

MINUTES OF AAGE BOARD MEETING

Tuesday, November 17, 2015

18:00-20:30

PARTICIPANTS

Chair, Christian Schacht-Magnussen

Vice-Chair, Anders Ostergaard

Member, Flemming Dahl

Member, Niclas Kvernrod

Member, Klaus Solling Rimmen

Member, Michelle Roborg-Sondergaard

Member, Rune Kilden

Member, Svend Hylleberg

Member, Kelly Pacheco

Member, Susan Ambaek Strand

Guest, Pernelle Fau Clausen

Guest, Charles Hanna

Guest, Nicola Woodvine

Guest, Cree Snyder Schmidt

Aage Witthoeft

Mette Skautrup (until 18:30)

REGRETS

Member, Elsebeth Jensen

1. ATTENDANCE: Christian Schacht-Magnussen called the meeting to order at 18:00.
2. APPROVAL OF THE AGENDA: The meeting's agenda was approved with the addition of the topic "Approval of By-Laws" to be handled under agenda item No.3.
3. APPROVAL OF THE MINUTES: The Minutes of the AAGE Board meeting held on 29.10.2015 were approved, as presented. The BY-LAWS for the Parent Council of the Early Years (PYP 1-3) programme housed at the Bushojvaenget campus were approved. (The Early Years programme, organized under the Danish regulations as a "kindergarten", is a separate entity and as such must have its own Parent Council and set of By-Laws. The Danish version of the By-Laws is legally binding, however, a translation into English was also provided.)
4. REPORT FROM PROJECT MANAGER: Mette Skautrup announced that arrangements to move the MYP classes to the Dalgas Skole location over the upcoming vacation period had been made. Any furniture to be donated to the school through the help of Board members would be most welcomed as of January 2016. She further mentioned the upcoming workshop for the members of the school's administration which will focus on the improvement of AAGE's website and how the school communicates externally.
5. ADVISORY BOARD UPDATE: Niclas Kvernrod gave an overview of the plans to further develop and expand the membership of the Advisory Board. He announced the upcoming meeting with the Board of Directors from Ostjylland. In regard to fundraising, he pointed out that some changes needed to be made to improve its focus and effectiveness. The Board endorsed the work of the Advisory Board both in regard to fundraising and increasing student enrollment.
6. IB MYP/PYP REPORT: Chris Hanna requested formal approval for the funding of an IB-PYP professional seminar. All teachers and staff involved in the PYP programme need to have completed this training prior to the IB verification visit in April. The seminar will take place on

- February 22-23, 2016 and on those days there will be no school for students enrolled in PYP 1-8. The IB Organization will select the seminar leader. The funding for the seminar was approved.
7. FINANCIAL REPORT: Klaus Rimmen presented an in-depth financial update which he together with Aage Witthoeft had prepared specifically for this meeting of the Board. Figures showed fewer students and less income than initially projected. There were increased costs for salaries, property maintenance, interest payments and administrative expenses, the latter of which were incurred mainly in conjunction with the acquisition of the Dalgas school property. He also presented a student enrollment projection through August 2020 which indicated that AAGE would grow steadily but slower than might be expected. From the report, findings and subsequent discussions, it was clear that corrective action needed to be taken immediately. Monthly expenditures which currently are running above and beyond the allowed limit set in order to eventually achieve a balanced budget need to be cut. Increasing tuition in the middle of the academic school year was ruled out as an option to offset expenses but it was evident that for AAGE to deliver the IB Programme and maintain the quality of education, tuition rates will need to be raised. Following a lengthy discussion, the Board asked the school administration to draft a cost reduction plan which, upon subsequent review by the Human Resources sub-committee of the Board, could be implemented as soon as possible. (Note: The Board met in closed session to discuss this item together with the director and deputy director.)
 8. SCHOOL REPORT/CLASS PLACEMENT: This item was withdrawn and not discussed.
 9. MISCELLANEOUS: Broges Café will end its lunch service to AAGE effective as of December. The Parent Council will be asked to look into alternative options of providing a hot lunch program for students. Students will need to bring lunches from home until further notice.
 10. ADJOURNMENT: The meeting was adjourned at 20:30.

Submitted by
C. Hanna