



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

Date: 7 March 2019

Location: BAIS Library

1. Call to order by MA at 4:35pm
MA welcomed all

2. Roll Call

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

BAIS Staff Present: Caleb Steindam (CS), Elin Jacobson (EJ), Madline Ashcroft (MNA) (Minutes), Leah John (LJ)

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

3. Consent Calendar

Minutes of the Last Meeting: Approved without any amendments. Proposed by COS and seconded by CT	ALL
Matters arising from previous minutes <ul style="list-style-type: none"> <u>Updates on Audit Report:</u> Payce Consulting will begin training staff on accrual-based accounting on Tuesdays and Thursdays beginning next week. The training will last 2 hour per day, 2 times per week, for 5 weeks. The accrual-based accounting system will be implemented during the 2018-2019 school year. 	MA & LJ
Teacher Report: <ul style="list-style-type: none"> Appendix 1 	EJ
PTO Report: <ul style="list-style-type: none"> Appendix 2 	CT
Director’s Report: <ul style="list-style-type: none"> Appendix 3 	CS
Finance Report: Summary of all bank balances as at March 7th 2019 are as follows: TD Bank Operational account - \$16,865.71 TD Bank Reserve account - \$80,776.67 Eco bank Dollar account - \$15,279.53 Eco bank Dalasi Operational account – D915,019.69 Dalasi Petty Cash – D11,601.00 TD Bank Certificate of Deposit - \$200,000 Report on Budget: <ul style="list-style-type: none"> Expenses are being monitored carefully, and spending is going more or less as planned in line with the approved budget. March 22nd is the due date for 3rd trimester tuition, which will boost inflows. The Certificate of Deposit (CD) at TD Bank will mature next week. As decided in the prior Board meeting, the interest (approximately \$4,000) 	LJ

<p>will be deposited in the TD Bank operational account, and the \$200,000 will be reinvested in a new 12-year CD.</p> <ul style="list-style-type: none"> • Receipts are being collected toward the \$68,000 US Government annual grant, to begin submitting soon. • LJ and NDT met with the Managing Director of the Social Security Housing and Finance Corporation regarding the fines accrued. The Managing Director has given a recommendation to the Operation Manager that the fines be waived. LJ has followed up and is still awaiting Operation Manager's response. 	
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4. Items for Decision or Action

<p>Tuition and Fees for 2019-2020 (Confirm decision made via email vote)</p> <ul style="list-style-type: none"> • The Board's decision was to freeze tuition rates and fees and to absorb student activity fee into tuition for 2019-2020. • Pre-K tuition was restructured so that there are now separate rates for half-day and full-day, with an added cost of \$1,800 for the full-day program. • Approved tuition rates and fees for 2019-20 are below: <table border="1" data-bbox="292 790 1091 969"> <thead> <tr> <th>Grade</th> <th>Tuition payment for self-paying individuals</th> <th>Tuition for families whose employers pay</th> </tr> </thead> <tbody> <tr> <td>Pre-K 1 & 2</td> <td>Half-day: \$5,780 Full-day (M-Th): \$7,580</td> <td>Half-day: \$5,780 Full-day (M-Th): \$7,580</td> </tr> <tr> <td>Grades K-5</td> <td>\$11,788</td> <td>\$13,864</td> </tr> <tr> <td>Grades 6-8</td> <td>\$14,721</td> <td>\$17,004</td> </tr> <tr> <td>Grades 9-12</td> <td>\$15,908</td> <td>\$18,872</td> </tr> </tbody> </table> <table border="1" data-bbox="300 1025 1085 1234"> <thead> <tr> <th>New Student Application</th> <th>Returning Student Registration</th> <th>School Development Fee</th> </tr> </thead> <tbody> <tr> <td>\$200</td> <td>Before end of previous school year: \$100 Before first day of school: \$150 After first day: \$200</td> <td>K-HS: \$4,100 (one-time only) PK1 \$1,300 PK2 \$1300 Remainder KG</td> </tr> </tbody> </table>	Grade	Tuition payment for self-paying individuals	Tuition for families whose employers pay	Pre-K 1 & 2	Half-day: \$5,780 Full-day (M-Th): \$7,580	Half-day: \$5,780 Full-day (M-Th): \$7,580	Grades K-5	\$11,788	\$13,864	Grades 6-8	\$14,721	\$17,004	Grades 9-12	\$15,908	\$18,872	New Student Application	Returning Student Registration	School Development Fee	\$200	Before end of previous school year: \$100 Before first day of school: \$150 After first day: \$200	K-HS: \$4,100 (one-time only) PK1 \$1,300 PK2 \$1300 Remainder KG	MA
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<p>Vehicle purchase completed (Decision made via Whatsapp vote)</p> <ul style="list-style-type: none"> • The Board made the decision via Whatsapp to purchase an almost-new 2018 Toyota Rav4, recently imported from the US with only about 300 km on the odometer, for US \$26,000. • CS had the vehicle analysed by CFAO and it was determined to be in perfect condition. • The payment has been completed and the vehicle is in the school's possession. • Thanks to SB for finding the vehicle, negotiating the price, and facilitating the payment. 	CS																					
<p>Website update, decision on way forward</p> <ul style="list-style-type: none"> • The new website in development by Pristine Consulting has still not been completed after several missed deadlines. • In May 2018, several web development companies were invited to submit quotes. CS had reviewed these quotes and determined that the quote from the local company WebDesignGambia (http://www.webdesigngambia.com/) was the most impressive and competitive. The full cost of the job by WebDesignGambia including VAT came to GMD 86,767.50. • The Board decided that if Pristine Consulting does not complete the new website by the end of next week (March 15th), CS should contact WebDesignGambia to see if they will still offer the same price as previously quoted. If so, BAIS will contract WebDesignGambia to develop our new website. If not, CS should solicit new quotes for the job. 	CS and all																					

<p>Agenda for Myna Anderson’s transition visit, March 29-April 8</p> <ul style="list-style-type: none"> • CS shared a draft itinerary for Myna Anderson’s transition visit. • Myna will have dinner with the Board at Butcher’s Shop on Monday, April 1st, at 7:30pm, and will attend the Board meeting on Thursday, April 4th, at 5:15pm. • During her time in The Gambia, Myna will spend ample time at BAIS and will meet with various groups in the BAIS community and in the diplomatic community in The Gambia. The Board and CS discussed the need for Myna to spend sufficient time in transition meetings with Caleb during the visit. • Myna’s will stay with two BAIS families, and will spend her final few nights at Ngala Lodge. MA expressed appreciation to the two families who will host Myna during her visit. 	CS and all
<p>Annual General Meeting (AGM)</p> <ul style="list-style-type: none"> • Set date and time <ul style="list-style-type: none"> - The AGM will be held on the 23rd of May 2019 at 5:00pm. A “social time” will be offered before the AGM starting at 4:30pm, and a “movie night” will be held after the AGM beginning at about 6:30pm. • Draft agenda <ul style="list-style-type: none"> - CS presented a draft AGM agenda to the board. No changes were suggested. • Plan to recruit new Board members <ul style="list-style-type: none"> - There will be 3 open seats for election in the May AGM, which are being vacated by MA and SB, who will have completed their 2-year terms, and by GS, who will have completed his interim term. (GS is eligible to run for a 2-year term beginning in May 2019.) - CT announced that she will complete her one-year term as US Embassy Appointee, and the US Embassy will appoint a new Board member to serve for the next year. - CS presented a draft Nomination Form for Association members interested in running for the Board. - CS will post an advertisement on the school gate and in the <i>BAIS Buzz</i> newsletter to encourage Association members to consider running for the Board. MA encouraged Board members to spread the word and encourage qualified Association members to consider running for the Board. - The advert will be published on the School’s newsletter and posted at the school gate. 	MA and all
<p>Announcements:</p> <ul style="list-style-type: none"> • CS will take a personal day on Monday the 11th • School holiday on the 18th to celebrate end of 2nd trimester • Tuition deadline is March 22nd 	CS
<p>Old business: CS is still working on drafting the Revised Policy and aims for it to be approved before the AGM.</p>	CS

Next Board meeting will be Thursday, April 4th, at 5:15pm.

Meeting Adjourned at 6:00pm

Appendix 1

Teacher Report (Ms. Elin Jacobson)

- The end of second trimester is approaching. Teachers are now working on repost cards.
- The Seussical play was successful
- After school activities for second trimester ends today March 7th and the final after school
- activity starts in two weeks -March 25th
- The character education for March is on Compassion and Empathy
- Grades 3 and 4 dissected a fish today

Appendix 2

PTO Report (Caitlin Tumulty)

- The PTO had a meeting on February 14
- The PTO is planning a movie night right after the AGM in May
- The PTO has decided to use \$1,200 of its fund to improve the school's playing ground
- BAIS Olympics is march 30th and PTO will be supporting Anna Roca to organise it
- The PTO has future plans to organise events for charity

Appendix 3

BAIS Director's Report

March 7, 2019

- **Current Enrollment: 53** (*gained 2 PK; unexpectedly lost 2 MS*)
 - PreK: 16
 - Primary (K-4): 24
 - Middle (5-8): 13
 - We continue to receive inquiries for 2019-2020, and this week had a new US Embassy student enroll for next year's Grade 5 class.
- **Approaching end of 2nd trimester**
 - Report writing underway
 - I'm currently reviewing subject summaries
 - Teachers are compiling assessment data and working on individual student comments (now in bullet point format)
 - School holiday (March 18th) for end of trimester
- **Seussical KIDS musical**
 - Final performance *Seussical KIDS* (Gr. 2-8) with opening acts "Green Eggs and Ham" (K-1) and "Happy Birthday, Dr. Seuss" (PK1-2) was Saturday, March 2nd, 2018, at Ebunjan Theatre, to an estimated 230 people.
 - Phenomenal work by co-directors Kelly McAllester, Daniel Twum, Leah Woldman, Stephanie Budd
- **Character Education**
 - Productive staff meeting on Character Education yesterday (Wed, Mar 6)
 - Working on *Compassion* and *Empathy* for March
- **Service Learning** (Scott Hemsey, After-School Activities Coordinator)
 - Plan to build a waste collection receptacle on Bakau Harbor
 - Service Learning after-school activity to build structure on campus with used plastic bottles and other rubbish
- **After-School Activities** (Elin Jacobson, After-School Activities Coordinator)
 - 2nd term of activities ended today
 - Final after-school activities term begins March 25th
 - Activities will include Yearbook, Service Learning Bottle House
- **Student Council** (Leah Woldman, After-School Activities Coordinator)
 - Several Spirit Days coming up on Fridays
 - March 15: Pajama Day
 - March 29: Crazy Hair/Hat Day
 - Planning *Lock-In/End-of-Year Party* in June
- **BAIS Olympics – Saturday, March 30**
 - Organized by Anna Roca, with support from BAIS PTO
 - Partnership with Fandema, French School, and Special Olympics Gambia
- **Upcoming Transition**
 - Excited for Myna Anderson's visit Mar 29-Apr 8
 - We've been meeting regularly on Skype to prepare for the transition