

THE AMERICAN COMMUNITY ORGANIZATION
THE AMERICAN COMMUNITY SCHOOL
Minutes of the Monthly Board of Directors Meeting
February 23, 2010 at 17h30, MPR

Members Present:

Mr. Darryl Robinson, President

Mr. Azad Keval, Vice-President

Mr. Hossam El-Shaffei, Treasurer

Mr. Joseph Hanania, Member

Mr. Ali Lejlic, Member

Ex-Officio Non-Voting Member:

Ms. Sandra R. Smith, Ambassador's Representative

Others Present:

Mr. Larry McIlvain, Superintendent

Mr. Steve Mancuso, Middle/High School Principal

Mrs. Diana Rihani, Administrative Assistant

Absent:

Mr. Mark Lewis, Secretary

Mrs. Susan Razzaz, Member

Ms. Diana O'Leary, Elementary School Principal

Mr. Hamdi Hamdi, Business Manager

17h40min

1. Call to Order

Mr. Robinson asked to approve the January 19, 2010 minutes and the February 23 2010 Consent Agenda

A motion was made and approved by a show of hands of the January 19, 2010 Minutes and the February 23, 2010 Consent Agenda.

2. Committee, Task Force and School Reports

Report #1: Teacher Representative Report – Shannon Balawi

- MAP Testing (Jan 24-30)
- THIMUN (Jan 18-30) successful trip (Michael and Lyle)
- Reading and Writing Month ES Many activities planned (Dress like a character, Rocking and Reading, visiting authors (English and Arabic) Weekly reading points, Student's books displayed, Family Reading Night and much more)
- ES and NJHS Warm Clothing Drive Continues (Terri, Linda and Molly)
- After school Activities have started for ES

- EMAC Senior Fine Arts Festival (Feb 3-7) (Vicky, Eric, Rita and Marla)
- Cups and Kilos coffee for staff (Feb 4)
- Staff Massage (Feb 4)
- New Community Service Web page (Tim)
- Talent Show Try Outs (Melissa and Lisa)
- Overseas orders due February 7
- ES Principal Ellie Feb 9th (BINGO prize)
- ES Student Council visit to Animal Shelter to make a donation (Feb 11) (Terri and Linda)
- Basketball Game staff vs. students (Feb 11) Students won
- MS Valentine's Dance Feb 11 (MS teachers)
- Progress Reports (Feb 14-15) (HS/MS)
- EMAC JV Basketball (ABA, Oman) Feb 17-20 (Liz and Lesley)
- EMAC V Tennis (BISC, Cairo) Feb 17-20 (Basil Tayyem)
- Rec. Leadership Movie Night Coach Taylor
- MS Saturday Basketball with Coach Taylor begins
- Professional Book Club Understanding By Design (Jean)
- Family Reading Night Feb 23
- Coins for Haiti drive wrapped up ACS Student Councils)

Report #2: PTG - Leslie Kann

No PTG members present - Mr. Robinson read a message from the PTG President, Mrs. Kann that said the following:

Our upcoming events are Hawaiian Bingo March 4 with great raffle prizes, a used media sale in May, and one final bingo in May. We will celebrate teacher appreciation week in May with daily teacher surprises. The end of the year is also the time when we support graduation celebrations, spring fling, etc. We have had a few teacher requests in the last month: one for monetary support and one for ideas on working with middle school girls.

Report #3: Task Forces:

Development Task Force

Mr. McIlvain briefed the Board about the activities that Hania Juma, Director of Public Relations is working on.

Admissions - there are has 54 completed files and following up on 20 others.

Communications - working on updating the website such as adding pictures of activities. The community portal is upgraded and will continuously be refined. The first monthly newsletter is due to go out in March.

Branding - Three different companies will be coming to present their ideas and prices.

In addition to that Hania is checking apparel from the U.S. and comparing it to ones made locally. She is also helping with the raffle tickets for the talent show coming up. Hania is working on the donors guide.

There has been a huge influx of alumni on the school Facebook. She is working on an event for alumni before June. Hania is also showcasing the Arabic program which could be one factor that will bring the alumni's children to our school.

Governance Task Force

Governance Task Force chaired by Mr. Keval - Mr. McIlvain said that after the vote during the extraordinary ACO meeting which was held to change the By-laws re the Board members term, the documents were sent to our lawyer for proper wording and then sent to the

Ministry of Social Development. They are working on the process and we anticipate to hear from them in the next two weeks.

Policy Review Task Force

Policy review task force chaired by Mr. Lewis – Mr. Lewis is absent, no report.

Report #4: Financial/Capital Improvements – Hossam El-Shaffei

Mr. El-Shaffei said that the finance meeting took place on February 3. The following were part of the discussed information:

- Prepaid registration fees
- Overdue items that have not been looked at for a long time such as registration fees, Capital Fund Assessment, tuition fees, reserve funds and the emergency funds.
- ACS has been using the same bank for a long time; therefore, a bank survey was done to find out that it is one of the best in Jordan except for having higher rates. The administration talked to the bank in order to bring them down.

Mr. El-Shaffei congratulated the Administration on a job well done.

Report #5: Superintendent's Report - Larry McIlvain

Larry McIlvain shared his Superintendent's report with the Board members via email. Briefly he added that we had two authors visit our school, Mr. Vargie Johnson who is a famous author from Saudi Arabia and a local author, Ms. Taghreed Najjar who inspired students to read Arabic.

During Mr. McIlvain's recruiting trip to Boston, he met with Bea Cameron from the State Department and talked about planning a MEPI conference in Amman in the late fall, early spring for the MEPI scholarship recipients in the region (Jordan, Lebanon, Oman, and Egypt).

As for the recruiting trip, one vacancy is left to fill. Will have a skype interview the next day. Mr. McIlvain is pleased with the ones that were hired so far.

Mr. McIlvain said that he continues to negotiate with the H2L2 Architect company whom he met in Boston and at the same time meets with the AE7 Architects in Jordan who just submitted their proposal. The Facilities Team met a couple of days ago to discuss the latest on the facilities plans.

The municipality contacted ACS concerning field II wall that has to come down as they are fixing the road. Field II will move in about six meters and field I will expand towards the road six meters. We are in the process of getting bids to bring the walls down.

Wednesday is the professional development day. The drivers will be working on improving their English language at a workshop as the janitors attend a workshop on the tips of cleaning.

Mr. McIlvain informed the Board members that he met with the CEO of LG Electronics Levant that offered the school five flat screens and a sixth one for the upcoming Talent Show raffle. Larry added that he met with a landscape architect this morning who shared a lot of ideas about landscape that will enhance the looks of ACS.

While in the U.S. Mr. McIlvain had a chance to read the ACS Policy Manual. He is in the process of writing job descriptions and is thankful for the HR office at the American Embassy for their help and guidance.

Administration team is working on the coming summer projects that are getting bigger.

Finally, Mr. McIlvain said that Mr. Hamdi is in San Francisco to participate in a business conference that is paid by the NBOA which is a good recognition for him and for ACS.

3.0 Adjournment:

There being no further business before the Board, a motion was made to adjourn. The motion was accepted without vote at 18h45.

The next regularly scheduled meetings are:

- Board of Directors, Tuesday, March 16, 2010 at 17h30
- Work Session, Tuesday, March 16, 2010 after the open session

Respectfully submitted by Diana Rihani