

**THE AMERICAN COMMUNITY ORGANIZATION  
THE AMERICAN COMMUNITY SCHOOL**  
Minutes of the Monthly Board of Directors Meeting  
September 15, 2009 at 16h00, ACS Library

**Members Present:**

Mr. Darryl Robinson, President

Mr. Azad Keval, Vice-President

Mr. Hossam El-Shaffei, Treasurer

Mr. Mark Lewis, Secretary

Mrs. Susan Razzaz, Member

Mr. Ali Lejlic, Member

Mr. Joseph Hanania, Member

**Ex-Officio Non-Voting Member:**

**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:**

Ms. Sandra R. Smith, Ambassador's Representative

16h05min

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

Mr. Robinson asked the parents present if there was anything they wanted to address the board.

Parents present asked about the following issues that concern them:

Mrs. Kann asked if the Board contacts the parents with issues or concerns after they bring it to the Board.

Mr. Robinson assured her that they do and are looking for better ways to speed the process. He informed those present about the Board link on the school's website which will have a lot of information interesting to the ACO members.

Mr. McIlvain reiterated that the Board link to the website launching will be mentioned during the Coffee and Chat on Thursday.

**1. Call to Order**

Mr. Robinson asked to approve the September 15, 2009 Consent Agenda. A motion was made and approved by a show of hands of the September 2009 Consent Agenda and the August 2009 Board meeting minutes.

## **2. Committee, Task Force and School Reports**

### **Report #1: Teacher Representative Report – Shannon Balawi**

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

- Teacher training and working on the 6+1 writing traits
- Staff attended a workshop on how to use the email
- Progress reports are out for middle and high school students
- Peace one day will be celebrated next Thursday by the whole school
- MS had an open day for parents
- MS and HS had a leadership retreat
- Ramadan food drive
- Volleyball and soccer tryouts
- After school activities
- Forensics tryouts
- UN preparations
- Grades 3-8 MAP testing
- Launching of the Amman Athletic Conference for local school competitions
- Athletic website is up and looks great

Mr. Robinson thanked Mrs. Balawi for accepting to be the Teachers' representative to the Board.

### **Report #2: PTG – Leslie Kann**

Mrs. Kann reported the following to the Board:

- Thanked Mr. McIlvain for their new room
- Informed the Board that the next PTG meeting will be next Thursday, September 17. She invited the Board members to attend and in particular Mr. Robinson to address the PTG meeting attendees about the Board.
- She added that the Spooktacular will be on October 30<sup>th</sup>
- The newsletter will go out to parents this month
- Mrs. Balawi is the teachers' representative to the PTG

Mr. McIlvain thanked Mrs. Balawi for accepting to be the teachers' representative to both.

### **Report #3: Superintendent's Report - Larry McIlvain**

Larry McIlvain shared his Entry Plan with the Board and said that he will report the accomplishments after one, three, six months, then at the end of the first year. This Entry Plan is to assure a smooth and effective transition to ACS for all concerned. He informed the Board members and the parents present what he has done so far. He also informed them of the different activities taking place at school such as the Peace one day assembly next Thursday, improving the health center, the professional development on October 1; he had a workshop for middle school students on "you and your brain". Mr. McIlvain also informed the Board that ACS added a bus (after buying one to replace another, it was decided to add instead of replace) so those students registered to ride a bus will have a room on a bus.

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. Mr. McIlvain interviewed three and there are three more before deciding on hiring. That person should be hired beginning of October 2009.

### **Governance Task Force**

Governance task force met on Wednesday, September 14. Chaired by Mr. Keval, Mr. Lewis, Mr. McIlvain, and Mr. Hamdi met to discuss the Basic Law and the By-Laws concerning the term of service for Board Members on the school board in order to build continuity. They will inform the full Board when they come up with a recommendation.

### **Policy review Task Force**

Policy review task force chaired by Mr. Lewis who said that they need to develop and establish a mechanism on how to keep up with the law and the educational practice. The committee has contacted NESAC for guidance and three other schools such as Beirut, Doha, and Islamabad. Awaiting to hear from other schools on the methodology they use to look at policy and how they review them and how they effect the accreditation.

### **Strategic Vision Task Force**

ACS future chaired by Mr. Hanania. There has not been a meeting yet to discuss the subject.

### **Report #5: Financial/Capital Improvements – Hossam El-Shaffei**

Mr. El-Shaffei welcomed the Earnst & Young Auditors to the meeting, Mr. Zaid Salman and Mr. Khalid Saif.

Mr. El-Shaffei asked Mr. Hamdi to report on the financial meeting. He said the following:

Net profit for 08/09 is \$792,940 compared to \$560,044 in 07/08. The year ended with a net cash surplus of \$603,000. So the Board decided to allocate part of the surplus to:

Increase the operating reserve fund from \$350,000 to \$500,000

Execute the following summer projects such as pave the new parking lot, build the sports court, refurbish the gym floor, renovate the girl’s locker room, and pay the balance of the land which will be partially funded by the bank.

Net cash balance for 08/09 is \$1,592,456 compared to \$950,000 in 07/08

Mr. El-Shaffei said that ACS will adopt the National Business Officers Association recommendation report for the Business office. Business Office Handbook that describes operations of the Business Office and explains these systems that are followed. We did not have a procedure before but now we have a manual to follow. Thanks to the Administration and the Business office in the last few years.

He added that the external Audit Report will be ready for the next Board meeting. It was suggested that the Auditors should conduct an interim and end of year audit.

Land purchase. The administration will meet with the Ministry of Finance to find out whether we have to pay tax on the land or not.

An ACS family left to Canada and did not pay the tuition for the first quarter. We held the school records and will notify the Canadian Embassy.

### **3.0 Adjournment:**

There being no further business before the Board, a motion was made to adjourn. The motion was accepted without vote at 16h50

The next regularly scheduled meetings are:

- Board of Directors, Tuesday, October 13, 2009 at 17h00
- Fall ACO
- Work Session, Tuesday, October 13, 2009 after the open session

Finance and Capital Improvements: the Sunday immediately preceding the Board meeting, 5:30

Respectfully submitted by Diana Rihani