

**THE AMERICAN COMMUNITY ORGANIZATION
THE AMERICAN COMMUNITY SCHOOL**
Minutes of the Monthly Board of Directors Meeting
November 17, 2009 at 17h30, ACS Library

Members Present:

Mr. Darryl Robinson, President

Mr. Hossam El-Shaffei, Treasurer

Mrs. Susan Razzaz

Mr. Ali Lejlic, Member

Mr. Mark Lewis, Secretary

Mr. Joseph Hanania, 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

Ms. Diana O'Leary, Elementary School Principal

Mrs. Diana Rihani, Administrative Assistant

Mr. Hamdi Hamdi, Business Manager

Absent:

Mr. Azad Keval, Vice-President

17h40min

Parents Open Forum – Mr. Robinson welcomed everyone present to the Board meeting.

No parents present at the meeting today.

1. Call to Order

Mr. Robinson asked to approve the November 2009 Consent Agenda. Report # 5 which is the Personnel Committee was moved to the work session instead of the open session. A motion was made and approved by a show of hands of the amended November 2009 Consent Agenda and the October 13, 2009 Board meeting minutes.

3. Committee, Task Force and School Reports

Report #1: Teacher Representative Report – Shannon Balawi

Mrs. Balawi informed the Board members of how busy the school has been so far and some of the activities have been as follows:

- H1N1 continues
- Field Trips: 1st grade and 2nd grade
- Spooktacular success
- Pep Rally for Fall Sports

- Student Councils begin projects
- Volleyball season completed
- EMAC Varsity Soccer (Abu Dhabi) Boys: 8th Girls: 5th
- EMAC JV Soccer (Dubai) 18-22
- EMAC Forensics (ACS) 18-22
- Community Service Club "tree planting" trip
- School wide recycling project officially begun
- MUN (Model United Nations)
- Professional Development Opportunities
- Professional Book Clubs: Guided Reading and Writing group
- NESAs teacher presentations
- Middle School Dance
- MS/HS Progress Reports
- All Nations Day success
- College Visits to ACS
- Music Concerts (Band, Piano and Choir) November 23 and 24th
- Thanksgiving Holiday 26th
- Eid Al Adha Holiday (27th-30th)

Mr. Robinson thanked Mrs. Balawi for the information and asked if all these activities are already posted someplace where parents could see how busy our school is.

Report #2: PTG - Leslie Kann

Mrs. Kann was absent. Mr. Robinson reported the following on her behalf to the Board:

- Volunteers pulled together to move Spooktacular indoors on a rainy Friday night, however, the rain kept folks home and we barely made a profit. Nevertheless, those that came seemed to have a good time.
- PTG are currently planning for a holiday bazaar on Dec. 3, 09
- They are coordinating a forum for middle school parents with a local psychologist to discuss middle school issues facing our students on Dec. 1, 09.
- They are also planning a teacher appreciation brunch on Dec. 10, 09.

Report #3: Task Forces:

Development Task Force

Mr. Robinson is the chairperson of the Development program - Mr. Robinson introduced Hania Juma, the newly hired Director of Community Development who in turn briefed the Board members of her plans to "brand ACS" in order to enhance the school's image and reflect the high standard of education that is currently being offered. DCD gave a brief overview of the Communication Plan which includes unifying the look of all internal and outgoing marketing material, stationary and digital media. The plan also includes developing a comprehensive brochure with the purpose of celebrating the school's history, briefing on the curriculum and activities and providing essential information about the school. New communication a monthly e-newsletter to inform and promote school activities and community and a blog that will be added to the website to give insight on daily life at ACS. An Alumni Club will be established to reconnect with former students and create a community of Alumni that will participate in the growth and future of ACS as well as become "spokespeople" of the school.

Mr. El Shaffei suggested that Hania contact other American Schools in the region such as CAC who have done all that before and to make funds available to help her start her job in order to bring money.

Mr. Robinson suggested the need to dust off the corporate sponsorship/donation policy.

Governance Task Force

Governance Task Force chaired by Mr. Keval – Mr. McIlvain said that he has met with Mr. Keval and looked at the Board Policies, Basic Law, and the By-Laws. Board terms according to our by-Laws are one year. The Board would like to change them so future Boards will be able to serve for two years. This would need a by-Laws change with an ACO approval. A special ACO meeting in January will be planned to vote on the change then we will reconstitute with the help of the Ministry of Social Development.

Policy Review Task Force

Policy review task force chaired by Mr. Lewis met with Mr. McIlvain to establish the offsite working group to conduct the cursory review to determine policy, procedure, etc.

Mr. Lewis recommended two dates which are Saturday, January 23 or Saturday, January 30. Selection of members for this review needs to be completed by December 13.

Administration will write draft policies for child protection and bad debt. Administration identifies suggested changes for the following:

- Use of facilities
- Smoking on campus
- Capital Fees Assessment (working with Finance Committee)
- Board Governance (working with Governance Task Force)

Next meeting: Wednesday, December 2. 5:00

Future Vision Task Force

ACS Future Vision Task Force chaired by Mr. Hanania. Mr. Hanania said that the committee met three times. The recommendation and the plan is in place to build science labs and an indoor dining hall. A discussion took place concerning the project and it was agreed that the board needs more discussion on the recommendation before they approve.

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

Mr. El-Shaffei said that the finance meeting was a long one. The revised budget was submitted. The enrollment is up therefore the expenditure was up. The land purchase was discussed during the meeting concerning one bank that is willing to give ACS the loan. Selling field two for funding was also discussed during the finance meeting and the full board meeting where it was suggested to speeding the process of selling field two.

MEPI scholarship was discussed during the finance meeting.

A new procedure to handle checks between school and the banks was discussed.

The Capital Fund Assessment has not changed for the last 10-15 years and the committee needs to look at that.

H2L2 plan was discussed. The administration needs to look at what they can use from it and what they do not need. Contacting a local contractor to implement the projects is an option.

Report #5: Superintendent's Report - Larry McIlvain

Larry McIlvain shared his Superintendent's report with the Board members. Briefly he informed them of professional in-service day that took place on November 1 and on the all staff meeting where he focused on the "educated 21st century learners" and how ACS is producing students that are in that caliber.

Mr. McIlvain informed them about the possibility of moving from blackboard (online teaching support platform) to Moodle. When that happens (2010/2011 school year), teachers, students and parents need training.

He also informed them of the possibility of migration from MacSchool which is our current student information system to Power School which is a web based program that would best serve the academic needs of teachers, parents and students.

Mr. McIlvain informed the Board also about the winter break projects and the ongoing ones. He added that the upgrade to the accounting system is complete. The new website is up and looks great even though there are some glitches that Nadjib is working on. The school is also looking into increasing the internet access. Mr. McIlvain said that he is looking into enhancing the WGO, the weekly newsletter, in order to attract more readers.

The AstroTurf in field one needs to be replaced after 8 years. A way of fundraising for it is to sell it to parents and alumni per square meter. The idea is to "Leave your name behind" which would be placed on a plaque somewhere by the field.

Finally, Mr. McIlvain complimented the PTG on a great job with the Spooktacular.

Mr. Robinson thanked Mr. McIlvain for the informative report.

4. Other Business -

5.0 Adjournment:

There being no further business before the Board, a motion was made to adjourn. The motion was accepted without vote at 18h47

The next regularly scheduled meetings are:

- Board of Directors, Tuesday, December 15, 2009 at 17h30
- Work Session, Tuesday, December 15, 2009 after the open session

Respectfully submitted by Diana Rihani