

MINUTES OF AAGE BOARD MEETING

Thursday, September 24, 2015

18:00 – 21:00

PARTICIPANTS

Chair, Christian Schacht-Magnussen

Vice-Chair, Anders Ostergaard

Member, Flemming Dahl

Member, Michelle Roborg-Sondergaard

Member, Kelly Pacheco

Member, Klaus Solling Rimmen

Member, Rune Kilden

Member, Susan Ambaek

Guest, Pernelle Fau Clausen

Guest, Charles Hanna

REGRETS

Member, Niclas Kvernrod

Member, Svend Hylleberg

Guest, Nicola Woodvine

1: ATTENDANCE: Christian Schacht-Magnussen called the meeting to order at 18:00.

2. APPROVAL OF THE AGENDA: The agenda was approved with the addition of two topics added under Item 14 (Miscellaneous).

3. APPROVAL OF THE MINUTES: The Minutes of the AAGE Board Meeting held on 27.08.2015 were approved.

4. CELEBRATION OF OWNERSHIP: A review of the Celebration of Ownership Ceremony in which The Crown Princess and Mrs. Salling took part was held. It was found to be both a successful event and one important for the school. Thanks were expressed to all who had been involved in the organization and planning of the event. The school's website was not used to the extent it should have been, an aspect which needs immediate improvement also in regard to the coverage of upcoming and future events. Keeping all Board members better informed in advance of such events was also mentioned as an area for improvement.

5. EVALUATION OF PRESENTATION BY ARCHITECTS: (Earlier in the afternoon, three architectural firms made separate presentations to the members of the Board's Building Sub-Committee. The representatives of each firm described how they

proposed to address the renovation of the existing Dalgas buildings, the integration of a purpose-built Early Years building, and how they conceived working together with all stakeholders to produce an educational complex suitable to meet the future needs of a school with an estimated 500 students.) A discussion of the presentations made by the three architectural firms (Arkitema, KPF, and Cebra) followed. Cebra was selected as the firm which could work best with the school in the development of this project. The firm will now be contacted to finalize the agreements of cooperation and in the meantime, funding options in support of this project will be pursued.

6. MYP VERIFICATION VISIT: Mr. Hanna briefed members of the Board on their role during the MYP Verification Visit scheduled to take place on October 21/22, 2015, reviewing sources of information which would be helpful in gaining a more thorough understanding of the IB MYP Programme. After reviewing the costs necessary to run such a program, Klaus Solling Rimmen asked the administration to make sure that all costs and fees to operate the program were included in the planned 2016 school budget. Kelly Pacheco suggested the creation of a variable levy as part of the tuition fee for MYP students be considered to offset the exam fees as something to explore in the future, once students began taking the full set of exams necessary to qualify for the IB MYP diploma.

7. STUDENT ENROLLMENT REPORT: The Board asked that a report on student enrollment be presented as a regular item at each meeting.

8. FEES AND TERMS: An adjustment to the wording to improve clarity in meaning regarding tuition fees applicable when moving from PYP3 (kindergarten) to PYP4 was approved.

9. ROLES AND RESPONSIBILITIES: Mr. Hanna presented an overview of the areas (job description) of responsibility for each member of the school's central administration. An organizational chart will follow to illustrate the lines of responsibility. Members understood that additional secretarial help was needed to be prioritized at the administrative level and emphasized the need for all persons to be able to fulfill those responsibilities as listed.

10. EXPANSION AT BUSHOJVAENGET: The written report prepared by Christian Brondum on possible expansion in student enrollment at the PYP 1-3 (Bushojvaenget) levels was discussed. Given the costs of additional facilities which would be needed to meet any kind of further expansion along with the unknown factor of whether or not those levels would then actually operate at full student capacity, the Board decided to table any further discussion on this topic at this point. In other business, the Board asked Christian Brondum to forward the newly developed Parent Council By-Laws for the Bushojvaenget Kindergarten to the Municipality in their current form.

11. BUDGET: A proposed budget is being prepared for the 2016 calendar year. The increase in teacher numbers as of the 2015-16 school year has had a negative impact

on the planned figures of the current budget. This will mean that the school will need to look into ways to reduce costs in other areas if the school is going to be able to meet the initially planned schedule of financial recovery. In other business, the Board voted to accept the terms provided by the Nordea Bank for an overdraft facility.

12. STUDENT FIELD TRIPS: The Board approved the following statement in regard to student participation in field trips. "The AAGE Board of Directors see major field trips as an integral part of the curriculum and learning experience for an international school which offers the IB MYP Programme. As such, student attendance is required unless medical or extenuating circumstances prevent a student from participating." The Board also concurred with the school administration that field trips for IB PYP students should generally be focused on local destinations within country whereas IB MYP trips could include other areas of Europe. Setting up a student exchange friendship program was also mentioned as a further option to provide additional international contact among students.

13. VOLUNTEERS: Parent volunteers provide many valuable services in the daily life of AAGE: A master list of all those involved during the school year would be of help in gaining an understanding of the many ways in which such services impact and compliment the operation of the school.

14. MISCELLANEOUS: Two issues were discussed under this topic. The Board first reviewed a proposed Statement of Confidentiality covering aspects of board members' conduct in regard to the handling of sensitive matters and information brought up during board meetings. Upon conclusion of the discussion, all members signed the agreement. Secondly, the status regarding outstanding tuition fees was questioned with the request that the administration follow up and also provide a new update at the next monthly meeting.

15. ADJOURNMENT: The meeting was adjourned at 21:00.

Submitted by,
C. Hanna