



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

Date: 3 September 2018

Location: BAIS Library

1. Call to order by MA at 4:39

2. Roll Call

BAIS Board Members Present: Martin Antonio (MA), Cian O’Siochain (COS), Brenda Adams (BA), Niania Touray (NDT)

BAIS Staff Present: Caleb Steindam (CS), Leah John (LJ), Madline Ashcroft (MNA) (Minutes), Cassie Banna (CB), Stephanie Budd (SJB), Diantrec Edward Badjie (DEB)

Apologies for Absence: Stephane Banna (SB), Doreen Farnitano (DF)

Welcome: MA welcomed all

3. Consent Calendar

a. Minutes of the Last Meeting: Approved without any amendments. Proposed by NDT & seconded by COS	All
b. Director's Report - Appendix A	CS
c. Teacher Report - Appendix B	CB
d. Committee Reports None	
e. Finance Report <ul style="list-style-type: none"> • The 2017-2018 fiscal year had a negative outcome with a deficit of \$140,986.72. <ul style="list-style-type: none"> ▪ Total inflows: \$694,969.00 ▪ Total outflows: \$835,955.72 ○ It is important to note that the \$68,000 reimbursement for the annual grant from the US State Department Office of Overseas Schools arrived in August which was later than expected. Therefore it is credited to the 2018-2019 school year instead of the 2017-2018 school year. ○ Also, the 34,096.70 surplus from the 2016-2017 school year could not be credited to the following year’s inflows because we use a cash-based accounting system. ○ Despite the above factors, the 2017-2018 fiscal year still ended up better than projected by the approved budget which had a deficit of \$160,836.98. • The Board approved the proposed 2018-2019 budget with a surplus of \$37,416.00. 	NDT

4. Items for Discussion/Action

<ul style="list-style-type: none"> ● Website development <ul style="list-style-type: none"> ○ CS shared quotes he had received from 4 web development firms and proposed to contract Web Design Gambia to transfer the website to a new template and apply edits. ○ This decision was deferred. The Board agreed that the Marketing Committee (NDT, COS, CS) would meet to discuss additional options before making a decision. 	All
<ul style="list-style-type: none"> ● Director's Search update <ul style="list-style-type: none"> ○ COS reported that he sent the draft BAIS Director's Search Announcement to all board member for approval. As soon as the announcement is approved by the Board, the prospectus will be sent to ISS to post on their website and send by email to potential candidates. ○ The board agreed to set up an email account for the director search. ○ The board agreed for the closing date to receive applications to be November 15th 2018. 	COS and ALL
<ul style="list-style-type: none"> ● Board Retreat <ul style="list-style-type: none"> ○ The Board agreed for the board retreat to be held on the 29th of September 2018 at MA's residence, tentatively from 9:30am to 4:30pm. ○ After reviewing Linda Murgatroyd's Curriculum Vitae the Board approved Linda Murgatroyd as the Board Retreat facilitator. ○ The Board decided that the school should pay Linda Murgatroyd an honorarium of \$500 for her services, to be paid out of the Professional Development budget line. ○ CS will meet with Linda Murgatroyd to draft a tentative agenda for the retreat. CS will send the tentative agenda to the Board for review. 	ALL

5. Announcements

<ul style="list-style-type: none"> ○ School resumes on the 4th of September 2018 and dismissal will be at noon. ○ Pre-K Afternoon Enrichment begins September 10th 2018. 	ALL
--	------------

6. Old Business

None	
------	--

7. Date, Time and Place of Next Meeting (Retreat) - 29th of September 2018 at MA's residence from 9:30am to 4:30pm

8. Adjournment of Open Session : 17:48

9. Executive Session: **NA**

APPENDIX A - Director's Report (Caleb Steindam)

- **Current Enrollment: 54**
 - PreK: 12 (1 more enrolled for 2nd trimester)
 - Primary (K-4): 28
 - Middle (5-8): 13 (2 more enrolled for 2nd trimester)
 - HS (9-12): 1
- **Teacher Development Week Aug 28-31**
 - Team-building
 - Curriculum, Instruction, Assessment
 - Policies & Expectations
 - Programs & Events
 - Child Protection training
 - Security
- **Enthusiastic, Talented, and Collaborative Teaching Team**
 - 2 new foreign hire teachers—Natalie Touray (K-1), Kelly McAllester (3-4)
 - New part-time teaching assistant (next week)—Debbie Sesay:
 - PreK Afternoon Enrichment, additional assistance to PreK and Primary
- **Excitement for 2018-2019 School Year**
 - Celebrations of Learning, Character Education, Student Council, After-School Activities, Middle School Retreat, Service Learning, Open House, Vanessa Sanyang Primary Wing Dedication, Community Picnic, much more!
- **Office of Overseas Schools (A/OS) Grants**
 - \$68,000 annual grant for 2017-2018 received on August 27, 2018
 - 2018-2019 annual grant also \$68,000
 - \$7,000 expected for Director's Search grant
- **Professional Development**
 - Completed: Mr. Badjie (French) and Ms. Amal (Math/IT) had successful learning experiences in June-July at A/OS-supported institutes in Washington
 - Upcoming:
 - *AISA All Educators Conference* in Dakar, Oct 20-23, 2018
 - Several teachers applying for AISA Scholarships
 - *AISA School Heads Retreat* in Victoria Falls, Zimbabwe, Sep 21-23, followed by *Solo Heads Workshop* Sep 24—\$800 AISA Grant pledged
- **Gambia Teachers Institute (GTI)**
 - \$20,500 Grant from US Embassy Public Affairs Office for two conferences
 - First conference: Saturday, November 17th
 - Second conference in Spring (TBD)
 - BAIS Teachers lead workshops on education practices relevant to Gambian context
 - 120+ participants: Gambian Teachers and Peace Corps Education Volunteers
- **Facilities Upgrades**
 - 60kVa Perkins generator
 - LED lighting

APPENDIX B - Teacher report (Cassie Banna)

Teacher Workshop Update

- Review BAIS mission/vision/profile of graduates- how does this impact our teaching? What areas do we need to work and improve on?
- Create our own essential agreements as a teaching team
- BAIS handbook/child protection/character education/safety steps/recess monitors/service learning
- Unit design/work in classroom-organize materials after painting

Important Upcoming Events

- Middle School Retreat- Sep 5- Coco Ocean
- Open House- Sep 13- 6-7pm
- Community Picnic/Appreciation Ceremony- Sep 15
- October is book month!
- AISA conference in Dakar Oct 20-23
- UN Day- October 24

PTO- Halloween