



# American International School of Abuja

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American International School of Abuja  
Final Open Session Minutes of the Board of Governors Meeting  
August 18, 2026 17:00pm

Present:

|                   |                                 |
|-------------------|---------------------------------|
| Maryam Uthman     | President                       |
| Lilian Otiego     | Vice President                  |
| Joia Starks       | Secretary                       |
| Justin Green      | Treasurer (online)              |
| Jane Jensen       | Member                          |
| Greg Hughes       | Head of School                  |
| Mona Hassan       | Business Manager                |
| Melissa Edme      | Director of Teaching & Learning |
| Joseph Strzempka  | MS/HS Principal                 |
| Wayne Burnett     | EC/ES Principal                 |
| Frank Lefata      | IT Co-ordinator                 |
| Nicholas Ojohemon | Internal Auditor                |
| Elizabeth Ahmed   | Administrative Assistant        |

## Agenda

### Open Session

#### Welcome by the Head of School

#### Finance Report

The Business Manager reported that enrollment has reached 395 students, surpassing initial expectations. The budget is currently based on 400 students, a target the school expects to meet during the year. To date, 46% of school fees have been collected, an improvement attributed to stricter collection policies implemented last year. Pending applications include 12 Middle/High School students and 4 Elementary students.

Action Point:

- ☐ The Business Manager will share the formal tuition policy regarding mid-semester starts and continue monitoring the conversion of the 16 pending applications to reach the 400-student budget target.



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## Administrative Report

The administrative report for August was presented.

Following the late resignation of Ms. Anke, Ms. Funke is providing preschool cover.

Enrollment Trends: Due to high enrollment in the preschool, the administration is considering splitting the preschool into two sections to maintain optimal ratios.

Operational Updates: After-school programs are scheduled to begin next week, and "Back to School Night" is confirmed for Thursday for MS/HS and Friday for EC/ES.

### Action Point:

- ☐ The Administrative Report was accepted.

## Facilities Report

### Campus Upgrades

Completed summer projects include the Blue Moon Cafe for seniors, an upgraded pool deck and spectator area, new changing rooms, a pedestrian entrance, and an additional toilet block for elementary staff. A structural change was also made to provide a dedicated, expanded changing area for girls.

### Campus Master Plan

Three finalist architectural firms have been selected to present their visions for the campus. The board discussed the need for a clear roadmap that includes specific projects like a remodeled cafeteria. The estimated cost for these architectural services is approximately \$60,000.

### Action Point:



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- ☐ Facilitate site visits and final presentations for the three finalist firms during the week commencing August 31 to select a master plan architecture the functionality of new spaces as student usage increases and prepare for the next phase of campus Report was accepted.

## Solar Project Status

The project is 100% complete in its physical installation but remains in the testing and calibration phase. A minor electrical fire occurred during a recent thunderstorm due to transformer overload issues. While the fire was extinguished quickly by staff, it has delayed the final commissioning.

### Action Point:

- ☐ Conduct all future system testing exclusively on weekends to ensure student safety, and assign board volunteers to reconcile final contractor payments and late delivery penalties.
- ☐ The facilities report as a whole was accepted.

## Standardized Test Results & Academic Action Plan

The Director of Teaching and Learning presented the school's academic performance data:

- AP Results: The July 2026 Advanced Placement results were the school's best in five years, with 86.21% of students scoring a 3 or higher. Notably, 100% of graduating seniors earned at least one score of 3.
- MAP Growth: NWEA MAP data indicated high achievement and growth across most grade levels in mathematics, reading, and science.

### Action Point:

- ☐ The school is undergoing a math curriculum review. To support SAT scores, the high school math teacher, Dr. Boon Ng, is integrating explicit SAT prep into the curriculum.



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## Election of Officers & Committee Chairs

The Board addressed leadership vacancies following the resignation of the outgoing Board Chair, who is returning to the United States. The following officers and committee chairs were elected for the 2026–2027 academic year:

- President: Maryam Uthman(elected unopposed).
- Vice Chair: Lilian Otiego (elected unopposed).
- Secretary: Joia Starks
- Treasurer: Justin Green
  
- Committee Chairs:
  - Finance: Justin Green (as Treasurer)
  - Facilities: Jane Jensen
  - Governance: Joia Starks
  - Policy: Lilian Otiego

### Action Point:

- ☐ The Board will appoint a suitable candidate to fill the vacancy left by the outgoing Board Chair. As this is an American seat on the Board a person of this nationality must be found to serve for the remainder of this school year.

Meeting Adjourned: 6:15pm

Respectfully Submitted:

**Signed by Board President:**

**Secretary:**