

# Minutes from the AAGE board meeting on December 17, 2015

## 1) Attendance:

Attendees: All members of the board were present at the meeting.

## 2) Approval of Agenda:

Approved.

## 3) Approval of Minutes: Meeting of 17.11.2015:

Approved. Board members were asked to sign the Minutes.

## 4) New Building Project: Construction Plans and Next Steps:

On December 15 2015, members of the AAGE building committee met with the architects (CEBRA). This meeting was about reducing the number of m<sup>2</sup> that the staff members initially wanted – this came to a total of 1200 m<sup>2</sup> more than an average bigger school has. The architects made suggestions as to how to reduce the no. of m<sup>2</sup>. It was a constructive meeting.

The next meeting will be in the beginning of January. It is too early in the process to include parents and sponsors, however, members of the MYP Student Council and the parent representatives from the board can be included. Chris will clear with Mikkel Frost from CEBRA that this will be OK. Cecilie will send the Outlook invitation afterwards.

The discussion focused on how many students we expect to have in the years ahead versus how big the new building should be. The aim is to have the costs of the new building completely financed by sponsors. The aim is also not to add additional operational costs to the sponsors.

The numbers of students in the future are based on numbers from the municipality and intake of students at AAGE over the past three years.

A renovation of the existing building will eliminate a lot of the maintenance costs that the school currently must fund.

There was an overall discussion of numbers, size etc. It was agreed that the project is early in the process and there are still many aspects in need of further clarification.

The board is still looking into different options in terms of financing and is still far away from having a “go-ahead” for a building project.

The board has a few sub committees, e.g. a Building and a Finance Committee. It was decided that these committees will make brief updates at the beginning of each board meeting in the future.

## 5) Reorganization Update:

### Current Operations: **Bushøjevænget:**

4 x Teacher Assistants have gone down to 80%, ASA: The contracts of 2 part time staff members have been discontinued and 2 ASA staff members have been cut 5 hours per week.

### **Dalgas:**

Teaching Assistant in PYP 4 has been discontinued and 1 Danish language teacher has been discontinued. The professional fundraiser will be discontinued as well. The PHE Teacher's contract runs out at the end of January when the new schedules will take effect.

1 x part time ASA staff member has been discontinued and 1 part time janitor has been discontinued.

Management: 3 staff members have left: Assistant Director, Project Manager and Accountant. (Accountant will leave end December).

Activity Plans have been re-visited so as to reduce over time.

**Summer 2016:** Modify tuition discounts and tuition rates.

**Ongoing Efforts:** Donation and sponsor pledges, fundraising, operating liquidity and increasing class sizes.

Klaus Rimmen and Flemming Dahl held a meeting with the bank on Tuesday, December 15, 2015. It was agreed that the reductions in personnel, to bring monthly expenditures more in line is a good start, but further funding efforts must be made so as to emphasize increasing income rather than relying on making further cuts.

The situation remains serious.

The board sub committees will start to meet. The sub committees need to meet more often, some have not yet met. The committees will meet soon. Cecilie will make a Doodle (First or second week of January) Afternoon / Evening meeting. 18:00 – 21:00.

These meetings will be open work shop, so if a board member is not a member of the specific sub committee, the board member can still attend.

Needed information for these workshops: Where are we now with the costs cuts made to date? What is the proposed budget? Aage Witthoef will send the budget to the board members for their review.

## **6) Business Office: Replacements and Job Descriptions**

It is important to note that Chris Hanna is Director, not the Head of School.

Job Description of Business Manager needs to be finalized.

The HR Committee will meet on January 7 – Cecilie will send out invitation (18:00 – 21:00) This meeting will be regarding the job posting for the position of Business Manager.

## **7) Financial report:**

Aage Witthoeft will leave AAGE by the end of December.

At the November AAGE board meeting, the budget for 2016 was presented, however, it did not include savings in light of the restructuring process. Now, with improvements, the expected deficit is remains substantial, even with higher sponsorships and reduction in staff. The reduction in staff will not be quite as high as initially anticipated, so this is an optimistic budget, the best case scenario.

Last words from Aage Witthoeft: Keep strict cost control.

## **8) IB MYP Accreditation:**

The IB main office informed AAGE that MYP Authorization has been recommended. The final official letter is yet to be received.

## **9) Miscellaneous:**

Cecilie Fink will postpone the municipality's inquiry regarding a building permit (byggetilladelse) until further plans are more concrete.

Christian Brøndum will inform the municipality in terms of the changes in management for the kindergarten, now that Pernelle Fau Clausen is no longer at AAGE.

## **10) Adjournment:**

21:00 hrs.

Submitted by: C.F