

Minutes of AAGE Board Meeting
Thursday, June 25. 2015
17:00 - 20:30

PARTICIPANTS

Chair, Christian Schacht-Magnussen
Vice-Chair, Anders Ostergaard
Member, Niclas Kvernrod
Member, Flemming Dahl
Member, Michelle Roborg-Sondergaard
Member, Kelly Pacheco
Member, Klaus Solling Rimmen
Member, Susan Ambaek
Guest, Nicola Woodvine
Guest, Pernelle Fau Clausen
Guest, Charles Hanna
Special Guest, Aage Witthoeft
Special Guest, Mette Skautrup
Special Guest, Christian Brondum

REGRETS

Member, Svend Hylleberg
Member, Rune Kilden
Guest, Gene Aidam

The meeting began informally with a tour of the Dalgas Skole building to familiarize those Board members present about the additional rooms which will become available for AAGE's use by November 2015, once the current tenant moves out. AAGE's newly renovated science lab was also visited as part of the tour organized by Mette Skautrup.

1. ATTENDANCE: Christian Schacht-Magnussen called the meeting together at 18:00. He welcomed the special guests who had been invited to make specific presentations. The representative from Via University College who is expected to replace Eric Hygum's seat on the Board has yet to be contacted. Christian Schacht-Magnussen will follow up on this issue.

2. APPROVAL OF THE AGENDA: The agenda was approved as presented.

3. APPROVAL OF THE MINUTES: The Minutes of the Board meeting held on 28 May 2015 were approved following the corrections made to participant's names. The Minutes of the Special Board meeting (Approval of the recently revised Articles of Association) held on April 28, 2015 prior the Annual General Assembly were also approved.

A brief discussion was held on the topic of "confidentiality" as it relates to the conduct of Board members. The necessity to treat sensitive issues carefully, to handle personnel matters confidentially, and to refer questions to the source rather than allowing gossip to flourish were seen as suggested behavior guidelines. Michelle Roborg-Sondergaard will work together with Christian Schacht-Magnussen to draft a formal "Statement on Confidentiality" for the school's lawyer to review prior to submitting the statement for approval at the regular monthly meeting of the Board in August.

4. BOARD SUB-COMMITTEES: Membership in the following sub-committees of the Board were established as follows.

a. FINANCE: Christian Schacht-Magnussen, Niclas Kvernrod, Klaus Solling Rimmen, Michelle Roborg-Sondergaard. (Aage Witthoeft is responsible for calling meetings of this sub-committee.)

b. BUILDING: Rune Kilden, Flemming Dahl, Klaus Solling Rimmen, Anders Ostergaard, Christian Schacht-Magnussen, Kelly Pacheco (Mette Skautrup is responsible for calling meetings of this sub-committee.)

c. HUMAN RESOURCES: Niclas Kvernrod, Michelle Roborg-Sondergaard, Susan Ambaek, Anders Ostergaard (Pernelle Fau Clausen and/or Charles Hanna will be responsible for calling meetings for this sub-committee.)

FINANCIAL REPORT: To meet the needs of the PYP and MYP authorization as well as to realize specific improvements to the academic program, the school administration presented an overview of the costs involved. Members of the Board confirmed the need for such improvements. Klaus Solling Rimmen asked the school's business manager for a revised liquidity budget prior to being in a position to approve all aspects involved.

In other business, a letter from the Early Years Parents Council dated June 8, 2015 addressed to all members of the Board was received and discussed. The Board's decision to raise tuition so late in the current school year rather giving timely notice well in advance of the registration period was admonished. The Board understood the Parents Council's concerns and will use their constructive comments to remedy the situation for future years. This information will be communicated to the Parents Council. A monthly planning chart to regulate board responsibilities and the timing thereof will be established, taking into consideration amending the Articles of Association, if necessary. The Board, however, was not ready to reconsider the tuition fee increase as had been previously decided and announced.

In regard to the overall financial situation of AAGE, the school is continuing to work closely with the bank to negotiate the best terms possible on the school's behalf.

6. BUILDING OWNERSHIP; LANDLORD RESPONSIBILITIES: Mette Skautrup reviewed for the Board some of the additional responsibilities AAGE will be required to assume once the school takes over ownership of the building on July 1, 2015.

Maintenance, repair, and administrative duties will require additional personnel now that the City no longer will provide such services as in the past. She requested that AAGE be allowed to hire a full time caretaker (custodian) as of August 2015 who have both the technical and administrative skills and qualifications necessary to ensure the building's upkeep properly. Much discussion followed with suggestions such as asking for parent volunteers, looking for caretakers who had retired early, finding a sponsor which would be willing to fund such a position, or securing an individual from the wage subsidy program. Charles Hanna quoted from the caretaker's proposed job description, emphasizing that AAGE, especially in light of additional floor space and rooms it will acquire, needed a full-time person in this position, dedicated and knowledgeable about all systems and requirements of building upkeep. A long-term solution needed to be found rather than assuming that temporary measures will resolve this issue. There was no action taken on this item pending the exploration of aforementioned options.

7. FACILITY DEVELOPMENT FOR AAGE 2015-1017: Mette Skautrup presented the Board with an overview of scheduled improvements, some of which would be completed over the summer. Much depends on when the funding would be available although the decision to install new fire doors, purchase additional Smartboards, and repair the building's roof gutters was confirmed. Efforts were also underway to move ahead with the installment of the playground equipment at Dalgas if at all possible.

Christian Schacht-Magnussen announced that the planning had begun for the construction of a purpose built kindergarten on the Dalgas campus. The current time line calls for the initial contact with potential architectural firms to take place in July 2015, proposals to be presented to the Board in August, finalists then to be selected in September or October, after which input from the faculty and the school community would be gathered. Funding for this project needs yet to be secured.

8 BUSHOJVAENGET ADMINISTRATIVE ORGANIZATION: Christian Brondum informed the Board members that the Bushojvaenget "kindergarten", although part of AAGE's PYP program, is in reality a separate organization as seen by the Danish authorities. The kindergarten operates under a special license granted by the City, is required to have its own Parent Council and set of by-laws and eventually, will need to have a budget separate from that of AAGE. The by-laws are currently being drafted and will be presented to the Board at the August 2015 meeting for approval, prior to the formal inspection by the City scheduled for September 9, 2015.

In regard to the operation of Summer School 2015, Christian Brondum gave a brief overview of the program, number of participants, the legal requirements around which it is organized, and requested funding to cover additional costs for operation and personnel. His request was approved.

9. BOARD MEETING DATES FOR SY (School Year) 2015-2016: All meetings take place on Thursdays except for the November meeting. The dates have been set as follows. 2015 August 27, September 24, October 29, November 17 (Tuesday), December 17. 2016 January 28, February (no meeting), March 3, April 7, May 12, and

June 9. Note that generally the meetings will be held from 18:00-20:00, however, Board members are advised to check the specific monthly invitation as there may be a need to hold the meeting from 17:00-20:00 or 18:00-21:00.

10. ADJOURNMENT: The meeting was adjourned at 20:40.

Respectfully submitted,

Pernelle Fau Clausen
Deputy Head of School