



American International School of Abuja

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American International School of Abuja
Minutes of the Board of Governors Meeting
January 24, 2023 17:05

1.0 Attendance

Present:

Katie Jagelski	President
Jnana Jyoti	Secretary
Laurel Rushton	Member
Jehanne Tamli	Member
Greg Hughes	Head of School
Christopher Pretorius	Business Manager
Nicholas Ojehomon	Internal Auditor
Gregg Shoultz	MS/HS Principal
Wayne Burnett	Elem. Principal

Notes taken by:

Jyoti Jnana - Secretary

Open Session

Map Testing Feedback - A report was presented by Sarah Pedersen - Curriculum Coordinator, outlining the MAP testing results from the Fall 2022 testing session.

The report showed a positive trend with AISA's collective scores typically above international norms.

Election Contingencies

Based on input from a range of stakeholders in relation to the upcoming election the following recommendations were accepted by the AISA Board (closed session);

- AISA will take a measured approach before, during and after the Presidential Election, scheduled for Saturday, February 25, 2023
- The only day required for online learning at this point in time will be the day prior to the election, Friday February 24, 2023, which will be dedicated to online classes. This will allow people to travel interstate for voting purposes.



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- Any further changes from face-to-face to online learning will be evidence based and will be communicated as soon as possible via various communication channels including our phone tree.
- As a lead up to the election our Family Reunification Drill will be activated to allow families to practise collecting their children from the campus at short notice.

Calendar Approval for 2023/2024 SY

Two options for the Academic Calendar for 2023/2024 were presented to the AISA Board.


The Board approved the following option (Option A - closed session):



American International School of Abuja 2023/2024 Calendar

August 2023	July 26 - IT - New Faculty Arrival Date July 27 - Aug 1 - New Faculty Orientation Aug 1 - Staff Arrive on/before this Day (TBD) Aug 2 - 8 - All Staff Orientation Aug 8 - New Family Orientation Aug 9 - First Day of School	January 2024	Jan 8 - School Resumes Jan 12 - End Semester 1	June 2024	June 1 - Graduation June 6 - Last Day of School June 7 - Staff Inservice Day June 12 - Democracy Day June 16-17 (Possible Date) - Id el Kabir																																																																																																																														
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■	Holiday - No School
■	Possible School Day
■	Event
■	Trimester Ends
■	Quarter / Semester Ends
■	Report and Conferences
■	First / Last Day



School Begins 7:30 AM
Dismissal Times 3:00 PM Mon-Thu, 1:00 PM Fri
Holidays marked with TBD may change dates
All Dates are Subject to Change



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Security Grant Update

The Head of School presented an update on the security infrastructure work as of the 24 January 2023.

The following items were earmarked for work as part of the US State Department grant.

Name	Status	Cost	Comments
Plantars	Ongoing	13,500	Order placed for outstanding balance 53
Ranger Tower	Ongoing	10,700	Manufacturing Offsite
Drop Arm	Ongoing	22,100	Prefabrication stage
Bullet Proof Cabins	Ongoing	104,400	Order placed fabrication in Turkey
CCTV Monitors	Completed	1,600	Installed
Security Grills	Ongoing	33,300	Block A partially completed
Increase Perimeter Wall Height	Ongoing	21,000	Wall completed final painting taking place
Safe Haven SRWF	Ordered	41,500	Order placed

Questions from Parents

Board of Governors: When will elections take place and what are the procedures?

Board elections are set after the general meeting which takes place in April, it is not listed on the calendar and a date is yet to be set by the Board. The procedures for the past three years have been via electronic vote.



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Board Minutes: When will outstanding minutes of Board meetings be available on the AISA website?

Minutes for any meetings held over these months are yet to be approved; however the Board will work to rectify this and have them published as soon as possible.

Annual General Meeting: When will the Annual General Meeting take place?

The Annual General Meeting takes place in April each year and a date for this meeting has yet to be set.

Teacher's turnover rate: Is this year's rate of teacher turnover unusually high and if so why?

Turnover rates vary from year to year for multiple reasons, this year's turnover is similar to last years, including the Middle School. Speaking with teachers who are leaving they are doing so for a variety of reasons mostly personal.

PTA: When will the PTA be reconstituted? Will the school initiate this process or is it up to parents to take the initiative?

The HOS noted that the sooner we can bring back our PTA the better, and will see what we can do over the coming month to get this group operational.

Extraordinary General Meeting: When will the request for an Extraordinary General Meeting be convened?

The meeting was postponed by the AISA Trustees and the matter will be deferred to this body for reconsideration.

Enrollment: Has there been a significant drop in enrollment at AISA?

Enrollment was impacted with the school moving below 400 students however, since the return of staff and face-to-face classes more families are returning.

Finances: Has the school's finances been significantly impacted by the security crisis and what impact will this have on future development projects?

There has been a decrease in revenue due to students leaving and other expenses related to the security situation. Due to the strong financial reserves the school was not impacted to a severe extent however, future projects will need review before moving forward once again.



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Extracurricular Activities - When will these be reinstated?

Plans are already underway to recommence activities and announcements will be made by the divisional principals.

Closed Session

Finance Report - Report was given by the Business Manager and Treasurer

An expected downturn in tuition fees will impact the budget for this year.

Due to the fact that we had adequate insurance cover, costs were incurred to evacuate and repatriate staff over the period impacted by the security issue.

A decision was made to approve payment of a consultant 8M Naira to acquire a certificate from the Ministry of Industry to help the school comply with Corporate Tax regulations. (Unanimous)

A meeting will be set up to develop parameters for the 2023/2014 budget, additionally the overseas order will be reviewed as part of this process.

Administrative Report - (Accepted and Approved)

Facilities Report

- Safe Haven Status - Quotes have been received in relation to the design of the proposed Safe Haven. A further meeting will be set up by the Facilities Committee with these companies to discuss the design phase further.
- Road work adjacent to the school - Work has commenced nearby the school in regards to the development of the feeder road that will give public access to our current car park area.

The Head of School will continue to work with the FCDA in terms of clarifying the scope of the work, and future steps.

Alternative contingencies are to be developed in the event of disruptions to the car park area.



American International School of Abuja

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- Additional security upgrades - work has begun on additional perimeter CCTV cameras, the razor wire perimeter fence at the southern end of the campus has been completed.

Meeting Closed - 19.40pm

Secretary: Jyoti Jana

Minutes Approved