



American International School of Abuja

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American International School of Abuja
Minutes of the Board of Governors Meeting
September 25, 2025 17:00pm

Present:

Adeola Adeyeye	President (Online)
Lilian Otiego	Vice President
Katherine Gardner	Secretary
Laurent Lubulu	Treasurer
Maryam Uthman	Member
Jane Jensen	Member
Felix Ross	Member
Greg Hughes	Head of School
Mona Hassan	Business Manager
Nicholas Ojehomon	Internal Auditor
Melissa Edme	Director of Teaching & Learning
Joseph Strzempka	MS/HS Principal
Wayne Burnette	EC/ES Principal
Elizabeth Ahmed	Administrative Assistant
Kari Rwenzo	Grade 4 Teacher
(left after MAP & AP presentation)	

Agenda

Open Session

Welcome by the Board Chair.

Final MAP and AP scores for 2024/2025

Following on from the last board meeting in August, a presentation was given by one of our 4th grade teachers, Kari Rwenzo, on the final MAP and AP scores for the school year 2024/2025.

Salient points;

- School wide achievement in ALL subject areas remains above the average or in some cases is above 81%.



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- High/Expected yearly growth was made by all grades in Science.
- High/Expected yearly growth was made by all ES grades in Mathematics as well as Grades 6 & 8.
- AISA has trended upward in growth and achievement in mathematics & science when compared to last academic year.

Strategic Plan Update

The Head of School provided an update on the ongoing strategic planning process. Work continued to improve upon the initial draft, with a focus on reprioritizing each section under the three core pillars.

The previous system of ranking items as high, medium, or low priority was removed following discussion. Instead, responsibility for each section has been distributed among designated groups, each tasked with developing detailed action plans.

The registrars' team was highlighted as an exemplar, having already proposed creative strategies to support marketing and enrollment growth. Over the next month, groups will finalize clear and actionable plans for review. The Head of School emphasized that this represents forward progress and confirmed continued collaboration with one of the board members to move the process along.

MSA Accreditation Update

The Head of School explained that the school undergoes accreditation every seven years. This process involves an external team reviewing the school's practices and verifying that stated responsibilities are being carried out. The next accreditation visit will take place from November 9–13, 2025.

Dr. Lina Lewis is currently conducting a technical review of the school's growth plan to ensure accuracy and compliance with Middle States formatting standards. Once this stage is complete, the visiting team will conduct their evaluation.

Board involvement is required on Tuesday, November 11 at 8:00 a.m., when members will meet with the visiting team to verify governance practices.



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Actions Points:

- Four board members (Jane, Catherine, Laurent, Adeola) confirmed their availability to meet with the MSA Team on Tuesday, November 11 at 8.00am. Additionally, the Board Chair volunteered to accompany the team for their evening meal on Sunday, November 9.

Finance Report

A report was shared by the Business Manager.

Action Point:

- The Finance Report was accepted

Administrative Report

The administrative report for the month of September was presented.

Action Point:

- The Administrative Report was accepted.

Facilities Committee Report

The Facilities Committee convened for its first meeting of the year with strong participation from faculty.

A major update was provided on the solar panel project, valued at over \$1.4 million. Once complete, the project will power the entire school and significantly reduce reliance on external electricity and diesel. However, delays have been reported due to shortages of electrical and AC panels, cable availability, and shipping setbacks.

On the positive side, the school has received an additional bank of batteries (five lots of 200 kVA instead of four), which will enhance overall capacity. The contractor has estimated completion in



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3–4 weeks, while the project manager projects 6–8 weeks. This discrepancy will be addressed further in the executive session.

The committee also recommended upgrading the Route 66 security booth, which is currently only covered by a tarpaulin. This arrangement impedes effective security operations during bad weather. A temporary structure is being considered until a permanent facility can be built.

Additional long-term priorities discussed for a campus master plan include:

- Classroom upgrades and improved lighting
- Expansion of the MPH
- Relocation of the cafeteria
- Construction of student changing rooms
- Improved drainage across campus
- Creation of an elementary science lab that also double as kitchen
- Expansion and relocation of art and music rooms
- Renovation of the design technology rooms
- Creation of a black box theatre/auditorium
- Upgrading the safe haven and development of a safe haven corridor
- Establishment of a faculty lounge
- Establishment of a skills center
- Extending the solar project to staff housing
- Covering of hallways for weather protection
- Expansion of campus storage facilities



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The Head of School noted the importance of re-engaging architects to develop a full master plan and highlighted the need to move beyond the incomplete process from last year.

Action Point:

- Further discussion was tabled for the executive session.

Security Update

The Head of School reported on the September 15th incident, during which gunfire was heard in the neighborhood surrounding the school. In line with emergency protocols, the school enacted a shelter-in-place drill.

Police officers initially misinformed staff that the sounds were fireworks, but the next day a stray bullet was discovered on the school track. This discovery prompted immediate escalation: the RSO (Regional Security Officer) from the U.S. Embassy and senior police officials were called in, and the calibre and possible origin of the projectile were assessed.

A meeting with the RSO has been scheduled to determine next steps, including a joint delegation to the police authorities. While the school initially considered sending a letter to the relevant authorities, we now believe that a joint envoy, supported by a formal letter, would be more effective.

It was also noted that a nearby displaced persons camp is sometimes subject to police raids, during which shots are fired into the air to disperse crowds. This practice may be connected to the incident, though the exact source of the projectile remains unclear.

Board members emphasized the importance of formal documentation, noting that in dealings with the government, letters are essential for accountability and follow-up.

Action Point:

- The HOS will continue to engage with the Regional Security Office of the US Embassy.

Meeting Adjourned: 5:40pm

Respectfully Submitted:

Signed by Board President:

Secretary: