



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

Date: 8 November 2018

Location: BAIS Library

1. Call to order by MA at 4:39pm

2. Roll Call

BAIS Board Members Present: Martin Antonio (MA), Cian O’Siochain (COS), Greg Sadowski (GS), Caitlin Tumulty (CT)

BAIS Staff Present: Caleb Steindam (CS), Amal Alfa (AA), Madline Ashcroft (MNA) (Minutes)

Apologies for Absence: Niania Touray (NT), Stephane Banna (SB)

3. Consent Calendar

Minutes of the Last Meeting: Approved without any amendments. Proposed by COS & seconded by CT	MA & All
Teacher’s Report: • <i>Appendix A</i>	AA
PTO Report • <i>Appendix B</i>	CT
Director’s report: • <i>Appendix C</i>	CS
<p>Finance Report:</p> <p>Summary of all bank balances as at November 6th 2018 are as follows:</p> <p><u>TD Bank Operational account - \$46,362.75</u> <u>TD Bank Reserve account - \$106,706.78</u> <u>TD Bank Certificate of Deposit - \$200,000.00</u> <u>Eco bank Dollar account - \$55,291.53</u> <u>Total US dollars - \$408,361.06</u></p> <p><u>Eco bank Dalasi Operational account – D837,549.80</u> <u>Dalasi Petty Cash - D12,670.00</u></p> <ul style="list-style-type: none"> • Spending on Maintenance & Utilities (750) is higher than projected so far, mostly due to repairs on the PA & CCTV systems. • We are more or less on track with what we had projected for the year financially. 	CS
<p>Policy Committee Report:</p> <ul style="list-style-type: none"> • CS is working on drafting a revised policy manual for the Board to review. NDT will advise and support on this process. CS will aim to have the drafted policy manual ready for review by the end of January. <p>The Board agreed for CS to change the format of the policy manual and for it refer to the existing policies.</p> <p>MA urged the Board members to review the policy revisions carefully and reminded the board that a comprehensive revision of the policy manual is among the board’s priorities for 2018/2019 school year.</p>	CS

<p>Director's Search Committee Report</p> <ul style="list-style-type: none"> Two rounds of interviews were conducted. In the second round, four candidates were interviewed. The committee identified three of these candidates to be suitable for the role of BAIS Director, with a ranking of first choice, second choice, and third choice (pending review of references and supporting documents). COS will move forward with reference checks and background checks. 	COS
<p>Marketing Committee Report</p> <ul style="list-style-type: none"> As noted in the previous meeting, Pristine Consulting has offered to transfer and update the BAIS website and will charge only for expenses. The first step is to rewrite the content of the existing website to a new template hosted by Pristine Consulting. This step has not yet been completed. <ul style="list-style-type: none"> NDT is asked follow up with the team to urge them to complete this task. 	COS & CS
<p>Items for Discussion</p> <p>a. School Vehicle – decision to sell / buy new</p> <ul style="list-style-type: none"> The school vehicle is back from Dakar and was taken to CFAO for servicing where some malfunctions were detected. <ul style="list-style-type: none"> The Board agreed that all necessary repairs on the BAIS vehicle should be completed. The Board agreed that BAIS should purchase a new vehicle and asked that NDT, SB and CS investigate available options and offer a recommendation to the Board of a vehicle to purchase. <p>b. Vehicle/Driver Policy Deferred until the policy is reformed.</p> <p>c. Whatsapp Group for Board Communication The Board decided and agreed to create a Whatsapp page to facilitate communication among the Board.</p>	MA & all
<p>Announcements:</p> <ul style="list-style-type: none"> Picture payments due on the 13th of November 2018 <i>Seussical KIDS</i> musical Auditions starts November 12th Celebration of Learning for 16th November is Specials Class Share for all age groups. 	
<p>Old business: Will be discussed in the executive meeting</p>	
<p>Executive board meeting and decision: N/A</p>	

Next Board meeting will be on **Friday, December 7th 2018 at 2:30pm**

Meeting Adjourned at 17:51pm

Appendix A

Teachers' Report

It has been busy for teachers and students as usual. Teachers are helping students work on assembling their portfolios in preparation for end of trimester conferences. Here are some comments from some teachers:

Student Council Involvement in Director Search

- Student Council leadership was excited to have the opportunity to create one question to share with the New Director Search Committee to ask the candidates during the second round of interviews.
- Student Council decided on the following question: ***What do you think are the benefits of student council? How would you support and include the student council in the decision making?***
- They listened to responses from the three leading candidates and discussed at Tuesday's Student Council Meeting.
- The Student Council unanimously recommended a candidate, based on the answer given to the above question. Students also concluded that the candidate's answer to the question was the most passionate and authentic of the candidates. The Student Council will share a full summary of their notes with the board.

Other Student Council Updates

- Student Council did an incredible job leading the haunted house at this year's Halloween party. The general consensus amongst students: "It was epic."

Book Month!

- We just wrapped up a very fun and busy Book Month! Students read over 1,000 hours as a school!
- This year's participation in Dress Like a Character day was better than ever.
- We also hosted our first Edible Book Festival, which was a huge success.
- Pictures from Book Month can be seen at the back gate.
- **In Grades 5-8 mathematics** - Differentiated instruction helps the different levels in one grade level meet their needs and help master skills or topics covered.
 - The 5th graders are working on the mastering numeracy/number sense skills and solving problems involving the four basic math operations.
 - The 6th graders are working on different levels and given work that will keep them challenged and at the same time meeting the expectations for their grade level.
 - The 7th grade students are working on working on equations and problem solving in addition to other number sense skills to be mastered.

All students are being assessed (formative and summative assessments) on units or topics completed.

- **MS Humanities class** - Students are now beginning work on their final projects for the Human Rights and Civil Rights units. We were fortunate to have two guests speak to our students this week. Both were directly related to the units of study. Ana Tortajada is a Catalan author and activist, who, in 2000 traveled to Pakistan and Afghanistan to learn about the Taliban's impact on women's rights. She shared her experiences with us and gave us another perspective on the relationship between refugees and human rights. In addition, Amira Abou-Alfa, a manager in the UN's Global Compact agency and former BAIS graduate, spoke to the students about her experiences at BAIS, her work in the UN, and how it's linked to human rights. She also fielded questions from the students.
- **Service learning** - The program is off to a strong and quick start this year. Our focus for this year's project comes directly from the UN's Sustainable Development Goal (SDG) *Life Below*

Water. This was selected as our focus after polling community members through an online survey sent to all parents/guardians, as well as working with the faculty to identify the SDG with the most pressing, relevant concern. Partnerships are in the process of development, with contact established at Green-Up Gambia, the environmental ministry of the government, Gambia Ocean Heroes, and a climate researcher who is working as a consultant to the government. While these are being formed, projects are being formed as well. The next step will be to match a partnership and a project. Our goal is to have a fully-fledged idea about these before the end of the calendar year!

A lot more is going on in all classes. Teachers are working hard trying to meet all the needs of students and customize learning when needed.

Amal A. Alfa
Faculty Representative for 11-8-18 Board Meeting

Appendix B

PTO Report (Caitlin Tumulty)

Halloween Party

Event was a great success. Students and family members all had lots of fun.

Christmas Party

The tentative date is December 8th 2018, but as of yet the event is unconfirmed. PTO is looking for volunteers to plan and organise the party.

MA encouraged PTO to organise the program.

Appendix C

BAIS Director's Report (Caleb Steindam)

- **Current Enrollment: 52** (+5 pre-enrolled for 2nd trimester)
 - PreK: 13 (+1 in 2nd trimester)
 - Primary (K-4): 27
 - Middle (5-8): 12 (+4 in 2nd trimester)
- **1st Trimester counting down**
 - Report writing underway
 - 2nd trimester tuition invoices going home tomorrow
- **Association of International Schools of Africa (AISA) Educators Conference**
 - October 20-23 in Dakar
 - 5 BAIS teachers attended (one with scholarship)
 - Workshop topics included: Meeting needs of all learners, Blended Learning, Making Thinking Visible, Creating a Thinking Culture, Inquiry in Teaching and Learning
- **Gambia Teachers Institute**
 - US Embassy funded education conference: Saturday, November 17th
 - 130 participants expected:
 - Gambian teachers & administrators, Peace Corps education volunteers
 - All BAIS teachers presenting workshops, plus 4 additional presenters
 - Topics include: classroom management, science labs, phonics, mental math, reading aloud, using music for learning, children's rights, first aid
 - Opening remarks by Chargé d'Affaires Shelly Seaver
- **Seussical KIDS musical**
 - All students in grades 2 & up will have roles in *Seussical*
 - Pre-K, Kindy, & Grade 1 students will perform Seuss-related opening acts
 - Auditions in school next week
 - Full practice schedule (after-school, music class) during 2nd trimester
 - Final Performance: Saturday, March 2nd, 2019, at Ebunjan Theatre
 - Play Director: Caleb Steindam; Music Director: Daniel Twum;
Choreography Director: Kelly McAllester; Artistic Director: Leah Woldman
- **Inter-School Athletic Event**
 - Hosted at MRC Saturday, December 1st; Organized by Fandema
 - Participants: BAIS, French School, Fandema International School, Special Olympics*
**potential education/service partner*
- **Thanksgiving**
 - BAIS half-day Tuesday, November 22 (following day is Prophet's Birthday)
 - Important event for food, fun, and team-building across BAIS staff
- **Final Week of T1 After-School Activities**
- **Picture Day** (yesterday!)
- **Book Month**
 - Culminating activities last week—Author's Tea, Edible Book Fest, Book Swap
- **Halloween Party**
 - Last Friday, November 2nd—co-led by PTO & Student Council
- **NWEA MAP**