



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

Date: 27 March 2018

Start Time: 2:30 PM

Location: BAIS Library

BAIS Board Members Present: Joan Vives Tomas (JVT), Doreen Farnitano (DF), Professor Martin Antonio (MO), Mr Stephane Banna (SB), Cian O’Siochain (Interim Board Member & Minutes) (COS)

BAIS Staff Present: Caleb Steindam (CS), Cassie Banna (CB), Stephanie Budd

Apologies for Absence: Amine Said (AS)

1. **Welcome:** JVT welcomed all BAIS Board Members and Teachers Present
2. **Minutes of the Last Meeting:** Approved without any amendments. Proposed by JVT & seconded by COS
3. **Matters Arising from the Minutes:** None

<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>Reports by Teachers</p> <p>Teachers report</p> <ul style="list-style-type: none"> • D20,000 for ebooks with Ms Leah next event April 13th • CS Updated on the e-readers • Purchased by CS through embassy but turned back because of lithium batteries. They’ll be returned, repurchased and shipped but in a few months. <p>Women in science day</p> <ul style="list-style-type: none"> • Successful presentations by all students and final papers being prepared <p>Art</p> <ul style="list-style-type: none"> • Middle school pupils making Masks <p>Sports Day</p>	<p>CB</p>

<ul style="list-style-type: none"> • Thanks to MRC and Anna particularly for their organization and work. <p>Service Learning Project</p> <ul style="list-style-type: none"> • This Thursday 10.30 – 12. Making briquettes. Deforestation and studying plants and trees in Pre-K. More generally environmental issues are being discussed. • The kids will make as many briquettes as they can. • Grades two to five doing lots of computer work. Making their own e-books. Plans to extend the use of these ebooks making programmes to all ages. <p>Pre-K</p> <ul style="list-style-type: none"> • 14 kids in pre-k now and all the group are unified. Every letter of the alphabet has nearly been studied so its nearly time to move on to phonetics. Potential for field trip post Spring Break. <p>Aristocats</p> <ul style="list-style-type: none"> • JVT thanked all of the teachers for their work on the Aristocrats and also those who helped with Sports Day. 	
<p>Director’s report:</p> <ul style="list-style-type: none"> • Passing of Draman Touray <ul style="list-style-type: none"> ○ Large group from BAIS Community, including most teachers, grounds staff, and several parents, visited Niania and family on Thursday, March 22 ○ We hope Hassan and Fatima will return to school soon. • Current Enrollment: 55 (48 tuition-paying) <u>Pre-K</u>: 14 <u>K-5</u>: 34 <u>6-9</u>: 9 <ul style="list-style-type: none"> ○ 3 primary students left in March, 1 MS student leaving in April (as expected) • Next year’s projected enrollment <ul style="list-style-type: none"> ○ Too early to predict ○ Confirmed numbers still low, but signs of growth to come <ul style="list-style-type: none"> ▪ PETRONAS (Malaysian oil & gas company) expanding into Gambia; HR Team visiting BAIS next week ▪ US Embassy: 3 new primary students confirmed, possibility of pre-K too • Successful Musical Theater Production March 2nd attended by about 200 people • Pre-K Afternoon Enrichment successfully launched • Gambia Teachers Institute <ul style="list-style-type: none"> ○ EcoBank and MRC only confirmed sponsors; <i>decision to delay to November</i> • “Explore Your Country” Peace Corps Initiative <ul style="list-style-type: none"> ○ 3 teenage participants will shadow BAIS staff tomorrow • Blended Learning at BAIS <ul style="list-style-type: none"> ○ Excited to be sharing and utilizing new strategies and tools from AISA workshop 	CS

<ul style="list-style-type: none"> ○ Google Classroom unfortunately not freely available as anticipated ● Upcoming Teacher Professional Development <ul style="list-style-type: none"> ○ Summer PD sponsored by US Office of Overseas Schools: <ul style="list-style-type: none"> ▪ Amal Alfa (IT & Math Teacher) to attend 5-day technology conference Jefferson/Overseas Technology Institute (JOSTI) June 18-June 22 ▪ Edward Diantrec Badjie (French Teacher) to attend AERO World Languages Curriculum Design Institute June 25-29 (confirmed today) ▪ Vanessa Sanyang (Gr.1, next year Gr.2) and Kelly McAllester (Gr.3-4 next year) to attend AERO Mathematics Institute June 25-29 (awaiting confirmation) ○ Next year’s AISA All Educators Conference in Dakar ● Facilities <ul style="list-style-type: none"> ○ Electricity upgrades to Early Childhood building completed ○ Generator and LED lights purchased, on the way from Turkey ○ Soft target security upgrades completed ● PTO <ul style="list-style-type: none"> ○ Funds raised over past year will be spent on Amazon Fire Kids Edition tablets ○ 2nd Annual <i>BAIS Olympics</i> sports day at MRC last Saturday ● Student Council <ul style="list-style-type: none"> ○ Funds raised will be spent on e-books and student council activities ○ “Lock-in” party planned for Friday, April 13th <ul style="list-style-type: none"> ▪ “Sleep in the Deep” underwater theme ○ Spirit days, end-of-year party still to come ● Spring break begins this Friday 	
<p>Summary of all bank balances as at 28 Feb 2018 are as follows:</p> <p>TD Bank Operational account - \$87,485.25 TD Bank Reserve account - \$55,501.15 TD Bank Certificate of Deposit - \$250,000.00 (TC Certificate matured March 12 yielding - \$1,252.61) Eco bank Dollar account - \$17,231.37 Total US dollars - \$410,217.77</p> <p>Eco bank Dalasi Operational account – D2,810,024.71 Dalasi Petty Cash - D8,957.00</p> <p>Investments</p> <ul style="list-style-type: none"> ● This month, a \$200,000 CD at 1.95% was opened with TD Bank, and a 3-month fixed deposit of Dalasi equivalent of \$25,000 at 3.95% was opened with EcoBank. 	<p>CS and all</p>
<p>Items for Discussion</p> <ul style="list-style-type: none"> ● Friday May 18th selected as AGM date. As with last year, a BAIS Movie Night will be held following the AGM. ● Issues around the population of the board were discussed. The issue of 	<p>CS and all</p>

<p>diversity was raised and agreed upon. Also the potential for increasing the number of people on the board was considered. If needs be number can be increased at the May meeting.</p> <ul style="list-style-type: none"> • The auditor will present at the AGM. • If an agreement of sale has been signed by both parties and a deposit has been received, we will hold a discussion of the land sale during the AGM and hear opinions from the Association on how the money should best be used. • We will also seek to appoint new PTO officers to re-establish a PTO executive committee during the AGM. • The proper election procedures will be investigated ahead of the AGM to ensure proper procedures are followed. • The promotion of the board as an option for everyone discussed and encouraged. • Caleb discussed the major issues face by the new board. New director, Policy manual and the land sale. The board retreat at the beginning of the year. An outside facilitator would be beneficial. AISA school director from another West African country exchange to be an outside facilitator will be investigated by Caleb. Freetown and Conakry considered as options. September will be the date. • Martin requested details on staff issues around new teachers and special needs assistant. Caleb updated and everything is going well. • Next meeting to be arranged by email. 	
<p>Other business: The following were deferred to be discussed at the next board meeting: a. None</p>	<p>JVT, CS and all</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