



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

Date: 12 Jan 2018
Start Time: 4:37 PM

Location: BAIS Library

BAIS Board Members Present: Joan Vives Tomas (JVT), Martin Antonio (MA; recorder), Doreen Farnitano (DF), Stephane Banna (SB)

BAIS Staffs Present: Caleb Steindam (CS), Leah John (LJ), Vanessa Sanyang (VS)

BAIS Parent Present: Cian O'Siochain

Apologies for Absence: Amine Saad (AS)

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 from Chair</p> <p>Mrs Crystal Okebe stepped down from the Board with effect from Monday 11th December 2017. Crystal joined and served on the Board for 18 months as Secretary and more recently, as Treasurer. JVT thanked Crystal for her dedicated service to BAIS and will be missed. The board will need to fill in the vacant position.</p>	<p>JVT</p>
<p>Reports by Teachers, PTO</p> <p>Teachers report <i>Disney's Aristocats</i> Musical practice and rehearsal for <i>Disney's Aristocats Kids</i> led by Mrs Sanyang is now underway; final performance will be held at the Ebunjan Theatre on 2nd March 2018. The costume designer, musical director and the artistic director are Kelvin, Mr Daniel Twum and Ms Leah Woldman respectively.</p> <p>Teacher's lounge Teacher's lounge now renovated and functional. SB donated some furniture to be used in the Teacher's lounge</p> <p>PTO report:</p> <ul style="list-style-type: none"> • Movie Night (Friday, January 26th at 6:30pm) for all BAIS students and families featuring the original Disney animated film <i>The Aristocats</i>. The Student Council will have a bake sale and sell popcorn. • PTO account is managed by the PTO committee without oversight from the board. MA felt that the accounts needs to be audited as part of the school's finance 	<p>VS</p> <p>CS</p>
<p>Director's report:</p> <ul style="list-style-type: none"> • Current enrolment: 58 students (51 tuition-paying); Pre-K; 14 students, 	<p>CS</p>

<p>K-5; 37 students and G6-9; 9 students</p> <ul style="list-style-type: none"> • Afternoon enrichment programme for pre-K- \$700 BAIS is offering the option for pre-K students to remain at school until 3:15pm on Mondays through Thursdays (4:15 on after-school activity days) under the supervision of our teaching assistants, Miss Awa, Miss Jessica, and Mr. Valentine, for an additional fee. This optional extension to the school day is being offered in response to wishes expressed by some Pre-K families for their children to spend a longer time at school. Pre-K education program led by Ms. Cassie will still end at 12:15pm every day and will not be affected by this change. The board voted and approved the ‘afternoon enrichment programme’ for pre-K for a fee of \$700 per trimester • New session of after-school activities starts on January 22nd for all students from kindergarten through 9th grade. This session will last four weeks, and then we will have two additional weeks of <i>Aristocats</i> practice on both after-school activities days leading up to the final production at Ebunjan Theatre on March 2nd. • Security and surveillance. The Main CCTV security camera at BAIS is upgraded and the board voted to record for at least 24h hours so can playback videos if need arises. Construction of safe havens (French room, Music room) underway. • Staff professional development on 25th Jan. Cian O'Siochain will deliver the training on ‘assertiveness and how to have difficult conversation’ 	
<p>Summary of all bank balances as at 12 Jan 2018 are as follows:</p> <p style="padding-left: 40px;">TD Bank Operational account - \$121,430.32 TD Bank Reserve account - \$55,493.98 TD Bank Certificate of Deposit - \$250,000.00 Eco bank Dollar account - \$109,160.93 Total US dollars - \$536,085.23</p> <p style="padding-left: 40px;">Eco bank Dalasi Operational account – D1,168,284.64 Dalasi Petty Cash - D7,270.00</p>	LJ and All
<p>Committees</p> <p>1. Report & recommendations of Facilities Committee on investment in solar energy. Decision: The Board approves buying a new 60kVA generator.</p>	CS and all
<p>Policy on fees.</p> <p>a. The Board discussed and set the tuition fees for the 2018-2019 school year. Tuition at all levels will increase by 5% (less than the rate of inflation) and all other fees will remain the same. The tuition and fee schedule document will be made available soon</p> <p>b. The 2018-2019 school calendar was approved by the Board</p> <p>c. Board recommended to have a job description and salary scale for the position of Administrative Officer</p>	JVT and all
<p>The board voted and approved the following motions:</p>	JVT and all

<ul style="list-style-type: none"> • Approved the school calendar for 2018/2019 academic year • The Board voted to approve the Pre-K afternoon enrichment program • Cian O’Siochain was appointed to serve as a Board member on an interim basis until the next AGM in May, when Board members will be elected for full terms. 	
<p>Other business: The following were deferred to be discussed at the next board meeting:</p> <p>a. Discussion of the role of Board Secretary</p>	<p>JVT, CS and all</p>
<p>School Land: A committee to advise the Board on moving forward with the sale of our land to be chaired by SB provided there would be NO conflict-of-interest. AS was nominated to serve as the co-Chair but he is currently away</p> <p>CS is in touch with potential buyers; preliminary offers are expected soon. The committee will keep the rest of the Board updated on major developments and will bring any decisions to be made before the Board. It will be very important to ensure confidentiality until and during the selling process.</p>	<p>CS, JVT and all</p>
<p>Executive board meeting and decision: N/A</p>	

Next Board meeting will be held on 23 Feb 2018

Meeting Adjourned at 6:30pm