

THE INTERNATIONAL SCHOOL OF BEIJING

Board of Trustees Meeting Minutes Open Session September 24, 2009

TRUSTEES PRESENT

Mr. Anthony Tsai	<i>Board Chair</i>	Ms. Janet Ang	<i>Trustee Development Comm. Member</i>
Mr. Ehab Abou-Oaf	<i>Board Vice Chair</i>	Mr. Daniel Teo	<i>Resources Comm. Member</i>
Mr. Randall Quinn	<i>Treasurer/Resources Comm. Chair</i>	Mr. Bruce Quan	<i>Resources Comm. Member</i>
Ms. Peggy Shaw	<i>Secretary/TDC Comm. Member</i>	Mr. Sam Park	<i>Resources Comm. Member TDC Comm. Member</i>
Ms. Tamera Fillinger	<i>Trustee Dev. Comm. Chair</i>	Mr. Peter Schloss	<i>Resources Comm. Member</i>
Ms. Adriana Amegadzie	<i>Resources Comm. Member</i>		

APOLOGIES

Mr. Ole Molskov Bech *Futures Comm. Chair.*

ALSO PRESENT

Dr. Tom Hawkins	<i>Head of School</i>	Mr. Alan Solomon	<i>Safety & Security Manager</i>
Ms. Ada Jen	<i>Government Affairs Manager</i>	Mr. Jim Kerrigan	<i>CFO</i>
<i>Mr. Rod Fagg</i>	<i>HS Principal</i>	Ms. Sandra Hite	<i>LES Principal</i>
<i>Mr. Eric Andreassen</i>	<i>School Psychologist</i>	Mr. Greg Smith	<i>UES Principal</i>
<i>Mr. John Leiner</i>	<i>Admissions Director</i>	Mr. Mark Hillman	<i>Communications Director</i>
<i>Ms. Louisa Chen</i>	<i>Accounting Manager</i>	Mr. Jeff Budimulia	<i>Facilities Manager</i>
<i>Ms. Tammy Fitter</i>	<i>Parent</i>	Mr. Geoffrey Farr	<i>SAC Representative</i>
<i>Ms. Julie Upton-Wang</i>	<i>Parent</i>	Ms. Heike Bargmann	<i>Parent</i>
Ms. Leasha Hockaday	<i>Assistant to the Board (Recorder)</i>	Ms. Jenifer Sullivan	<i>Parent</i>

1.0 Board Chair Report

Mr. Anthony Tsai welcomed the community to the first open Board meeting of the year.

2.0 Community Questions

A parent commended the ISB staff for how the H1N1 quarantines have been handled. Her child missed a week of school and could still do his work from home. Dr. Hawkins reported that earlier in the week he addressed a group of 80 parents with an H1N1 update. Dr. Wayne Quillin, the Regional Medical Officer of the U.S. Embassy was present at the meeting and helped field questions. Dr. Hawkins thanked Ms. Ada Jen who has been working closely with the various government agencies providing them with many requested documents. Dr. Hawkins noted that GE donated 100 temperature scanners and also thanked Ms. Tammy Fitter, the lead ISB nurse, for all her help.

Dr. Hawkins reported that Ms. Connie Buford, Regional Education Officer from the U.S. State department, was here this week and met with school personnel and Board members. She was very complimentary of ISB. The relationship between the U.S. Embassy and ISB remains very strong and mutually beneficial. ISB benefits each year from U.S. State Department grants that support overseas personnel and educational programs abroad.

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A parent asked - since "diversity" is part of the ISB mission statement - why don't we see more diversity in the classroom? Dr. Hawkins stated that 43% of ISB students are American passport holders. The question becomes "how do we define diversity"?

A parent shared some suggestions regarding the high school graduation ceremony, stating that it would be nice if ISB used the ceremony as a time to build a community event and create tradition. At present the parents and graduating students play a big role in the planning and preparation. It was suggested that the primary responsibility shift to the staff, so that traditions could be carried forward instead of introducing a new set of ideas every year.

A PTA representative announced upcoming school events:

- September 25th Potluck Dinner
- October is Breast Cancer Awareness month.
- October 15th & 16th flu shots - to register see the PTA

3.0 Head of School's Report

3.1 Enrollment and admissions update (priorities & resources)

Dr. Hawkins introduced Mr. John Leiner, the new Admissions Director, who gave an enrollment and admissions update. Last year there were 136 graduates and 209 non graduate withdrawals. There were 1137 new student applications received for fall of '09 broken out as follows:

➤ Completed applications	705
➤ Acceptances/offers	454
➤ Confirmed offers	391
➤ New student enrollment	370
➤ Denied Admission	44

56% of the student population is from North America, 13% from Korea, 9% from Hong Kong, Macao, or Taiwan, 3% from Australia and the remaining 19% represent less than 2% each.

The admission priorities are as follows:

- Dependent children of guaranteed seat holder
- Dependent children of U.S. government employees
- Dependent children of eligible expatriate faculty

In times of limited space students are considered based on the following priority:

- Siblings of enrolled student
- Children who are native English speakers
- Children who are English language proficient by determination of the school
- Other applicants in accordance with the school's ESOL policy

Mr. Leiner also reported the following:

- The U.S. Embassy has guaranteed seats as long as the student meets the admissions criteria. It was suggested that we continue to offer the seat guarantee.
- There are a specified number of ESOL kids allowed in each grade, allowing ISB to take kids who are developing language skills at an early age.
- The resources that have been allocated toward admissions are; local advertising, the website, and people.
- The neighboring British school expects to bring 700 new students, but ISB still has a growing number of applications and continues to be the school of choice.

3.2 Goals and objectives for 2009/2010 (Strategic Plan)

Dr. Hawkins reviewed the School Goals that were adopted in June. The HOS objectives are created to support the School Goals and help guide the HOS and how he reports to the Board. Dr. Hawkins also provided further education in specifics of the Strategic Plan. Here are some basic criteria for measuring the effectiveness of the Plan:

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1. All students will achieve or exceed the standards and benchmarks identified in the essential curriculum.
2. Each student will discover, develop and consistently demonstrate his or her unique abilities and interest in pursuit of personal aspirations.
3. All students will develop and consistently demonstrate character attributes of a respectful, responsible, contributing member of the community.

Ms. Shaw commented that there will be an alignment with the Strategic Plan Task Force; Mr. Park and Ms. Amegadzie, who will be working on the HOS evaluation, will be included in the alignment process. Dr. Hawkins gave a brief history of the inception of the Strategic plan, explaining that the rationale for choosing the Cambridge model was because it included the entire community. A team comprising of administrators, parents and board members the mission and purpose. Sections of the plan are reviewed monthly, while other areas are reviewed throughout the year and, once a year, the plan is reviewed as a whole. The role of the non-core team member Trustees in relation to the Strategic Plan (SP) is still unclear and ensuring their understanding of the SP has been difficult. The Cambridge model does not allow for all board members to be a part of the core team because of the need for diversity within the planning team. The Strategic Plan Task Force will work toward defining the Board's role of accountability and oversight, with some of these issues will also be addressed at the board working session on October 22nd.

3.3 Projections for 2010/2011

Dr. Hawkins presented projections for 2010/2011 as follows.

- Projected economic enrollment of 1860
- Staffing to remain the same as 2009/2010

Enrollment can go to 1880 without increasing staff. There are nine more tuition waiver students than last year (81 students of ISB teachers).

4.0 Board Committee and Task Force Reports

4.1 Resources Committee

4.1.1 The Chair's Report was noted as part of the consent agenda. Mr. Randall Quinn reported that the budget is in good shape and on track.

4.2 Trustee Development Committee

4.2.1 The Chair's Report was noted as part of the consent agenda. Ms. Fillinger reported that the Trustee Development Committee is up and running. This year's focus, in addition to TDC's responsibilities to identify, educate and train Trustees and facilitate the evaluation of the Head of School, will be to redouble efforts to build the BOT's institutional memory, especially relying on Dr. Hawkins's experience. Dr. Hawkins has served as HOS longer than any Trustee has been on the board, and he has been instrumental in bringing an era of stability to ISB and the board. With his departure, we will lose much of the BOT's institutional memory. TDC will work with him to help transfer his knowledge of ISB and board history, the Strategic Plan, best practices and recommendations to the BOT. Ms. Fillinger reminded everyone that the October 22nd board meeting is an executive working session (for BOT only) with consultant John Littleford, an expert on board governance and best practices. Mr. Littleford will work both with the BOT and committees **to assess the Board's functioning and systems and recommend improvements.**

4.3 Futures Committee

4.3.1 The Chair's Report was noted as part of the consent agenda. Mr. Abou-Oaf reported that the Futures Committee met and agreed to divide areas to explore. They touched on how they would provide input to the core Strategic Plan members by May. They also agreed on the agenda for the year.

4.4 Strategic Plan Task Force

4.4.1 The Chair's Report was noted as part of the consent agenda. Ms. Shaw reported that the task force will tie into the board goal as it relates to the Strategic Plan. The group will help the board have a better understanding and will address the questions; where do we go from here, and how do we bring Trustees into the plan?

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Mr. Teo reported that the Branding Task Force is researching how ISB is perceived by corporate and college recruiters. He will have a report at the next open meeting on November 19th.

5.0 New Business

5.1 H1N1 (update given during community questions)

6.0 Next Board meetings:

6.1 October 22nd - Executive working session with Mr. John Littleford

6.2 EARCOS - October 31 - November 2nd

6.3 November 19th - Open Board Meeting

7.0 Adjournment to Executive Session