourage the board to reconsider this next year.</p>	JVT and all
<p>The board voted and approved the following motions:</p> <ol style="list-style-type: none"> 1. Granted permission for PTO to sell alcoholic beverages at BAIS Christmas Party on December 9, 2017 <ol style="list-style-type: none"> a. Approved New section of Child Protection Policy (version 1.2) b. Approved Revision of cheque signatory procedures <ol style="list-style-type: none"> i. Petty cash of D20,000 ii. CS and Leah John approved to sign BAIS cheque up to a maximum of D25000. Signature of Board Treasurer or Chair is required for cheques above D25000. b. Approved Motion to create individualized educational assistant position (revenue-neutral). The contract must stipulate that this position is dependent upon funding being received by the individual student's family employer. 	JVT and all
<p>Other business: The following were deferred to be discussed at the next board meeting:</p> <ol style="list-style-type: none"> a. Discussion of the role of Board Secretary b. Recommendations for 2018-19 school calendar <ol style="list-style-type: none"> i. Caleb will adjust the calendar c. Review & discuss policies and rates for tuition and fees for 2018-19 	JVT, CS and all
<p>School Land:</p> <p>Lawyers advised that the school land can be sold without any legal implications. The board approves valuation of the land and ask Hayley Burgess to evaluate and manage the sell.</p>	CS and all
<p>Executive board meeting and decision:</p> <p>A motion to renew/extend the director's contract by 1 year and to increase his salary by 5% for 2018-19 academic year was voted and unanimously approved by the executive board</p>	

Next Board meeting will be held on 12 Jan 2018

Meeting Adjourned at 6:45pm