

THE AMERICAN COMMUNITY ORGANIZATION
THE AMERICAN COMMUNITY SCHOOL
Minutes of the Monthly Board of Directors Meeting
October 13, 2009 at 17h00, ACS Library

Members Present:

Mr. Darryl Robinson, President

Mr. Azad Keval, Vice-President

Mr. Hossam El-Shaffei, Treasurer

Mrs. Susan Razzaz

Mr. Ali Lejlic, Member

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. Mark Lewis, Secretary

17h05min

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 October 13, 2009 Consent Agenda. A motion was made and approved by a show of hands of the October 2009 Consent Agenda and the September 2009 Board meeting minutes.

3. Committee, Task Force and School Reports

Report #1: Teacher Representative Report – Shannon Balawi

Mrs. Balawi informed the Board how tough these couple of days has been on staff because of Virgie Lahan health situation and the passing of one of our drivers in addition to dealing with the H1N1. She informed the Board members of how busy the school has been so far and some of the activities have been as follows:

- Field Trips: Children's Museum and Robotics
- MAP Parent Information Sessions (next one Thursday)

- ES Student Council
- Teacher Appreciation Day
- Music Showcase (5th grade-high school)
- ACO Community Forum
- Banned Book Week in the library
- Community Service Club “tree planting” trip, Home of Love, Ruwwad Foundation, SOS Camp, school wide recycling project
- NJHS news: Spooktacular, follow up on leadership retreat with Student Council and “Peace Dove” (Molly)
- MUN (Model United Nations) 30 students trying out for 15 travel spots, Assigned country “Australia”
- Volleyball and Soccer local games
- Middle School Dance postponed
- Preparing for Forensics Tournament (Nov. 18-22)
- Middle School Accreditation Team (Gohde)
- Reception at the US Embassy
- Staff In-Service Oct 1: Scoring writing samples, working with MAP results, report card training, assistants and support staff training in technology, new social studies curriculum work

Up coming: Report Cards issued (Oct 18) Parent/Teacher conferences (Oct 19), EMAC JV Volleyball in Dubai, EMAC Varsity Volleyball in Doha (21-25) Spooktacular (Oct 30), Teacher In-Service (Nov 1) New Website will be launched (Nov 1), All Nation’s Day (Nov. 13)

Mr. Robinson thanked Mrs. Balawi for the information and asked if all these activities could be 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:

- Spooktacular will be on October 30th. All are encouraged to attend.
- Increasing substitute pay was appreciated. The substitute pay was increased from \$40 to \$45 for a non certified substitute and from \$50 to \$75 for a certified substitute.

Report #3: Superintendent’s Report - Larry McIlvain

Larry McIlvain shared his Superintendent’s report (attached) with the Board members.

Mr. McIlvain added that ACS is very close for the final confirmation on the land. It has moved from the Ministry of Finance after getting the “stamp” to the Ministry of land.

He added that there are three cases of the H1N1 at the school.

Mr. McIlvain said that he admitted a grade nine student to school. There are 24 students per class and according to Board policy he needs to inform the Board members. Some discussion took place regarding the policy and rational for accepting the student. He added that the student met all admission requirements and is no detriment on the school.

A motion was made to approve the admission of a Grade 9 student which is over the policy permitted number. The motion was approved by a show of hands.

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

Report #4: Task Forces:

Development Task Force

Mr. Robinson is the chairperson of the Development program – He reported that in order to generate money in addition to the tuition for the school, the Board decided to hire a “Community Development” individual where Mr. McIlvain interviewed eight candidates for the position.

Mr. McIlvain then said that after the initial interview and choosing three candidates, a second interview took place with himself, Steve Mancuso, Diana O’Leary, Diana Rihani, Hamdi Hamdi, and Samar Anabtawi. The three were great with different qualities but there was one where it was agreed unanimously on based on her experience. She is an ACS alumna. The name will be made public after she and the other candidates are informed.

Governance Task Force

Governance Task Force chaired by Mr. Keval – Mr. Keval said that by looking at the Board Policies, Basic Law, and the By-Laws we need to know what needs to change if anything at all. Board terms according to the by-Laws are one year and for future Boards we want to have more than one year. The by-Laws need to be changed and we will be able to change them with an ACO approval. We will have recommendation for the by laws by the November meeting.

Policy Review Task Force

Policy review task force chaired by Mr. Lewis met in order to develop and establish a mechanism on how to keep up with the law and the educational practice. Even though Mr. Lewis is out sick the report was sent and is attached. Briefly, the committee has contacted NESAC for guidance and three other schools such as Beirut, Doha, and Islamabad and reported the different methodology they used and discussed what works best for ACS. This process is important for the school and mainly for the accreditation.

Future Vision Task Force

ACS Future Vision Task Force chaired by Mr. Hanania. A meeting took place on October 4, 2009 to brainstorm what is needed to move forward with the school vision. Mr. Hanania sent out the initial feedback, will compare and work together. He added that two more sessions are needed to arrive to key elements before we come to recommendations. Next meeting will be on Monday, October 19, 2009.

Report #3: Financial/Capital Improvements – Hossam El-Shaffei

Mr. El-Shaffei said that the final Auditors’ report was clean without any recommendations. Thanks for a good job to Ernst and Young.

Mr. El-Shaffei said that ACS has adopted the National Business Officers Association recommendation report for the Business office and will start implementation the major and minor recommendations.

Discussed during the meeting the cost of non-paying students and the impact on the budget.

Discussed during the meeting a child protection policy and a facilities use policy.

He asked the business office to conduct a Banking survey and the possibility of having an ATM or a bank service on campus.

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 18h00

The meeting moved to the MPR where the Fall ACO was to take place.

The next regularly scheduled meetings are:

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

Respectfully submitted by Diana Rihani