

Meeting of Board of Governors Minutes
February 16, 2010

Attendance:

Ms. Jennifer Brinkerhoff (Board President),	
Dr. Ron Wilder (MS/HS Principal)	
Ms. Janet Erickson (ES Principal)	
Mrs. Deana Emond (ES Vice Principal/Gr.1 Teacher)	
Mr Col. Peter Hoffman (Member),	
Mrs. Kristel Solomon-Saleem (Sp. Needs Coordinator, Staff Rep, Board Secretary)	
	Mrs. Hauwa Lawan (Board Vice President)
	Mr. Kevin Bohne (Board Treasurer)
	Mrs. Theresa Nadorp (Board Member)
	Mr. Jeorg Amend (Board Member)

Absent:

Mrs. Alicia Uzor Kalu (Board Member)
Mrs. Amy Uzocwulu (AISA Director)- Away during recruiting trip

- (Available for part of the session via Skype)

AGENDA

5:15-5:30 - Open session

- o Nigerian Teaching Staff – Presented their views on a request regarding salary and benefits
 - o The following points were made during the presentation:
 - o A request to bridge the gap between Nigerian teachers' salaries with local expatriate salaries was initially brought about in 2003. Each year they have been given a raise. This year they would like to see equity.
 - o They are requesting a merger in pay scale with the local hire expatriate teachers so that they do not need to keep asking for additional raises.
 - o They made an appeal to look into the disparity between local hire teachers and Nigerian teachers.
 - o Question raised; if a Nigerian teacher were to obtain a certification from the United States, would they be hired back as a local hire staff or as an overseas teacher?
 - o Response: Anyone with the US certification would be paid on the certificated pay scale).
 - o Questions were raised regarding the difference in the 3 different pay scales.
 - o Concern regarding equality of international certifications regardless of country excluding the US certification.
 - o Discussion of Benefits- Possible enrollment for their children

The Board agreed to discuss this matter later in the meeting.

- A Parent presented several questions on the behalf of a group of parents
 - “Where can they find a changed policy?”
 - Committee meeting notes can be found in the Library for review and policy publications to be discussed.
 - The parents are unclear how policies are updated and how parents can access these updated policies.
 - The Chair of the Policy Committee will look into this and ensure policies are updated and available. (e.g. on website)
 - “Can parents get the board agenda’s in further in advance?”
 - The Board will look into this request and ensure that board meeting agendas are available ahead of time and distributed/posted.

President’s report

- Review and Adopt Agenda
- Teacher Retention: Letter from PTA-
 - The Board President met with the PTA president to understand how the Board can assist in this area
 - The Board is waiting for the PTA to get back with ideas on how teacher retention can be addressed/ or what action could be taken by the Board
- Teacher Retention Survey Results
 - Results from survey were provided to the Board except the sections relating to the two Principals, which were given to the Director.
 - Recommendation that administration (Principal’s portion) results should also be made available to the Board of Governors The Board may request to see these sections from the Director.
 - Teachers receive a summary of results
 - Next month’s agenda will include a point to address communication and mutual trust between the Board and Administration

Updates from each Sub-Committee (approx 15 minutes each)

- Finance Committee (please see attached)
 - Medical insurance costs were reviewed

- Last budget committee meeting went over what information will be presented at the AGM meeting.
 - Audit report for FYI 2008-2009 will be signed upon the arrival of the Director
 - Discussion regarding – who is responsible for signing the final audit report? Past officers or current officers? To clarify with the Director.
 - Discussion regarding students being removed from class if payment is not made on time. (After multiple notices have been made to parents).
 - It was agreed that the policy should be followed as it is written.
 - Question for future discussion- Tuition rates for Elementary and Secondary students. What is the balance we want to strike?
- Policy Committee
 - Fundraising Policy
 - Recommendation that verbiage be included in the policy that excludes charitable fundraising that is not affiliated with the school but for an outside organization should be up to the Director. All Board members in agreement that charitable fundraising should be excluded.
 - Proposal to create new budget line to support student travel
 - Discussion on whether or not this line would be appropriate and fair for all students
 - Proposal to create a budget line that will allow for money to be set aside for extracurricular activities at the administration's discretion. The amount would need to be determined as of November 1, based on student enrollment. This proposal was not agreed upon and it was agreed that creating such a line is not the school's priority at the time.
 - There was a request by the official American community to review the school's policy and the issue of "students being able to sit in on a different level class."
 - No specific policy or documentation was brought forward to address this question of ambiguity.
 - The school has documentation that addresses this issue in the Course Descriptions and Academic Program Book (pg 8 and 10)
 - This topic was addressed in the 2008-2009 school year Site Visit by Yvonne Bui.(Special Education Professor/Consultant)- Report is located in the library
 - Request that procedures from other schools be looked up by next meeting to compare their schools and their practices
- Human Resource Committee- (see attached)

Note: AISA will have a teaching staff of 100% internationally certified teachers within the next 10 years (by 2020) with at least 80% of those teachers holding US or Canadian teaching certification. - YES

- The matter of the Nigerian teachers' request to have equity on pay scales and increases was moved to Executive Session

- Fundraising Committee- No Report

- Building Committee-

- Construction of the new Multipurpose Hall- The roof is currently being worked on and tiling has begun
- Board President will meet with the Contractors to emphasize the importance of respecting the timeline.
- Approximately 5 architects have come in to bid on staff housing project after the notice was sent out.
 - Deadline is mid March to see architect proposals
 - Discussion was held regarding whether or not a Board member can bid on the architectural design of the staff housing project
 - AISA does not currently have a clear policy on this matter.
 - Recommendation- The school will consult its lawyer regarding the interpretation of the current constitution.
 - Board members will look at other non profits and schools' COI policies to see what the common practice is.
 - Decision will be made by March 1 and communication will be voted on by email
 - The decision on this matter must be added to the policy.

7:30-8:30 - Administrative Reports (approx 15 minutes each)

- Director's Report (see attached)- Brought into meeting via Skype

- The Director presented on an updated on recruitment of overseas staff via email
- The Director requested the Board to approve an additional budget to hire 6 new teachers instead of 5.

A budget of 2 scenario's were looked at to decide if this was financially possible

- **Note:** Request to hire one additional overseas hire (from 5 teachers to 6 teachers) – not concluded. The matter was further discussed in the Executive Session because given the budgetary impacts, it had to be considered along with the subject of teacher's pay scales and increases

- MS/HS Principal's Report

- Review of calendar 2010-2011 (see attached)

- 2 options were given for review of spring break for next year
- Accreditation and curriculum workdays were included in the calendar
- Motion to approve the scenario "B" calendar- motion approved
 - *First day of school- Monday, August 16*
 - *Winter Break- December 18- January 9*
 - *Spring Break- April 2- 10*
 - *Easter Weekend Break – April 22-25*
 - *Last day of school- Friday, June 10*
- Calendar will be published in the Chronicle and placed on the website
- 4 half days are included for accreditation work
- Honors breakfast was held for 36 students this morning

- Elementary/EC Principal's Report- see attached

- Report on Accreditation Process- (see attached)

- Request for approval for half days on March 3 and another date in March 31

- **Vote:** (TBA) YES

- A reminder and chance to explain the reasons for these additional half days will be presented at the AGM meeting with an update on the overall Re-Accreditation Work
- Board member will be present for the two upcoming Principals' teas to present tuition updates to parents.

8:30 – 8:45 - Staff Representative Report/Comments

- Request that parents utilize the appropriate channels of communication for any issues or concerns. This will allow for information that is disseminated and received to be accurate and up to date.

8:45 - --- All Other Business (AOB)

- Set dates for next meeting and subcommittee meetings

March 11, 2010 @ 6:00- AGM

AGM Format

- Each committee will have a one page update PowerPoint, there will be an administrative session and Q&A at the end.

March 30, 2010 @ 5:15 Board of Governors meeting

March 8, 2010 @ 4:15 Policy Committee meeting

March 16, 2010 @ 5:15 Human Resource Committee Meeting

April 14, 2010 @ 4:45 Finance Committee Meeting

Minutes Completed by: Kristel Solomon, Secretary



Approved by: Jennifer Brinkerhoff, President


