



Christ the King College Alumni Association in North America (COBA NA)

844 Chase Trail, McDonough, GA 30253

May 6th, 2016

COBA-SL Executive,

The President, Dr. Patrick Thomas and the entire COBA North America Executive acknowledge receipt of the needs assessment report and express thanks to the Needs Assessment Committee for the comprehensive report.

COBA North America is in agreement with most of the findings and recommendations but would like to comment on the following:

- 1. Board Chairmanship:** COBA-NA Executive would like to know the standard operating protocol for replacing the board chairman. What are the measures for ensuring that the person with authority for overseeing the process actually takes action to appoint the board chair? What are the options for moving beyond this impasse?
- 2. Enrollment Numbers and the Single Shift System:** What is the correlation between enrollment numbers, infrastructural capacity, and the return to a single shift system at CKC? The school administration has a role in ensuring the provision of accurate and complete data. COBA needs to look at numbers in their context and make sure they align with development goals. We also need to ask questions and flag uncertainties. COBA-NA is aware of the population growth in Bo, the second largest city in the country, and the impact this may have on the school systems; however the alumni must come to terms with the reality that the school can accommodate only a limited number of the best and brightest students. The Executive of COBA-NA recommends the establishment of an enrollment limit for the entire school and the appointment of an **admissions' committee** with their terms of reference to include the monitoring of new admissions and ensuring adherence to admission standards and the agreed enrollment quota. In the interim, efforts should be directed towards attaining and eventually maintaining the desired enrollment limit by setting a sustainable and consistent limit on yearly admissions. Determination of an enrollment limit will pave the way for determining the structural capacity and needs of the school. In other

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words, the enrollment figure will determine whether additional structures are needed, and if so, the capacity required.

3. **Staff Recruitment:** Similar to the student enrollment numbers, there is a need to determine the exact number of teachers required based on enrollment numbers, classrooms, and instructional subjects. It will be educational for the alumni to know the protocol for hiring staff. It appears counterintuitive to hire staff when you have no authority to approve them or when there is no guarantee the new staff will be approved! This process needs reassessment.

It is also necessary to establish a maintenance department, hire and supervise auxiliary staff. This department will be responsible for maintaining infrastructure, cleaning facilities, and feeding the crocodile.

4. **Establishment of a Revolving fund:** A similar fund was previously established by COBA Sierra Rutila before the war. What happened to the funds? What lessons were learned from the last experience? How do we ensure that this not-so-new initiative will meet proper accounting principles? Who will administer the scheme?

COBA-NA recommends that COBA branches should contribute to the development of a revolving fund and set the terms of operating protocol and accountability.

5. **Scholarship Schemes:** There is a need to establish a committee to manage the COBA Scholarship Program (CSP). COBA branches should contribute to the development of the committee's terms of reference/standard operating protocol.
6. **Thirty-Two (32) Classroom Project Proposal and Infrastructural Development:** While COBA-NA Executive considers the proposed project as a positive developmental effort, there are concerns about the potential to inflate the population of the school resulting in associated management, student achievement and success, and ongoing infrastructural challenges. It may be necessary to review the CARITAS project proposal to include the rehabilitation of existing structures and a structure that will accommodate a new library and additional classrooms as needed, based on the established enrollment limit.

In case the CARITAS project turns out to be elusive, a separate proposal should be drafted for the rehabilitation of the entire school including the offices of the principals, and toilet facilities. All COBA branches will then decide on how to proceed with the rehabilitation. Meanwhile, COBA branches should consider collecting materials/resources for the library.

Regarding the Science Laboratory, more information is needed concerning the protocol for purchasing reagents in Sierra Leone in order to adequately respond with suggestions or alternatives.

COBA-NA Executive agrees with the recommendation concerning school furniture, with a caveat that supplies will be contingent on delineation of exact enrollment numbers. Meanwhile, current efforts should be focused on repairing/restoring available furniture.

7. **Water and Sanitation (WASH) and Fencing Projects:** Additional information is required on the status of the ongoing Well Project initiated by COBA-WA.

COBA-NA Executive suggests completing that project while exploring the submersible **Cardial 65 Water Pump**. Updates are also needed on the fencing project to determine next steps in the implementation of that project.

8. **The Boarding Home:** There is a need to request a proposal from interested parties and lease the boarding home for a five-year period. The terms of reference for the proposed boarding home management committee should include the establishment of a pathway towards privatization of the boarding home.
9. **Memorandum of Understanding (MOU):** COBA-NA Executive deems it necessary to develop an MOU between the school board or COBA SL Executive and branches of COBA concerning receipt and management of resources. COBA-NA previously drafted an MOU with the proprietors of the school which is pending the endorsement of the proprietors.

Once again thanks to NAC for their hard work. It is our hope that the NAC report will help us make a stronger and more viable Christ the King College, with better capacity to contribute to student achievement and success. As we move forward, COBA-NA is counting on all COBA branches for continued commitment to the development of our Alma Mater. We look forward to the final recommendations from COBA-SL Executive.

Sincerely,

Paul Duwai-Sowa

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Project Secretary

COBA North America