



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

Date: 23 February 2018

Start Time: 2:30 PM

Location: BAIS Library

BAIS Board Members Present: Joan Vives Tomas (JVT), Doreen Farnitano (DF), Amine Said (AS), Cian O'Siochain (Interim Board Member & Minutes) (COS)

BAIS Staff Present: Caleb Steindam (CS), Leah Woldman (LW)

BAIS Parent Present: Niania Touray (NT)

Apologies for Absence: Professor Martin Antonio (MO), Mr Stephane Banna (SB)

1. **Welcome:** JVT welcomed all BAIS Board Members, Parent and Teacher Present
2. **Minutes of the Last Meeting:** Approved without any amendments.
3. **Matters Arising from the Minutes:** None

<p>Presentation from Director</p> <p>CS proposed the approval of promoting Madline Ashcroft from the position of Administrative Assistant to Administrative Officer including a salary increase. CS outlined the changes of duties and increased responsibilities and emphasised the dependability of Ms. Ashcroft in her diligence and importance to the smooth running of the school. The change was unanimously adopted by the board.</p>	<p>CS and all</p>
<p>Facilities Report</p> <p>Issue of the generators and installation of LED's discussed. Everything expected to be in The Gambia by the end of March. Installation schedule to be determined so as not to interrupt classes.</p> <p>Lights and generator installation to be subcontracted? To be discussed.</p> <p>As the upgrades were being prepared an assessment was undertaken as to what other upgrades are needed for the general electrical system.</p> <p>A quote is being waited on following this full assessment. CS Identified the need to expedite the action as some buildings have been found to be unsafe in areas such as earthing and other electrical issues.</p>	<p>CS and AS</p>
<p>Teachers report</p> <p>Musical preparation</p> <ul style="list-style-type: none"> • Students and staff are busily preparing for next week's performance of <i>The Aristocats</i> musical with exciting opening acts from our PreK and Kindergarten classes. • Tuesday morning we have our first Rehearsal at Ebunjan Theatre (PK-9) so students will get to practice on the big stage. • Wednesday we have a full Dress rehearsal with an audience of students and teachers from visiting schools. • Looking forward to seeing everyone on Friday, March 2nd for the final performance. <p>Women in Science trip/Research</p> <ul style="list-style-type: none"> • BAIS Middle School attended the morning sessions, celebrating International Women and Girls in Science Day, at MRC on February 8th. • Students enjoyed the opportunity to support and learn about why Women and Girls being equally represented in the Sciences is so important. • Learned about the current research that is underway at MRC, viewed the labs 	<p>LW</p> <p>CS</p>



and the campus, and asked many questions of the scientists!

Service Learning Plans

- The Service Learning committee – which is made up of Teachers across early childhood, primary, and middle/high school is working with local artist Njogu Tourey, to develop enriching learning experiences for all BAIS students.
- The focus is on promoting awareness of the local environmental issue of deforestation, including illegal logging, and charcoal production and use.
- We will be working with Makumbaya Lower Basic School in Makumbaya village, near the airport, and located in the Ballabu Conservation Area.
- In their classrooms, students will be learning about these issues before gaining valuable learning experiences in the village of Makumbaya.
- The middle and high school students will play a pivotal role in the project, leading learning activities at BAIS and on the field trip to a local community where they will work with students to build awareness of the issues through advocacy.

Upcoming MS Field Trip

- An overnight field trip has been planned for the middle and high school students for March 9th and 10th, who will take their learning on the road to Wassu and Keneba.
- Trip will give insight into the role geographic factors play in the development of local civilizations.
- In addition, students will be able to analyze the climate of the area as they have studied climate regions like the Sahara, Sahel, and Savanna, and recorded “news bulletins” to share important features of these regions. Investigating the rich oral history tradition, burial practices, and social structures will also be a part of the trip’s learning opportunities.
- Before returning to BAIS on Saturday, the 10th, students will go on an excursion connected to this year’s service learning project, the themes of which are deforestation, including illegal logging and charcoal production, sale, and use.

Art Connections

- In collaboration with their humanities class, Middle and High School students are exploring the art of West Africa.
- Because our options for visiting museums and galleries here in the Gambia are somewhat limited, we’ve been taking advantage of online collections that exist for museums like the Metropolitan Museum of Art and the National Museum of African Art. Students have been learning how to navigate those online collections and will be learning new printmaking and 3-d construction skills to design and create textiles and masks.
- Grade 2-5 students have gotten to work on a collaborative, mixed media installation focussed on *The Frozen World*, their topic of study in social studies.
- Students have been learning about how installation art is designed to transform the perception of a space and have been inspired by the work of contemporary installation artists like Jacob Hashimoto and Yayoi Kusama, whose work we’ve looked at in class.

They will be demonstrating what they’ve learned in Social studies with their 3-d installation in the back of the art room, which will be on view during portfolio conferences on March 15.



<p>Teacher's Tea Recap</p> <ul style="list-style-type: none"> • Teacher's Tea meeting was held on February 8th that was well attended, including nearly all of our teaching staff. • Some of the collectively agreed upon topics for consideration included scheduling and policy clarification ,a proposal to combine our Teachers and ground staff lounge in order to create one space for all staff to gather, and professional development opportunities. <p>Teachers also expressed concerns about tuition increases given our drop in enrolment, as well as with the current composition of the board (majority male and MRC).</p> <p>The Teachers concerns regarding the makeup of the board and gender imbalance were discussed by the board and the issues raised were acknowledged. The reason for the high costs were outlined and future plans that aim to reduce the fees were discussed. Efforts will be made at the next board election to diversify but it was pointed out that parents need to put themselves forward for election.</p>	
<p>Director's report:</p> <ul style="list-style-type: none"> • Current Enrollment: 58 (51 tuition-paying) <ul style="list-style-type: none"> ▪ <u>Pre-K</u>: 14 ▪ <u>K-5</u>: 37 ▪ <u>6-9</u>: 9 <ul style="list-style-type: none"> ○ <i>No change in enrollment since last meeting</i> ○ <i>4 students expected to leave in March</i> • Hiring completed for 2018-2019 <ul style="list-style-type: none"> ○ All teachers plan to return except two foreign hire primary school teachers ○ Two new primary school teachers have been hired (both foreign hire) <ul style="list-style-type: none"> ▪ One American, one British <p>Housing has been secured in Fajara area for both teachers' families</p> • Teacher Professional Development <ul style="list-style-type: none"> ○ Ms. Cassie, Ms. Elin, Mr. James, and Ms. Stacy flying to Dakar today for <i>Transforming Classrooms Through Blended Learning</i> workshop ○ Agreement among teachers and director to have more teacher-led PD ○ Challenges of professional development in small international schools <p>Next year's AISA All Educators Conference in Dakar</p> • Musical Theater Production next week! <ul style="list-style-type: none"> ○ All students have performance roles except 9th grade stage manager <ul style="list-style-type: none"> ▪ 1st-9th Grade: <i>Disney's Aristocats Kids</i> ▪ Pre-K: "3 Little Pigs" skit ▪ Kindy: "Anansi and the Moss Covered Rock" skit ○ Final performance Friday, March 2nd, 6:00pm at Ebunjan Theatre <ul style="list-style-type: none"> ▪ Opening remarks by US Ambassador ▪ Professional videographer contracted ▪ GRTS interested in televising performance ○ Rehearsals at Ebunjan: practice Tuesday, dress rehearsal 	CS



<p>Wednesday</p> <ul style="list-style-type: none"> ▪ Audience of 200 from Marina and Glory Baptist for dress rehearsal ▪ With exception of next week’s rehearsals and one period at end of day Monday, no class time lost to musical <ul style="list-style-type: none"> • Security Infrastructure Upgrades <ul style="list-style-type: none"> ○ CCTV upgrades completed (maintenance issues ongoing) <ul style="list-style-type: none"> ▪ Recorded playback enabled for up to 4 days ○ Safe havens construction nearly completed—only final touches remaining <ul style="list-style-type: none"> ▪ Once complete I will request reimbursement for remainder of \$35,000 “soft target” grant (for CCTV as well) • Awaiting Embassy Motorola HT250 2-way radios to be kept in all teaching areas <ul style="list-style-type: none"> ○ Embassy has radios, but need license from PURA for frequency • PTO <ul style="list-style-type: none"> ○ <i>Aristocats</i> Movie Night Fri, Jan 26 • March 24: 2nd Annual <i>BAIS Olympics</i> sports day at MRC • Student Council <ul style="list-style-type: none"> ○ Valentine’s Day cards, cookies ○ Bake sale & popcorn during Movie Night ○ Planning to organize “lock-in” social event at school 	
<p>Pre-K Afternoon Enrichment</p> <p>NT presented the case for a reduction in the cost of the Pre-K afternoon enrichment programme be reduced from \$700 to \$500 in order to entice more parents/children to participate. A letter was signed by a number for the parents to this effect.</p> <ul style="list-style-type: none"> • The board discussed the pricing structure and how it had been calculated • CS stated that the cost was worked out based on the hourly cost of tuition at the school being halved as the programme is less educational content and more activity based • Upon discussing the proposal the board unanimously voted to reduce the cost to \$500 on the proviso that at least 5 (paying) students be enrolled • This will be run on a pilot basis and an assessment will be carried out at the end of the trimester to determine the effectiveness and success of the programme 	<p>NT and all</p>
<p>Summary of all bank balances as at 23 Feb 2018 are as follows:</p> <p>TD Bank Operational account - \$108,745.25 TD Bank Reserve account - \$55,501.15 TD Bank Certificate of Deposit - \$250,000.00 (TC Certificate maturing March 12 yielding - \$1,252.61) Eco bank Dollar account - \$17,231.37 Total US dollars - \$431,477.77</p> <p>Eco bank Dalasi Operational account – D2,828,082.40 Dalasi Petty Cash - D3,471.00</p>	<p>CS and all</p>



<p>Proposed Draft budget as of February 2018 presented and unanimously accepted by the board</p> <p>Investments</p> <ul style="list-style-type: none"> • Upon the maturation of the \$250,000 in a CD with TD Bank it was proposed that Proposed to repatriate \$25,000 from the US operational budget and invest it in Eco Bank for 3 months at 3.95% • It was further proposed that Invest \$200,000 for 12 months at 1.95% • Both proposals were unanimously adopted by the board. 	
<p>Gambia Teachers Institute (GTI)</p> <ul style="list-style-type: none"> • The Gambia Teachers Institute will be held on Saturday, May 12, 2018, and will feature a full day of educational professional development workshops facilitated by BAIS teachers. Breakfast and lunch will be provided during the conference, serving as opportunities for networking and for remarks by the BAIS Director and another featured speaker • CS Presented a case to the board for the benefits of the event and presented a draft budget • The board agreed that the event is a beneficial one and discussed alternative sources of funding as there is currently only one donation from Eco Bank • It was agreed that the event go ahead and that alternative income streams be sought 	CS and all
<p>Other business: None</p>	
<p>Executive board meeting and decision: N/A</p>	

Next Board meeting will be held on a date to be decided over email.

Meeting Adjourned at 4:30pm