



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

**Date:** 27 April 2018

**Start Time:** 2:30 PM

**Location:** BAIS Library

**BAIS Board Members Present:** Joan Vives Tomas (JVT), Doreen Farnitano (DF), Martin Antonio (MA), Stephane Banna (SB), Cian O’Siochain (COS)

**BAIS Staff Present:** Caleb Steindam (CS), Stephanie Budd (SJB), Leah John (LJ), Madline Ashcroft (MNA) (Minutes)

**Apologies for Absence:** Amine Saad (AS)

1. **Welcome:** JVT welcomed all. BD welcomed ML attending her first Board Meeting and taking minutes.
2. **Minutes of the Last Meeting:** Approved without any amendments. Proposed by JVT & seconded by MO
3. **Matters Arising from the Minutes:** None

<p><b>Teacher’s report</b></p> <p><b>Science Fair - happened on Friday, April 27<sup>th</sup>, 2018 from 10:30-12pm</b></p> <ul style="list-style-type: none"> <li>• Grades 2-5 focused on practicing the scientific process and having a fair comparison of their variables</li> <li>• Grades 6-9 focused on continuing our unit on chemical structure and bonding.</li> <li>• All students displayed a great amount of academic excellence and enthusiasm for the event.</li> </ul> <p><b>Field Trip to Beach and Botanical Garden for grades PK, K, 1</b></p> <ul style="list-style-type: none"> <li>• Students visited Calypso Beach and the Bakau Botanical Garden</li> <li>• Students collected 40 litres of trash, mostly plastic from the beach</li> <li>• This inspired school families to organize more events to clean up the beaches on their own time.</li> </ul> <p><b>Service Learning Update</b></p> <ul style="list-style-type: none"> <li>• Scott Hemsey visited Makumbaya and confirmed with the Al Kalo of the village that the mural wall and curriculum is confirmed</li> <li>• Students will work on Mural planning with the whole school on Friday May 4</li> <li>• Students will take trips to visit the village on May 23/24th.</li> </ul> <p><b>Character Education</b></p> <ul style="list-style-type: none"> <li>• The staff had a very positive professional development session of reflecting on our character education values that rotate each month</li> <li>• The teachers expressed strong interest in continuing with the values next year and enhancing the program with more collaboration and possible school-wide days/events</li> </ul>	<p><b>SJB</b></p>
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<ul style="list-style-type: none"> <li>• This is just one mechanism for teaching social emotional lessons to the students and working holistically with them as learners and global citizens</li> </ul> <p><b>Student Council</b></p> <ul style="list-style-type: none"> <li>• Sleep in the Deep Lock in is coming up on Friday May 4th</li> <li>• Spirit Days have been successful - last week was Opposite Day and Cray Cray Hair Day on May 9th</li> </ul> <p><b>Pastoral Care</b></p> <ul style="list-style-type: none"> <li>• Began a new unit on sex education</li> <li>• No resistance to the curriculum was expressed by any of the parents</li> <li>• The guiding text is called It's Perfectly Normal</li> </ul>	
<p><b>Director's report:</b></p> <ul style="list-style-type: none"> <li>• <b>Current Enrollment: 55</b> (48 tuition-paying) <u>Pre-K</u>: 14 <u>K-5</u>: 34 <u>6-9</u>: 9 <ul style="list-style-type: none"> <li>○ No change in enrollment since last meeting</li> </ul> </li> <li>• <b>Gradual, Healthy Growth Expected in Near Future</b> <ul style="list-style-type: none"> <li>○ Petronas HR team visited during spring break. Leah John received them and they seemed to be impressed with the school but have not confirmed future plans.</li> <li>○ <i>Tentative</i> 2018-2019 roster currently at 53 students: <ul style="list-style-type: none"> <li>▪ <u>Pre-K</u>: 9</li> <li>▪ <u>Kindy</u>: 7</li> <li>▪ <u>1st</u>: 9</li> <li>▪ <u>2nd</u>: 7</li> <li>▪ <u>3rd-4th</u>: 9</li> <li>▪ <u>MS (5th-8th)</u>: 12</li> <li>▪ <u>HS</u>: 1</li> </ul> </li> </ul> </li> <li>• <b>Facilities</b> <ul style="list-style-type: none"> <li>○ Electrical upgrades completed <ul style="list-style-type: none"> <li>▪ Thanks to Amine for advising CS in scope of work and negotiations <ul style="list-style-type: none"> <li>• Complete rewiring and earthing of early childhood building</li> <li>• Residual-current devices (RCDs) installed in EC and Primary buildings</li> </ul> </li> </ul> </li> <li>○ Generator and LED lights should arrive soon</li> <li>○ In process of applying for soft target security grant reimbursement</li> </ul> </li> <li>• <b>Science Fair</b> today (April 27, 2018) <ul style="list-style-type: none"> <li>○ Opening remarks by MRC Director, Umberto D'Alessandro</li> <li>○ Poster presentations on experiments by students in grades 2-9</li> </ul> </li> <li>• <b>Service Learning Project: Deforestation and Charcoal</b> <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> whole-school activity March 29<sup>th</sup>, 2018: briquette-making</li> <li>○ 2<sup>nd</sup> whole-school activity next Friday, May 4<sup>th</sup>, 2018: mural design</li> <li>○ Trips to Makumbaya village and school May 23<sup>rd</sup>, 2018 (2-9pm??) and May 24<sup>th</sup> 2018 (P-1)</li> </ul> </li> <li>• <b>After-School Activities</b> (Kindergarten and up)</li> </ul>	CS

<ul style="list-style-type: none"> <li>○ Completed first 2 weeks of final 8-week term</li> <li>○ <u>Current activities</u>: Capoeira, African Arts &amp; Crafts, Chess, Yearbook, Four Square, Cooking &amp; Baking, Intro to Violin, Tag Games</li> <li>● <b>Yearbook</b>: coordinated by Ms. Amal Alfa <ul style="list-style-type: none"> <li>○ Designed and compiled by students during after-school activity and IT lessons</li> <li>○ Will be presented to all students before end of school</li> </ul> </li> <li>● <b>End-of-Year Ceremony</b>: Wednesday, June 13th, 2018 <ul style="list-style-type: none"> <li>○ President’s Educational Awards Program (Excellence, Achievement, Citizenship)</li> <li>○ Character Education awards</li> <li>○ Service Learning Presentation</li> </ul> </li> <li>● <b>Student Council</b> <ul style="list-style-type: none"> <li>○ Lock-in (<i>Sleep in the Deep</i> underwater theme) next Fri-Sat, May 4<sup>th</sup> - 5<sup>th</sup> 2018</li> <li>○ Spirit Days: “Opposite Day” last week, “Cray-Cray Hair Day” May 9<sup>th</sup>, 2018</li> <li>○ End-of-Year Party tentatively scheduled for Friday, June 8<sup>th</sup>, 2018</li> </ul> </li> </ul>	
<p><b>Summary of all bank balances as at April 19<sup>th</sup> 2018 are as follows:</b></p> <p><b>TD Bank Operational account - \$106,271.87</b>  <b>TD Bank Reserve account - \$106,581.74</b>  <b>TD Bank Certificate of Deposit - \$200,000.00</b>  <b>Eco bank Dollar account - \$47,258.81</b>  <b>Total US dollars - \$460,112.42</b></p> <p><b>Eco bank Dalasi Operational account – D2,088,514.26</b>  <b>Eco bank Dalasi Fixed Deposit - D1,185,000.00</b>  <b>Dalasi Petty Cash - D20,000.00</b></p> <p><b>Investments</b></p> <ul style="list-style-type: none"> <li>● <b>A \$200,000 CD at 1.95% with TD Bank.</b></li> <li>● <b>3-month fixed deposit of Dalasi equivalent of \$25,000 at 3.95% with EcoBank, which will mature in June.</b></li> </ul>	<b>LJ and CS</b>
<p><b>Items for Discussion</b></p> <ul style="list-style-type: none"> <li>● <u>Set tuition deadlines for 2018-2019</u>  New tuition deadlines were proposed by CS and approved unanimously by the Board:  1st trimester: <i>September 14th</i>  2nd trimester: <i>December 7th</i>  3rd trimester: <i>March 22nd</i>  Reasons for change were that it affects the school’s cash flow, budget and can cause misunderstanding with students leaving in the middle of the trimester. The issue of the change affecting the out of pocket paying parents was raised and it was agreed that a phrase such as “Parents can request for time extension” be added to the tuition policy. The board voted and all were in favor of the new tuition deadline for 2018-2019 school year.</li> <li>● <u>Annual General Meeting: May 18, 2018</u> <ul style="list-style-type: none"> <li>○ Agenda  A drafted agenda was proposed by Caleb. The said agenda was approved by the board with minor revisions.</li> </ul> </li> </ul>	<b>JVT, CS and all</b>

<ul style="list-style-type: none"> <li>➤ The board agreed that the whole Student Council be present at the start of the AGM.</li> <li>➤ JVT will offer “Welcoming Remarks” before the Student Council’s presentation.</li> <li>➤ Ms. Abiosseh George a partner of Payce Consulting will present the financial audit at the AGM.</li> <li>➤ Vanessa Sanyang will present for the Child Protection Committee at the AGM.</li> <li>➤ If an agreement on the land sale is signed by both parties and a deposit received before the AGM, discussion on the land sale will be held during the AGM. If not, this item will be left off the agenda.</li> <li>○ Election ballot procedures <ul style="list-style-type: none"> <li>➤ CS presented a BAIS Board of Directors candidate nomination form to be filled by interested candidate and returned to the BAIS office or Board Chair by Monday May 7<sup>th</sup>, 2018</li> <li>➤ The Election of Board member’s policy was reviewed. Twenty-one (21) individuals (that is parents and teachers) must be present at the AGM to form a quorum in order to conduct elections which is to be done by secret ballot.</li> <li>➤ JVT advised to add to the policy “if candidates are equal to vacant seats, voting will be done by show of hands”.</li> </ul> </li> <li>○ Recruiting Board candidates <ul style="list-style-type: none"> <li>➤ Board members are to approach parents to fill in the vacant positions on the board and PTO. CS mentioned that Cassie Banna has approached parents and informed them of the vacant positions on the PTO.</li> <li>➤ MA will step in as board chair when JVT steps down until the new board chair is elected.</li> </ul> </li> <li>● <u>Suggested priorities and goals to present to 2018-2019 Board of Directors</u> CS suggested the following priorities for the new board: <ul style="list-style-type: none"> <li>○ Recruit and Hire new Director – this is to be done before the end of summer break, 2019 and the process should be done in partnership with a search committee which should include teachers and students.</li> <li>○ Move forward with land sale and then with decision on use of funds.</li> <li>○ Comprehensive review and revision of policy manuals- it was agreed that the school director will help in proposing amendments to the policy to help the board decide on what is really needed by the school.</li> </ul> <p>The following additional priorities were agreed upon:</p> <ul style="list-style-type: none"> <li>➤ Establishment of secretarial archives. School Records need to be worked on with filing done electronically and physically. Policy on how to file, what to file and timeline should be formulated. CS to consult Ida D. Drammeh Esq.</li> <li>➤ Review/revision of tuition/fees and related policies</li> <li>➤ Continue to emphasize the Board’s overarching goal of supporting the Director in cultivating a positive, professional educational environment</li> </ul> </li> </ul>	
<p><b>Announcements:</b></p> <ul style="list-style-type: none"> <li>• 40<sup>th</sup> Day Memorial of the late Draman Touray on Saturday 28th April 2018 1pm at Ocean View Apartments.</li> <li>• BAIS 35<sup>th</sup> Anniversary is next year. MA suggested that the PTO organise the event.</li> </ul>	CS and all

<b>Other business: The following were deferred to be discussed at the next board meeting:</b> a. None	
<b>Executive board meeting and decision:</b> N/A	

Next Board meeting will be the AGM on May 18, 2018, at 4:00pm.

The June meeting tentatively scheduled for June 5<sup>th</sup>, 2018 (to be confirmed by email)

Meeting Adjourned at 4:39pm