
AUS Board of Trustees

Virtual Meeting Minutes

Tuesday, Mar. 19, 2024

11:00AM.

Director's Conference Room, 1st floor, ES Building

Attendees

- Sheikha Futouh Naser Al Sabah, (SFNS)
- Ms. Ghada Khalaf, (GK)
- Ms. Lana Al Ayyar, (LA)
- Mr. Michael Wininger, (MW)
- Dr. Diana Aboulebd, (DA)
- Dr. Abdulrahman Al Farhan, (AF)
- Ms. Amani Abulhassan, (AA)
- Mr. Mijbil AlAyoub, (MA)
- Ms. Irina Itkin, (II)
- Ms. Fatma Ahmad, (FA)

Absent:

- Mr. Kevin Abernethy, (KA)

Agenda

New Business

	AGENDA ITEM	TIME ALLOCATION
1	The Welcome (Sheikha Futouh Al Sabah, Board Chair)	5 min.
2	Minutes January 23, 2024	5 min.

3	Accreditation Update (Ms. Minette Finney, Curriculum and Instruction Specialist, K-12)	45 min. (15 min. Update/ 30 min. Q& A)
4	Director's Report ((Mr. Michael Winger) <ul style="list-style-type: none"> ● Recruitment Update ● BoT Training ● Incident 	15 min.
5	School Improvement & Facilities Committee's Report	15 min.
6	Strategic Planning & Accreditation Committee's Report	15 min.
7	Q & A Wrap-up	5 min

Minutes of Meeting

- Meeting started at 11:05.
- SFNS welcomed the attendees, and brought the meeting to order.
- SFNS addressed 3 matters:
 - Respect the time frame allocated for each agenda item
 - Communication between board members/committees and the board secretary
 - Communication with the director should go first through the Chair Board, the Chair will then communicate to the Director.
- The minutes of January's board meeting were approved.
- Ms. Minette Finney presented CIS accreditation preparatory visit feedback highlighting commendations and recommendations as well as briefing BOT about the accreditation process ([BOT AUS Accreditation Report](#))
- DA commended the CIS accreditation visit that Minette had at the school in Pakistan, and encouraged an in-person CIS accreditation visit to other schools to build on expertise on the accreditation processes which would positively impact AUS self-study.
- DA emphasized the importance of matching our submitted report with the collected evidence.
- MA highlighted the importance of informing the accreditation team of the change from SAB to BoT, Minette confirmed that she will make the change in all the accreditation documents along with the rationale for change.
- DA mentioned that the accreditation team recommended having a definition for "high quality learning" and "intercultural learning"

- Minette answered that the school is working on it and will involve other stakeholders like students and parents to define the current high quality learning provided by AUS then finalize the definition.
- AA requested to be informed about the dates of any future meetings to plan the calendar ahead, especially for CIS team visit schedule next year.
- Minette will send the dates of meetings as there will be accreditation specific meetings with BOT and will share a folder of accreditation information with board members as well.
- GK asked about the school plan for F5 the Code of Conduct for the Community, Minette answered that it is there in the school handbooks, Compilation will be done in one document specific to this code of conduct.
- MW presented the Director's Report and briefed board members about the serious incident which happened at school [BoT Directors Report, March 19, 2024.pdf](#)
- MA asked about reasons for the delay in communicating with the AUS Community about the Feb. 20th incident. MW commented that it was a call of judgment and the school didn't want to put out unconfirmed information.
- MA presented School Improvement & Facilities Committee's Report [School Improvement Committee presentation March 19.pptx](#)
- DA asked if the school has written procedures for drills included in the student handbooks? MW answered from policy perspective the BoT will develop a policy manual but from a procedure perspective, there is a document called the Emergency Planning and Crisis Response Manual which includes all related procedures [AUS Safety and Security Manual 2023-2024.pdf](#)
- DA asked how would students know how to behave in case of an emergency and whether there are clear procedures about how students should act in case of emergencies. MW clarified that the security team, administrators, and staff walk the students into training during such situations through regular drills and class-level instructions on how to react to emergency situations
- DA enquired about the number of drills performed per year. According to MW, there are planned drills, with 2-3 drills scheduled to be done before the end of the year. Drills happen morning and afternoon alternatively to train the students on different exit locations.
- DA presented the strategic planning and accreditation committee report. [Strategic planning committee presentation March 19.pptx](#)
- Board committees will keep meeting and looking into other matters.
- Il suggested that if a recommendation comes out of a committee that doesn't need the board voting, then it can just flow to the director to avoid slowing the process. GK stressed that any communication should be channeled first to the to the Board Chair then to the Director
- SFNS suggested to have a WhatsApp group for all board members

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- Board members agreed to meet as head of committees to come up with a committee's recommendation template (maybe a google doc) placed in the BoT folder where committee heads can add their recommendations, and have access to it, then the Board Chair reviews it and shares the recommendations with the school director for discussion and action.
 - Committee Heads agreed to compile all the recommendations/queries in the committee's recommendation google doc, get it reviewed by the Board Chair then provide it to the school director for response and feedback in the next board meeting.
 - Meeting adjourned at 12:58 PM

Next Meeting

- May 28, 2024, 11:00 AM, Director's Conference Room