

MEETING MINUTES  
ISB BOARD OF TRUSTEES  
REGULAR SESSION  
MPB 3  
Tuesday, 15 October 2013

Present: Mr. Ira Blumenthal  
Dr. Sumiter Singh Broca  
Mr. Gurdist Chansrichawla (6:15)  
Dr. Ana Coghlan  
Ms. Joy Davy  
Mr. Marc de Vries  
Mr. Brent Gros  
Mr. William Harvey  
Mr. John Heinecke (8:05)  
Mr. Janewit Kraprayoon  
Mr. Eric Ma  
Mr. Michael Mussi  
Mr. Pravit Sukhum  
Mr. Kevin Sypolt

Absent: Dr. Prathip Chiaravanond

Administration: Dr. Andy Davies, Head of School  
Mr. Graeme Scott, Deputy Head of School for Learning  
Dr. Ugo Costessi, Deputy Head of School/Chief Financial Officer  
Dr. Selena Gallagher, Challenge and Enrichment Specialist  
Ms. Jayne Lund, ISB WASC Self-Study Coordinator

Guests: Ms. Yeon-Jin Ahn, SCC President  
Ms. Benya Kraus, Senior Class President

**I. OPENING**

Mr. de Vries opened the meeting at 6:09 pm.

**Approval of Minutes**

Minutes from the 17 September 2013 meeting were approved 12-0 as presented.

**II. SCC UPDATE**

Ms. Ahn and Ms. Kraus updated the board about some of the activities organized by the student council since the start of the school year. First was a new-student social held on Friday of the first week of school and a games night, fund-raising event for charity. They previewed upcoming events, including Munch and Music and the winter dance sponsored by the senior class. They also explained that the senior class is actively soliciting ideas for something the senior class can give back to ISB as a parting

gift and legacy.

Ms. Kraus explained that SCC has been reaching out to students and asking about their concerns, one of which is that plaques formerly displayed along Chevron theater have been relocated to individual departments. Public recognition for achievement is important for students; a possible idea to move the plaques to the library is being discussed but hasn't been decided.

Ms. Ahn and Ms. Kraus offered the board SCC assistance if needed in the future. The board raised the issue of low voter turnout for BOT elections, proposing that SCC might assist in encouraging parent voting in future board elections. In addition, as future capital improvements are considered for the school, the board will solicit student input as part of the decision-making process.

### III. GCW

Mr. Davies explained that he and other members of the school had reached out to the Indonesian Embassy and to other international school contacts to learn more about the requirements for Israeli citizens to travel to Indonesia. He reported the good news that the consistent answer was that it is possible for Israeli citizens to receive visas to travel and the process is known and established, even though the process may take a few weeks. A host in Indonesia needs to be identified to invite the traveler; Jakarta International School can serve this purpose. Mr. Davies has spoken to JIS Head of School, and they have decided to try a case to test the process when a group of ISB students will be traveling to Jakarta for the cultural convention. JIS will write a letter of invitation and submit it along with a letter from ISB requesting the visa for the student.

Mr. Davies reminded the board that Malaysia is also a difficulty for IASAS trips, but there are no GCW trips in Malaysia. ISB administrators contacted the Malaysian Embassy as well to discuss their process, but they were not as encouraging and not willing to put anything in writing.

### IV. CHALLENGE AND ENRICHMENT

Dr. Gallagher described for the board the development of a framework for ISB to address academic and interest needs that can be applied to address the needs of all students in the school. Basic characteristics of the program are that it will be inclusive of all students and responsive to each student's needs, it will be flexible, it will be proactive to bring in all concerned in each individual student's progress, and it will be unifying for those concerned.

She described a tiered system of services for students that narrows as particular needs of an individual student become more focused and individualized. At the base is level one that includes foundational skills in which **all students** take part. An example of a special level one activity is Passion Day, in which all students are involved and participate, albeit possibly in individual activities in which each is interested. Second, the next level has services for **many students** but not all students, depending on each student's particular interests; some of the special activities are programs offered by clubs and other extracurricular groups in which students participate in those in which they have a particular interest. The third level has services available for **some students** who are particularly enthusiastic and talented in a particular area, such as advanced courses and performing or athletic groups. Finally, the fourth level will accommodate a **few students** who have a need for individualized services, including independent study or possibly grade advancement.

Other than for level one in which 100% of students take part, it is difficult to quantify numbers beyond the qualifying terms as described above. Examples of some new enrichment opportunities ISB offers are: Math Olympiad, Tournament of Minds, NaNoWriMo novel writing program, World Scholar's Cup, and G&T cluster days.

Committees will develop an implementation plan for this framework within ISB's educational philosophy and structure. The committees will then seek staff input. There will be provision for teachers who have students needing extension support. Throughout this process, the school will communicate with parents via a community blog among other ways.

## **V. WASC ACCREDITATION**

Ms. Lund discussed progress and upcoming events connected to ISB's Western Association of Schools and Colleges (WASC) accreditation process. She described the development and writing of the self-study report, including that it outlines 47 strengths and 47 areas for growth at ISB. It also includes an action plan that is aligned with the Strategic Learning Plan (SLP), but, she explained, the SLP was not the starting point for the action plan. The action plan was generated based on areas for growth identified by the self-study and then intersections with the SLP were identified and expanded upon. In this way, future steps will be consistent with the direction of ISB's past growth.

Ms. Lund explained that the self-study process was careful not to interrupt student learning. Teaching teams reflected on units taught and student learning outcomes and documented thoughtful feedback; department representatives provided this feedback to the self-study process. These findings were then shared with parent focus groups, which provided their own input and reactions to what had been found.

Ms. Lund explained that the accreditation team would consist of seven members from WASC and two members from Thailand's Office of National Education Standards and Quality Assessment (ONESQA), meaning that there are actually two accreditation reviews happening simultaneously. The team comes in an attitude of collegial support, focusing on ISB's mission of learning and reviewing all of the school's activities through that lens. The team will produce a report and present its findings to the school faculty on Thursday, November 7, including its recommended term of accreditation (up to six years with a mid-term review after three years). The team's recommendation will be forwarded to and evaluated by the WASC commission, and the commission will notify ISB of its final decision in January.

## **VI. RECRUITING**

Mr. Davies explained that the recruiting of new teachers for ISB has become continually more competitive due to the fact that schools try to line up teachers for the next year earlier and earlier. Hiring decisions have been made earlier each year such that it has now become too late in the hiring cycle to wait for the recruitment fairs. More and more teachers are being seriously considered beginning with personal visits to the school or through applications they submit to the school. There is also a new recruitment database that has begun to be used. Video calls/interviews are regularly used for initial discussions with potential candidates. ISB is increasingly relying on personal recommendations by ISB administrators or teachers. This year 16 of 38 new hires were personally recommended by at least one of the administrators.

Each year in the fall, ISB teachers are asked to complete an intention survey to get an idea early in the

year which teachers have thoughts of leaving ISB. In this way, the administration can get a start early on hiring new teachers to fill spots. Thus far, 11 teachers have expressed plans that this year will be their final year at ISB, so the administration knows that they will need to recruit at least this number for next year.

## **VII. BOT COMMITTEES**

At its most recent committee meeting, SILC members discussed goals for the year, including continuing to explore ideas and options for a scholarship program and ways to improve arts programs. The committee will review the Learning Score Card and learning indicators, inclusion of students with more serious learning support needs and the phased process of implementing a program of support, and how ISB will continue progress toward the future through ISB 2020 plans.

The Business Committee presented the minutes of its most recent meeting, asking whether there were any items for discussion about any of the topics. There were no questions.

The Committee on Trustees described its goals for the year, including plans to review the evaluation processes for the HOS and the board's self-evaluation. The COT would like to see greater interest from community members to run for the board at the spring election. The COT would also like to see increased voter turnout, including by possibly changing the board's by-laws to allow for a longer period of voting and online voting. Mr. Davies is exploring the latter with ISB's lawyers. The COT proposed returning the election vote counting back to the PTA, as it had been in the past, but others on the board recommended maintaining the current practice of having KPMG certify the election results. The expense is worth the added credibility. In the near future, the COT will give attention to the National Honor Society and its selection process. There have been complaints from the community that the process is overly subjective, leading to some qualified/expected students not being selected.

## **VIII. FINAL BUDGET FOR 2013/2014**

Dr. Costessi briefly described for the board the financial situation of the school and presented the final 2013/2014 budget. Overall, the financial situation is very favorable for the school. He reviewed enrollment numbers, which are very high this year with three grades at or very near capacity and students on waiting lists for those grades. The top four populations by nationality are U.S. (34%), Thai (22%), Korean (8%), and Japanese (7%). He reminded the board about ISB policy for Thai students: maximum numbers of 20% in grades K-5, 20% in grades 6-7, and 25% in grades 8-12. Eight teachers were added to the staff this year to account for the anticipated growth in student enrollment.

Amounts of money for capital expenditure have gone down as major projects from last year are nearly all complete (work still ongoing on the tennis courts) and no new major projects are planned at present.

## **IX. CALENDAR 2014/2015**

Mr. Davies presented a notional schedule for academic year 2014/2015, proposing it be adopted as the official schedule. One concern that was discussed was that the calendar's final week of the year is a three-day week, prompting thoughts that families and students may not stay until the last day of school. It was suggested that teachers should plan to include an academic requirement at the beginning of the last week to encourage students to attend.

**MOTION: To approve the calendar as proposed.**

**The motion passed with thirteen votes in favor, none opposed.**

**X. COMMENTS AND QUESTIONS**

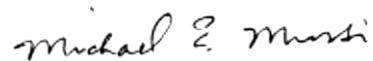
None.

**XI. ADJOURNMENT**

The meeting was adjourned at 9:07 pm.

*The next meeting will be held on Tuesday, November 19, 2013.*

Verified as approved by the Board  
at its meeting November 19, 2013



Michael Mussi  
Secretary, ISB BOT