

MEETING MINUTES  
ISB BOARD OF TRUSTEES  
REGULAR SESSION  
MPB 3  
Tuesday, 18 September 2012

Present: Mr. Ira Blumenthal  
Ms. Aimee Cassulo  
Mr. Gurdist Chansrichawla  
Dr. Ana Coghlan  
Ms. Joy Davy  
Mr. Marc de Vries  
Mr. John Heinecke (listened via conference call until 7:51 pm arrival)  
Mr. Janewit Kraprayoon  
Mr. Eric Ma  
Mr. Michael Mussi  
Mr. Pravit Sukhum  
Mr. Kevin Sypolt

Absent: Dr. Prathip Chiaravanond  
Ms. Courtney Chubb

Administration: Dr. Ugo Costessi, Deputy Head of School/Chief Financial Officer  
Dr. Andy Davies, Head of School  
Mr. Graeme Scott, Deputy Head of School for Learning  
Khun Walairat, Executive Secretary

Guests: Mr. Tom Burgess, Middle School Principal  
Ms. Darcy Eid, PTA President  
Mr. Moe Baron-Toaldo, Middle School Vice Principal  
Dr. David Anderson, MS/HS School Psychologist  
Dr. Cindy Warner-Dobrowski, ES School Psychologist

## I. OPENING

Mr. de Vries opened the meeting at 6:01pm.

### Approval of Minutes

The minutes of the 10 April 2012 meeting were approved as presented with 9 approvals.

The minutes of the 24 August 2012 BOT Retreat re-electing the executive officers were approved as presented with 10 approvals.

*Mr. de Vries*    *Chairperson*  
*Mr. Ma*        *Vice-Chairperson*  
*Mr. Sypolt*    *Treasurer*  
*Ms. Cassulo*   *Secretary*

## II. PTA UPDATE

Ms. Eid provided a bimonthly update of PTA activities. This report will alternate with bimonthly

updates from the high school student council.

#### *International Family Fair*

The International Food Fair has been changed to the International Family Fair with a new logo. Ms. Kim de Keijzer will coordinate the event scheduled for 9 February 2013.

#### *PTA Executive Board*

Five of the eleven current PTA executive board positions are filled by non-American volunteers lending to increased diversity and country representation.

#### *Welcome Coffees*

A welcome coffee was held on the first day of school for all parents across all school divisions. Coffees for new parents will be held regularly in Nichada and downtown.

#### *Adult Education*

This year the adult education program is offering 27 classes, 15 of those are approaching full capacity.

#### *Touchstone*

The first issue of the Touchstone magazine will be distributed on 12 October 2012. This publication is a combined effort between the PTA and Booster Club.

#### *PTA Meetings*

Over 100 parents attended the middle school PTA meeting held on 4 September 2012 and over 60 parents attended the high school PTA meeting held on 12 September 2012. The elementary school PTA meeting is scheduled for 27 September 2012.

#### *PTA Office*

The temporary location of the PTA office is in the ES music and art quad.

#### *Grant Requests*

To date, no grants have been requested. When a grant is requested, a group of executive officers will review the grant for details before bringing the request to the PTA board.

#### *Budget*

The budget was approved for the year. The goal of balancing the budget has been reached. Ms. Eid thanked Ms. Heather Powell for her detailed work as treasurer. The IFF and adult education programs yield the biggest net income for the PTA.

### **III. MIDDLE SCHOOL GRADING AND ASSESSMENT**

Mr. Burgess and Mr. Baron-Toaldo provided an update on the new MS standards-based assessment (SBA) system.

#### *Overview*

A handout was distributed outlining the rationale behind switching from the traditional grading system to the SBA system, the differences between traditional grading and SBA, and the types of feedback given in the new system. The bottom line of the SBA system is to support and improve student learning in line with the school's mission, vision, and definition of learning. Mr. Baron-Toaldo gave a synopsis of the multi-year process starting in 2009 with vision, research, transition, and

implementation. Mr. Ken O'Connor's book, A Repair Kit for Grading: Fifteen Fixes for Broken Grades was referenced as a driving force behind this change. Mr. Burgess recalled countries, US cities, and international schools that are implementing the SBA system.

#### *Feedback*

With the SBA system, students will be given feedback that will help them grow in the future with intrinsic motivation resulting in a positive value-added effect. The four levels of feedback include:

Level 1 – Day-to-day formative classroom feedback

Level 2 – Powerschool 24/7

Level 3 – Conferences/Email

Level 4 – Report cards

Types of feedback include the Habits and Attitudes for Learning (HAL) grade and learning goals (4-7 per subject area.) Mr. Burgess showed an example of the semester report card.

There was a question about how administration will help teachers transition to the SBA system. Mr. Burgess responded that time will be allocated in faculty meetings to work through the new system and take SBA principles and put them into practice using transferable skills and collaboration. Mr. Baron-Toaldo will meet with liaisons from the Korean and Japanese communities to discuss the SBA system. A small parent focus group will be held on 19 September 2012. This group will hold an in-depth discussion of the SBA system. Furthermore, there will be an open meeting on 25 September 2012 both during the day and in the evening for all parents interested in learning more about this change.

#### **IV. UPDATE CHILD ABUSE POLICY**

Dr. Warner-Dobrowski and Dr. Anderson proposed a new child abuse and neglect policy. A handout outlining the current policy and proposed new policy was distributed. The purpose behind the proposed change is to update best practice and make the policy consistent with Thai law. Dr. Lois Englebright, a child abuse expert, reviewed the current policy and recommended changes. Mr. de Vries underscored that this is a very important cause with legal ramifications and suggested the policy be reviewed again by legal counsel and brought back to the BOT Executive Committee.

#### **V. FUTURES EXERCISE**

On Saturday, 25 August 2012, the BOT held a futures exercise facilitated by board consultant, Ms. Bambi Betts. Dr. Davies provided background on the exercise.

#### *Rationale*

ISB has a strong short-term strategic learning plan to guide school improvement related to learning until 2014 but the school has not conducted any systematic long-term planning in some time. ISB will be completing its Western Association of Schools and Colleges (WASC) self-study in 2012/13 with a visiting accreditation team arriving in fall 2013. With a new head of school and five new senior administrators, the BOT felt that it was timely to conduct a futures exercise at this time.

#### *Essential Questions*

- How do we become a leading edge school that is ahead of the curve and prepared for the changes ahead?
- How do we ensure the best learning possible for ISB students?
- What are the emerging “promising practices” in education that we need to consider and potentially plan for? What might become obsolete?

- What opportunities are there for the school to develop 2013-2020?

### *Process*

Ms. Davy reviewed the process of the exercise. Representatives from six community groups attended the event as well as trustees and the leadership team. Small, diverse groups were asked to brainstorm and produce generative thinking about how ISB can move forward towards 2020.

### **Next Steps**

Dr. Coghlan outlined the next steps for the process. A small task force (including Dr. Davies, Mr. Scott, Dr. Coghlan, Ms. Davy, and Ms. Cassulo) has been formed to analyze the data (content analysis), map out central themes and develop a flexible action plan. Other trustees were invited to serve on the task force (Mr. Sypolt expressed interest). The task force will set direction and generate deliverables including immediate changes and changes that will require a more structural approach. The goal of this exercise is to instill future and generative thinking among the board.

## **VI. COMMITTEE APPOINTMENTS**

Mr. de Vries asked that trustees provide committee requests (Strategic Improvement and Learning Committee, Committee on Trustees, Business Committee). Mr. de Vries will review the requests and email trustees committee assignments.

## **VII. DR. DAVIES' GOALS 2012/2013**

Dr. Davies' 2012/2013 goals include:

1. Successfully implement all school improvement endeavors, including the strategic learning plan.
2. Effectively support achieving the board's 2012/2013 goals.
3. Ensure effective transitions for the five new administrators.
4. Research best practices related to challenging the highly able, develop action plan, and implement (2012-2015).
5. Implement guidelines and practices to improve the change management process at ISB.
6. Continue to improve teacher recruitment and evaluation structures (teachers and administrators).
7. Ensure successful completion of the WASC self-study.
8. Continue to improve communication between school and parents.
9. Strengthen community relations (LT, faculty, support staff).
10. Minimize teacher absenteeism and ensure the continuation of learning during absences.
11. Improve the standing of ISB among targeted colleges in the USA and around the world.
12. Ensure successful completion of the sports project, main library, and administrative offices.
13. Ensure successful outcome to the three-year teacher salary and benefits contract discussions.

There was discussion as to whether the goals should be more measurable. Mr. de Vries will meet with Dr. Davies to help make the goals more quantifiable. Dr. Davies will report progress towards goals in a mid-year report with sub-bullets for each goal.

## **VIII. APPOINTMENT OF TRUSTEE**

**MOTION: To appoint Mr. Michael Mussi to serve as a trustee for the term September 2012 – July 2014.**

**The motion passed with 11 approvals.**

**IX. FINANCIAL RESULTS 2011/2012 AND ENROLLMENT 2012/2013**

Mr. Sypolt asked if there were any questions about the 10 September 2012 business committee minutes.

*Overview*

Dr. Costessi provided an overview of the financial results for 2011/2012 and distributed a report summarizing the financial results for the school year ending 30 June 2012. The consolidated surplus for the year totaled 99 million baht (76 million baht surplus last year and 91 the year before). The ISA surplus for the year totaled 102 million baht (75 million baht surplus last year and 89 million the year before). The consolidated equity (reserves) totaled 921 million baht (813 million baht surplus last year and 703 million the year before) inclusive of 127 million baht of donations. The ISA equity (reserves) totaled 988 million baht (876 million baht surplus last year and 767 million the year before) inclusive of 127 million baht of donations.

To summarize, 2011/2012 was another great financial year for ISA and related companies. The surplus of 99 million baht exceeds the final budget numbers by 5 million, with a combination of 9 million in higher income and 4 million in higher expenditures. Following the world financial crisis, enrollment has slowly returned to the old patterns. Cost control, reduction, and lower prices made possible to lower expenditures in salary and benefits and also material and supplies expenses. The new sport center project on the new land and the renovation of the central offices and main library building are well underway with opening dates estimated mid-January 2013 and mid-November 2012, respectively. The final budget will be presented next month.

*Enrollment*

Current enrollment is the highest since 2002/2003 and grades 2 and 7 are very crowded this year. Approximately 1930 students are expected to be enrolled by the end of the year. Dr. Costessi will present more detailed enrollment statistics at the 16 October 2012 regular session meeting.

**X. COMMENTS AND QUESTIONS**

Mr. de Vries thanked the community members who attended the meeting.

**XI. ADJOURNMENT**

The meeting was adjourned at 8:25 pm.

*The next meeting will be held on Tuesday, 16 October 2012.*

Verified as approved by the Board  
at its meeting of October 16, 2012



Aimee Cassulo  
Secretary, ISB BOT