

**THE AMERICAN COMMUNITY ORGANIZATION**  
**THE AMERICAN COMMUNITY SCHOOL**  
Minutes of the Monthly Board of Directors Meeting  
December 15, 2009 at 17h30, ACS Library  
Draft

**Members Present:**

Mr. Darryl Robinson, President

Mr. Azad Keval, Vice-President

Mr. Hossam El-Shaffei, Treasurer

Mr. Mark Lewis, Secretary

**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:**

Mrs. Susan Razzaz, Member

Mr. Ali Lejlic, Member

Mr. Joseph Hanania, Member

17h40min

**1. Call to Order**

Mr. Robinson asked to approve the December 2009 Consent Agenda. A motion was made and approved by a show of hands of the December 2009 Consent Agenda and the November 16, 2009 Board meeting minutes.

**3. Committee, Task Force and School Reports**

**Report #1:** Teacher Representative Report – Shannon Balawi  
Mrs. Balawi was out sick – No Report

**Report #2:** PTG – Leslie Kann  
No PTG members present – No report

**Report #3: Task Forces:**

**Development Task Force**

Mr. Robinson is the chairperson of the Development program – Mr. Robinson said that there was no meeting held this month. Hania Juma is working on her operations plan and she will report progress to the Board during the January Board meeting.

### **Governance Task Force**

Governance Task Force chaired by Mr. Keval – Mr. Keval gave an overview of the work that the Governance Task Force members have been working on concerning the Board members term which is one year now. In order to insure stability and continuity, the plan is to change it to a two year term. Some discussion took place concerning what the process entails which is a Board approval, ACO approval, then Ministry of Social Development notification. This also takes changing the Basic Law, By-Laws, and school policy. An ACO meeting will be held in January to simply explain the process to the ACO members before they vote on it.

Mr. Lewis presented the following motion that was approved by a show of hands.

In order to promote stability in Board membership, beginning with the American Community School Board election in spring 2010, Board positions will be elected in alternate years for two-year terms. Four Board voting positions will be elected for two-year terms in even numbered years and three Board voting positions will be elected for two-year terms in odd numbered years. Board Alternates will continue to be elected annually for one-year terms.

Mr. Robinson thanked Ms. Sandra R. Smith and Mr. Mark Lewis for the great job they did on working on the above process.

### **Policy Review Task Force**

Policy review task force chaired by Mr. Lewis – Mr. McIlvain said that the members met on the 14<sup>th</sup>. Since only four Board members are present and there aren't any major pressing ones, he will put the packets together for the January meeting.

Mr. El Shaffei presented a researched document that should be used as guidelines for the child protection policy to replace the vague drafted one. Mr. El Shaffei said that the policy needs to be able to identify what is a child (under 18) and to be rigid and a step by step policy. He added that we need to include how to report an abused child, what procedures to be taken etc.

Mrs. Hinman suggested that the Board examines some American and Jordanian policies and put something together that would apply to our American school in Jordan.

### **Future Vision Task Force**

ACS Future Vision Task Force chaired by Mr. Hanania. Mr. Hanania is absent. The plans are finished and done with.

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

Mr. El-Shaffei said that the finance meeting took place on December 6.

There were 14 items on the agenda.

The administration presented the end of November financial report. It looked good to the committee without exception.

The committee recommended an aggressive approach to collecting outstanding tuition fees.

Administration has amended the revised budget that was sent to all members. An Electronic approval was expected from all Board members. Mr. El-Shaffei made a motion to approve the revised budget. The motion was approved unanimously by a show of hands.

The Capital Fund Assessment, security grant, and the MEPI scholarship were discussed during the meeting.

The administration also updated the committee on the banking issues such as banks' survey. The business manual and how to insure proper implementation as per the NBOA's recommendation. They also were updated on the purchase and funding of land.

Selling field two was discussed as five proposals were admitted from five different real estate agents.

H2L2 plan was discussed. The administration will have until February 2010 to explore options and make a recommendation to the Board as to the future work with H2L2.

Mr. McIlvain informed the Board on the MEPI grant. He said that the amount we get does not fully cover the students' tuition as the tuition has increased more than what was budgeted for. The school has a deficit of \$9,000 yearly for the first four students accepted.

Mr. El Shaffei asked Mr. Hamdi for exact deficit on the MEPI for the January meeting.

Mr. McIlvain also commented on the security grant that ACS got to support having an escape gate to the Royal Automobile Club in case of an emergency. The grant will expire if we do not use it. He has set a meeting with people in the R.A.C. to discuss the matter further.

H2L2 will be happy to come out and meet with the different constituencies. This will cost about \$14,000-\$18,000. They will then go back to Pennsylvania and send their reports. The Administrative Team will meet with local architects as well since the Board asked him to explore other options.

#### **Report #5: Superintendent's Report - Larry McIlvain**

Larry McIlvain shared his Superintendent's report with the Board members via email. Briefly he informed them of how busy our students are and it has been so nice to see the Christmas spirit around the school where the students are going around and caroling in different languages.

#### **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 18h20.

The next regularly scheduled meetings are:

- Board of Directors, Tuesday, January 19, 2010 at 17h30
- Work Session, Tuesday, January 19, 2010 after the open session

Respectfully submitted by Diana Rihani