

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 March 20, 2008

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

1.0 Student Focus: High School STUCO

Mr. David Tsiao attended and spoke to the Board about the work of the Student Councils (STUCO). Mr. Briggs thanked him for his presentation and asked him to convey thanks to the other STUCO members for their work.

2.0 Approval of Minutes

2.1 Board Meeting January 29, 2008 (Open)

Ms. Upton-Wang motioned the Board to approve the minutes of the Board Meeting Open Session held January 29, 2008, as presented. Mr. Molskov-Bech seconded.

MOTION #967 (Upton-Wang/Molskov-Bech)

Carried

2.2 SGM February 25, 2008

Ms. Upton-Wang motioned the Board to approve the minutes of the Special General Meeting (SGM) held February 25, 2008, as presented. Mr. Molskov-Bech seconded.

MOTION #968 (Upton-Wang/Molskov-Bech)

Carried

3.0 Board Chair's Report

3.1 Candidate Order Draw

Mr. Briggs made a draw for the order in which the candidates would speak at the AGM and other election events as follows: #1 Anthony Tsai, #2 Peter Schloss, #3 MaryKay Carlson, #4 Seung Ho "Sam" Park, #5 Mia Jin, #6 Janet Ang, #7 Adriana Amegadzie, #8 Mao-Hwa Murphy and #9 Daniel Cohen.

3.2 Chair's report

Mr Briggs' report was noted. All Board timetabled action items were on track.

3.3 Board sustainability: Appointment of Trustees Bylaws amendment

Mr. Briggs introduced this item by welcoming community members who had come to the Board meeting to participate in the open discussion with trustees. The discussion concerned whether to put the Bylaws amendment regarding appointed trustees onto the AGM agenda. This amendment had not reached the 2/3 majority vote requirement at the February SGM by a very small margin (0.3%). The following points were made by trustees prior to opening the discussion to the community:

- An analysis of the Bylaws and Robert's Rules of Order indicated that the Board could put this amendment back for another vote by the Association
- Some people have said the ballot wording was confusing so they voted against it
- The Board think this is an important amendment and want to pursue it
- There was a low turn-out of voters for the SGM
- An amendment proposed for the AGM agenda to allow electronic voting in the future might help increase participation in future voting
- There will be absentee voting at the Spring Fair next month which will help increase the turnout, also trustees can be present to talk to people about the issues and encourage their participation in voting
- We should consider other possibilities in future eg: make voting available during parent-teacher conferences

Comments from the community were invited and the following points were made:

- A lot of work has been put into bringing these issues forward but the democratic process resulted in the amendment not passing. The Board should respect that vote and not put it forward again
- Question posed as to why the Board is in a hurry to put this forward again and whether this would be negatively viewed by the community, the Board needs to retain trust
- Some people surprised that the amendment didn't pass first time, stating that some voters were confused and it would be a good idea to re-present it at the AGM

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- Some community members do not understand the importance of voting or the issue that is being voted on, we should help them to understand why it is important; face-to-face communication is the way to do this
- In other schools, it has been noted that when there are problems and parents are unhappy there is a greater turn-out to vote. Low turn-out may indicate that the community is content with the way things are going.

In response to the community comments:

- The Board wants to give parents another opportunity to vote. Parents can reject the proposal if they want to do so. The Board hopes that more people will vote and that the process will be clearer for those that do so
- The Board has spent a lot of time already on researching the issues, consulting with the community, and making proposals and does not want to see that time investment wasted. If this is tabled until next year, it would mean that a lot of that work would need to be repeated eg: briefing incoming community members who have not been part of this year's discussions
- The Board's consultant last year advised the Board to be prepared for some of the proposals not to pass first time. He further stated that if the Board truly believed in their proposals, they should continue to present the case to the community for implementing them

Ms. Upton-Wang motioned the Board to place the Bylaw amendment concerning appointment of board members onto the AGM agenda. Ms. Lipsitt seconded.

MOTION #969 (Upton-Wang/Lipsitt)

Carried

Mr. Briggs thanked the community members for their participation in the discussion and their continued support.

3.4 AGM agenda: approval

Mr. Molskov-Bech motioned the Board to approve the AGM agenda as presented. Ms. Cheung seconded.

MOTION #970 (Molskov-Bech/Cheung)

Carried

4.0 Community Comments

Mr. Ahson thanked the Board members for their dedicated service.

5.0 PTA Report

Ms. Deb Davenport provided a report to the Board. Mr. Briggs thanked Ms. Davenport and the PTA for their continued efforts working for the benefit of the community at ISB.

6.0 Head of School's Report

Dr. Hawkins' report was noted.

6.1 CIS/NEASC report

Dr. Hawkins noted that the two accreditation agencies had provided positive feedback in response to the accreditation report update provided to them. The School therefore remains in good standing with these agencies.

6.2 Standardized Testing

Mr. Cox presented a PowerPoint that explained the standardized tests used by the School and looked at the results achieved. This covered the IOWA/ITBS test, International School's Assessment (ISA) test and International Baccalaureate (IB) results. He noted that:

In ITBS testing:

- ISB compares very favorably to USA school norms (now using 2005 norms)
- all areas of all grades in the upper 90% range
- Trendlines are upward
- Subtest scores are reviewed by each division for relative strengths and weaknesses

In ISA testing:

- ISB compares very favorably to both all international schools and "like" schools
- Students show progression from grade to grade
- In grades 3-8, ISB students scored statistically higher than "like" schools on 21 of 24 sub-tests.

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- Subtest scores are reviewed by each division for relative strengths and weaknesses

Looking at IB results:

- ISB consistently compares very favorably to the IB world average
- ISB student performance has increased over the last five years
- Scores are reviewed for relative strengths and weaknesses

6.3 Update on Strategic Plan process

Mr. Witte gave trustees a report listing the strategies, specific end results and action steps in Gantt charts, reflecting progress towards implementation of the action plans that have been scheduled for SY 07/08 within the ISB Strategic Plan 111- Roadmap to Greatness. He noted that all items were on track for completion. The Core Team would meet again in May to review progress. 9 specific results were proposed for SY 08/09 and these were incorporated into the draft budget due for approval at this meeting.

Mr. Briggs thanked Mr. Witte for his presentation.

7.0 Board Committee Reports

Ms. Upton-Wang motioned the Board to approve the consent agenda with the exception of agenda items 7.1.4, 7.1.5, 7.1.6, and 7.2.2. Mr. Schloss seconded.

MOTION #971 (Upton-Wang/Schloss)

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 **Annual Tax Year Audit Review.** It was noted (within the consent agenda) that the 2007 PWC tax audit had been completed. The audit resulted in a clean opinion.

7.1.3 **Revised Policy for 1st reading.** Revisions to policies #5.3086 Child Adoption Leave. (Faculty) and #5.4066 Child Adoption Leave. (Administrators) were noted as part of the consent agenda.

7.1.4 **Approve School Fees for SY 08/09**

7.1.5 **Approve Operational and Capital Budget for SY 08/09**

These two agenda items were discussed together. Mr. Kerrigan drew attention to papers contained in the Board agenda packet which outlined the proposed Operational and Capital budgets for SY 08/09. Mr. Schloss motioned the Board to table approval of tuition to the Executive session. Ms. Cheung seconded.

MOTION #972 (Schloss/Cheung)

Carried

Ms. Lipsitt motioned the Board to table approval of the Operational and Capital budget for SY 08/09 to the Executive session. Ms. Fillinger seconded.

MOTION #973 (Lipsitt/Fillinger)

Carried

Mr. Briggs thanked Mr. Kerrigan for his presentation

7.1.6 Revised Policies for 2nd reading and approval

Ms. Price presented two policies for 2nd reading and approval: #5.4115 Overseas Expatriate Administrator (OEA) Air Transportation and #5.4133 (OEA) Shipping, Freight and/or Storage Allowances. Ms. Price motioned the Board to approve revised policy #5.4115 Overseas Expatriate Administrator (OEA) Air Transportation. Ms. Cheung seconded.

MOTION #974 (Price/Cheung)

Carried

Ms. Price motioned the Board to approve revised policy #5.4133 (OEA) Shipping, Freight and/or Storage Allowances. Mr. Molskov-Bech seconded.

MOTION #975 (Price/Molskov-Bech)

Carried

7.2 Trustee Development Committee - Ms. Julie Upton-Wang

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

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7.2.2 Revision of Bylaws: Electronic voting

Ms. Fillinger motioned the Board to approve the wording for the revision of Bylaws regarding electronic voting as written and included in the Board packet. Ms. Cheung seconded.

MOTION #976 (Fillinger/Cheung)

Carried

7.2.3 Revised Policy #2.205 Extending the Term of Board Members was noted for 1st reading as part of the consent agenda.

7.3 Futures Committee -Mr. Ole Molskov Bech

7.3.1 The Chair's Report was noted as part of the consent agenda. It was noted that the committee would make a detailed presentation at the next Board 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 would be held April 24th, 2008 with the Parents' Association's AGM scheduled for April 21st.

9.0 New Business

Trustees identified the following items:

- **Review of Policy**
- **Board procedures.**

10.0 Adjournment

The meeting was adjourned at 9.20 p.m.