

ISB's BOARD OF TRUSTEE'S APPROVED OPEN MEETING MINUTES (UNEDITED VERSIONS) AND AGENDA PAPERS CAN BE READ BY COMMUNITY MEMBERS IN THE TWO LIBRARIES AND PTA CENTER

Highlights Board of Trustees Meeting Minutes January 29, 2008

The meeting was called to order at 6.35pm. The meeting was quorate.

1.0 Student Focus: Varsity Council

Mr. Johanson introduced members of the Varsity Club Council. The students gave a PowerPoint presentation to explain the work of Council, which assists with the promotion and running of ISB sporting tournaments.

2.0 Community Comments

There were none.

3.0 Approval of Minutes

Ms. Upton-Wang motioned the Board to approve the minutes of the Board Meeting Open Session held November 29, 2007, as amended at the meeting. Ms. Fillinger seconded.

MOTION #954 (Upton-Wang/Fillinger)

Carried

4.0 Board Chair's Report

Mr Briggs' report was noted. All Board timetabled action items were on track with one amendment: the calendar for school year 2010/11 would not be considered this time as it is considered to be too far in advance.

The Board discussed whether to hold seats open for appointment instead of election at the April 2008 AGM, such approval being conditional on the bylaws amendments being approved by the Association at the SGM in relation to the appointment of trustees. It was necessary to make the decision at this meeting because the next scheduled Board meeting would be held after the election process had begun. The following points were made:

- In order to appoint members, it would be necessary to specify what skills and experience the Board requires in the coming year. Suggestions were: review of Bylaws, long term planning, strategic focus
- suggestion made that one seat could be held open for possible appointment
- concern was expressed that there hasn't been enough time to consider the appointment process fully and prepare for appointed members

Ms. Upton-Wang motioned the Board to defer the appointment of trustees to the 2009 election. Ms. Price seconded.

MOTION #955 (Upton-Wang/Price)

Carried

5.0 Head of School's Report

Dr. Hawkins' report was noted.

5.1 Calendar 07/08 and 08/09 revisions and approval of Calendar for SY 9/10

Dr. Hawkins presented a PowerPoint to inform trustees about the changes necessary to the previously approved calendars for the current school year and 08/09 due to the changes in official Chinese public holidays, which had been recently announced by the Chinese Government. He also presented a proposed calendar for school year 09/10.

Ms. Lipsitt motioned the Board to approve the 07/08 calendar revisions as presented by the Head of School, as an exception to Board policy #1.401. Mr. Molskov-Bech seconded.

MOTION #956 (Lipsitt/Molskov-Bech)

Carried

Ms. Chan motioned the Board to approve the 08/09 calendar revisions as presented by the Head of School. Mr. Molskov-Bech seconded.

MOTION #957 (Chan/Molskov-Bech)

Carried

Ms. Price motioned the Board to approve the 09/10 calendar as presented by the Head of School. Ms. Fillinger seconded

MOTION #958 (Price/Fillinger)

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Carried

5.2 Staff Performance Evaluation and Professional Development overview

Mr. Rod Fagg presented a PowerPoint, which explained the staff performance evaluation process. Ms. Jill Raven informed the Board about the school's professional development expectations.

5.3 School branding initiative update

This item was deferred until the next Board meeting due to time constraints.

6.0 PTA Report

Ms. Baker presented a PowerPoint to update trustees on the work of the PTA.

Mr. Briggs thanked Ms. Baker and the PTA for their continued efforts working for the benefit of the community at ISB.

7.0 Board Committee Reports

Ms. Upton-Wang motioned the Board to approve the consent agenda with the exception of agenda items 7.1.2, 7.1.3 policies #5.410 and #5.4133, 7.2.2, 7.2.3 7.2.4. Ms. Lipsitt seconded.

MOTION #959 (Upton-Wang/Lipsitt)

Carried

7.1 Resources Committee - Ms. Nicole Price

7.1.1 The Chair's Report was noted as part of the consent agenda.

7.1.2 Preview Operational Budget for 2008/09

Mr. Kerrigan presented a PowerPoint which showed the preliminary budget for the next school year. The Board would be asked to give approval at the March Board meeting.

7.1.3 Revised Policies for 1st reading

The following policies were noted for 1st reading as part of the consent agenda:

#5.403 Admin Contract

#5.410 Admin Tuition

#5.412 Admin Housing

#5.4012 LEA Definition

#5.4064 Admin Personal Leave

#5.4115 OEA Air Transportation

#5.4133 OEA Shipping, Freight and/or Storage Allowances

7.2 Trustee Development Committee - Ms. Julie Upton-Wang

7.2.1 The Chair's Report was noted as part of the consent agenda.

7.2.2 Text of Sustainability Proposal to be proposed at the SGM

Ms. Upton-Wang reviewed the community consultation concerning the proposals to amend the Bylaws. There had been a low return of questionnaires, some questions had been asked but no suggestions received on altering the text of the proposals. Some additional information has now been added to suggest general criteria to be used for appointing Board members. She thanked Ms. Chan, Ms. Fillinger, Ms. Cheung and Ms. Lipsitt for their assistance with the process to date. Ms. Upton-Wang motioned the Board to use Draft 5 of the Sustainability Proposal as presented in the Board packet, to be used as the final amendment wording to be proposed at the SGM on February 25th and for the amendment of related Board policies, should the amendments be approved. Ms. Cheung seconded.

MOTION #960 (Upton-Wang/Cheung)

Carried

7.2.3 Packaging the Bylaw amendments at the SGM

Ms. Upton-Wang recommended that the Association be asked to vote once on each of the two issues (Trustee term length and appointed Board members), with all the necessary amendments packaged together, rather than voting on each separate amendment. Ms. Upton-Wang motioned the Board to package the amendments in two sets; Term Limit Amendment and Appointed member Amendment. Ms. Cheung seconded.

MOTION #961 (Upton-Wang/Cheung)

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Carried

7.2.4 Electronic voting

Ms Upton-Wang reported that the TDC would like to pursue the possibility of electronic absentee voting by Association members in the future in the hope that this would encourage more Association members to take part. Mr. Layton attended to demonstrate ballotbin.com -a possible solution to provide electronic voting. Association members would be sent access to electronic voting via email. Ms. Upton-Wang motioned the Board to support the TDC to pursue electronic voting and necessary revision of Bylaws to be presented for approval at the AGM in April.

MOTION #962 (Upton-Wang/Cheung)

Carried

7.2.5 Board Performance Feedback Questionnaire for Senior Admin Team

As part of the consent agenda, the Board agreed that the Senior Admin Team, as identified by the Head of School will be given the "Board Performance Feedback Questionnaire" to complete. The results will be summarized by the HoS and then submitted to BOT for consideration as part of their Self-Evaluation process. (motion #959 refers)

7.2.6 Review of Bylaws

As part of the consent agenda, the Board agreed that an overall legal review of Bylaws should be carried out in the future. (motion #959 refers)

7.3 Futures Committee -Mr. Ole Molskov Bech

7.3.1 There was no chair's report this time. However, it was noted that the Futures Committee was looking at a methodology to serve as a framework, which would be presented to the Board at the March meeting.

7.4 Election Committee-Ms. Tamera Fillinger

7.4.1 The Chair's Report was noted as part of the consent agenda

8.0 Next Board Meeting

It was noted that the next Board meeting will be held March 20th, 2008.

9.0 New Business

- Ms. Cheung will email an issue raised by a parent concerning the Admissions policy
- Ms. Smulders asked about school access to student's details on their Face Book pages

10.0 Adjournment

The meeting was adjourned at 10.20 p.m.