

# 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 October 23, 2008

The meeting was called to order at 6.30pm. The meeting was quorate.

### **1.0 Student Focus: Rebuilding Dreams**

Dr. Hawkins reported on a trip he had made recently to Sichuan province, along with principals Mr. Cox and Ms. Chao and PTA President Ms. Taylor. The trip was organized with Zhejiang Xinhua Compassion Education Foundation and the purpose was to establish how ISB might support local communities in Mianyang, north of Chengdu to rebuild schools which had been damaged in the earthquake last May. Some possible cooperation had been identified, including assisting with professional support to teachers, providing food subsidies to poor students and fundraising to re-build physical structures. It was noted that more information will be brought to the November Board meeting.

### **2.0 Community Comments**

Ms. Upton Wang, Parent, commented:

- Following news of their relocations from Beijing in December, thanks to Mr. Briggs and Ms. Lipsitt for their service to the Board
- Thanks to Head of School for the recent recognition of the service of long-time members of staff at the school, as reported in the latest bulletin.

### **3.0 Approval of Minutes**

#### **3.1 Board Meeting September 25, 2008 (Open)**

Mr. Quan motioned the Board to approve the minutes as presented. Ms. Amegadzie seconded.

**MOTION #1012 (Quan/Amegadzie)**

**Carried**

### **4.0 Board Chair's Report**

Mr Briggs' report was noted.

#### **4.1 Board officer elections process**

It was noted that Vice-Chair Mr. Tsai will take on the position of Board Chair as of January 1, 2009. The board is required to elect a new Vice-Chair to replace him and also a new Secretary to replace Ms. Lipsitt, also from 1<sup>st</sup> January. Nominations had been sought from the board and an election would be held during the Executive session.

### **5.0 Head of School's Report**

Dr. Hawkins' monthly update report was noted.

#### **5.1 Preview Enrollment and staffing projections for SY 9/10**

Dr. Hawkins reported that projected enrollment was the same as the current school year: 1850 students. No increase in teachers would be required but he would be proposing an additional 2 support staff in the IT department to support the IT program.

#### **5.2 Preview Organizational Structure for SY 9/10 and SY 10/11**

Dr. Hawkins reported that he would not be proposing any changes to the Administrative structure for SY 9/10.

#### **5.3 Curriculum Implementation: Update**

Mr. Curtis presented a PowerPoint to inform trustees about curriculum development at ISB.

### **6.0 PTA Report**

No report this month.

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## **7.0 Board Committee Reports**

Mr. Quan motioned the Board to approve the consent agenda. Ms. Lipsitt seconded.

**MOTION #1013 (Quan/Lipsitt)**

**Carried**

## **7.1 Resources Committee**

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

### **7.1.2 Appointment of tax auditors**

The Board approved the appointment of Price Waterhouse Coopers (PWC) as tax auditors (motion #1013 refers)

### **7.1.3 Review compensation strategy for 9/10**

As part of the consent agenda, the Board noted that the Resources Committee had reviewed the strategy.

### **7.1.4 Decision making strategy for Façade**

As part of the consent agenda, the Board noted that the Resources Committee would bring initial designs for a new entrance to the school and the car park (with the replacement of the tiling) for review at the November Board Meeting.

## **7.2 Trustee Development Committee**

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

## **7.3 Futures Committee**

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

### **7.3.2 Revision to Board Goal 2.1 concerning timeline for Communications and Usage Plan of Map of the Future**

One of the board's goals for 2008/9 was to develop a communication plan for the Map of the Future by end of September 2008. The committee suggested that a communication and use plan will be delivered by December 2008.

The board agreed to this revision as part of the consent agenda. (motion #1013 refers)

### **7.3.2 Review suggested usage and first outline objectives for Communications and Usage Plan**

The committee chair's report and minutes detailed the thinking of the committee so far in developing the communications and usage plan.

## **8.0 New Business**

None identified.

## **9.0 Next Board Meeting**

It was noted that the next meeting would be held November 20<sup>th</sup>, 2008.

## **10.0 Adjournment**

The meeting was adjourned at 7:40p.m.