

MEETING MINUTES  
ISB BOARD OF TRUSTEES  
REGULAR SESSION  
MPB 3  
Tuesday, 20 November 2012

- Present: Mr. Ira Blumenthal  
Dr. Sumiter Singh Broca  
Mr. Gurdist Chansrichawla  
Dr. Prathip Chiaravanond  
Ms. Courtney Chubb  
Dr. Ana Coghlan  
Ms. Joy Davy  
Mr. Marc de Vries  
Mr. John Heinecke (6:18)  
Mr. Janewit Kraprayoon  
Mr. Michael Mussi  
Mr. Pravitt Sukhum  
Mr. Kevin Sypolt
- Absent: Ms. Aimee Cassulo  
Mr. Eric Ma
- Administration: Dr. Andy Davies, Head of School  
Dr. Ugo Costessi, Deputy Head of School/Chief Financial Officer  
Khun Walairat, Executive Secretary
- Guests: Ms. Heather Powell, PTA Treasurer  
Mr. Stephen Romary, ISB Teacher Organization Representative  
Mr. David Young, ISB Teacher Organization Representative  
Mr. Andy Vaughan, Athletics Director  
Mr. Justin Wah, Community Activities Coordinator

**I. OPENING**

Mr. de Vries opened the meeting at 6:05 pm.

**Approval of Minutes**

The minutes of the 16 October 2012 meeting were approved unanimously as presented.

**II. PTA UPDATE**

Ms. Powell provided a bimonthly update of PTA activities.

**ISB Cookbook**

The cost of the ISB Cookbook is to be covered by sponsors. Proceeds will be split between charities, the school, and the PTA.

### PTA Grant Requests

A grant request for the Middle School Olympics was accepted and approved to purchase uniforms and clothing for the Olympic parade. The Olympics will be held December 20. Additional grant requests are coming in.

### Evening PTA Meetings

Evening PTA meetings are being held for parents who are unable to attend meetings at other times. The meetings held thus far have attracted 30-40 people each. The plan is to hold one evening meeting per division per semester.

### Staff Appreciation Cookie Day, November 28

The PTA will distribute cookies to all school staff to show its appreciation for the staff's hard work and all they do for the school.

### International Day, November 30

ISB's annual Elementary School International Day will be held Friday, November 30. The event will include a parade and visits to classrooms that present information and displays about a particular country.

### MS Holiday Social, December 15

The PTA has been working with the MS student council on planning for the holiday social on the evening of Saturday, December 15.

## **III. TEACHERS ORGANIZATION (TO)**

Representatives of the TO, Mr. Romary and Mr. Young explained that the purpose of the TO is to create and foster the best learning environment possible for students. The TO researches and shares information about healthy work environments. The role of the TO is to relay teacher concerns and questions to the administration, assist with conflict mediation, assist with contract discussions, and provide an avenue for ideas and suggestions for policy changes. The TO believes the contract discussion process was overly complicated, and there was too much opportunity for miscommunication and misperception. The TO plans to form a task force to explore information about successful processes for future contract discussions.

The TO chooses representatives at the beginning of each year but is considering two-year terms. All teachers are currently automatically members, but there are thoughts about reforming this practice.

TO email: [isbto@isb.ac.th](mailto:isbto@isb.ac.th)

Division representatives are as follows:

ES – Paul Dufficy

MS – Stephen Romary

HS – David Young

## **IV. ATHLETICS & COMMUNITY ACTIVITIES UPDATE**

Mr. Vaughan and Mr. Wah presented an update of the athletics program and activities run through the Community Activities Office (CAO). Mr. Vaughan began by explaining that a board of parents (PTC)

has been set up to assist the tennis program, newly named the Panther Tennis Team. The parent board selected Advantage Academy to be the ISB community tennis provider. Enrollment in the program has increased to over 90 players. The school and the CAO are working with the PTC for continued improvement of the program. Mr. Vaughan said a similar model is being followed for the swimming program. The school has advertised an aquatics director position to start in August, who will coach the swim teams and oversee management of the swim facilities and programs.

Mr. Wah described the success of the CAO and that it now has become a hub for information for students, parents and the community. Annual financial intake by the CAO has grown to over 18 million baht. Much of this amount goes directly into the school account; some is simply collected by the CAO and returned to activity organizers for managing. The CAO collects 300 baht per participant for activity registration, which has gone to cover approximately 70% of the salary of one CAO staff member.

Mr. Vaughan presented statistics of activity involvement, showing the following: 1) peak student involvement in the 5<sup>th</sup> and 6<sup>th</sup> grades, 2) there are 1110 students enrolled in activities (60% of ISB population), and 3) there is currently a 9.5% increase in registrations over last year (2070 so far). Mr. Blumenthal raised a concern about the consistency of coaching across the age groups and encouraged a focus on recruiting more qualified coaches across the board.

As for ISB athletics, Mr. Vaughan said that one of his staff members is working on better articulation of athletics between grades and ISB divisions. He said that the age policy under BISAC is moving away from organization by division and toward an age-based system for better alignment between student age and BISAC competition.

A petition by the tennis community was submitted to the BOT asking for a stay on the decision of removing the existing tennis courts. This petition was submitted to Dr. Costessi.

The dance program has a concern about space availability. The CAO is aware of this concern and it has been raised with the Administration.

## **V. BOT COMMITTEE UPDATES**

### Committee on Trustees

Ms. Davy provided an update from the 15 November 2012 COT meeting. The mid-year evaluation for the head of school in January will use the traffic light format. The end of year will be more detailed and use a different form. The COT discussed Mr. Davies' goals for 2012-2013; the COT asked that the goals be presented by category for easier reading.

The COT decided that it will begin to conduct exit interviews of outgoing board members. To find a replacement for Ms. Cassulo, information about the vacancy will be posted November 22 for two weeks. The COT will include previous candidates if they are still interested and will review and interview all new candidates. The BOT will vote at the December meeting.

### Futures Task Force

Ms. Coghlan briefed on the work of the task force, describing that the FTF had pulled out the major themes. Mr. Davies had then received good input from the LT, which will develop ideas about how these themes can be implemented. The FTF will then review these ideas and develop the guiding

principles for the future. Mr. Davies said that he has been encouraged by the synergy that has been generated and that the school will get the most early progress in areas of increased choice, e-learning, and program challenge/enrichment (ISB is in the process of hiring an enrichment specialist).

Strategic Improvement and Learning Committee (SILC)

Ms. Chubb said that the SILC will discuss the scholarship program and vision for the arts at the December BOT meeting.

Business Committee

Mr. Costessi said that he had just received the audit reports from KPMG; the committee would discuss at its next meeting and present to the BOT in December. Offices will move into the new administration/library facilities in the next week; the new sports facilities are still on target for a mid-January opening.

ISB administration recommends that the school purchase the temporary office space because it will be useful well into the future. The only apparent downside is that it occupies several parking spaces. A discussion regarding traffic flow ensued and the matter was referred to the Business Committee for further review and discussion.

**VI. MAP TESTING**

The Measures of Academic Progress (MAP) test was taken by students in grades three through nine in September and October. The test assesses learning growth over time; students take the test in the fall and again in the spring so progress can be measured. Results are most helpful to show school-wide trends and overall areas of strength and weakness. Mr. Davies presented results of the fall test, which showed that international school norms are not much different than U.S. school (mix of public and private) norms. ISB's MAP score results show strong consistency over the last three years. The large number of new students to the school this year (400 students) hinders analysis.

**VII. THAI ENROLLMENT**

Mr. Costessi presented the semi-annual report on Thai student enrollment. Under BOT policy, percentages are as follows: ES 19.6% Thai students, MS (grades 6 and 7) 21.3% Thai, HS (8-12) 24.2% Thai. Overall the Thai student population is 22% (420 of 1908) of the student body. One hundred of the 420 are Thai expats.

It was suggested that the school monitor developments in ASEAN as they may increase mobility within ASEAN, resulting in an increased in educational demand on ISB from other ASEAN countries. Another point made was that there may be an increase in the number of Thai expats because families will move for a few years to other ASEAN countries, during which their students will study in international schools, and then return to Thailand.

**VIII. CALENDAR 2013/2014**

Mr. Davies presented the proposed academic calendar for the 2013/2014 school year. The calendar contains 182 learning days and 7 professional develop days. The first day of school is 13 August 2013 and the final day is 6 June 2014. The calendar group is made up of parents and has wide representation. A request was made that the calendar be approved earlier in the future, especially start

and end dates and dates of the major holidays. Mr. Davies said the administration would endeavor to do this.

**MOTION: To approve the 2013/2014 calendar as presented.**

**The motion passed unanimously.**

**IX. COMMENTS AND QUESTIONS**

The question was raised about students not taking the MAP test seriously. Mr. Davies explained that this is a challenge for schools all over the U.S. and internationally. ISB tries to encourage students to do the best they can.

**X. ADJOURNMENT**

The meeting was adjourned at 8:16 pm.

*The next meeting will be held on Tuesday, 18 December 2012.*

Verified as approved by the Board  
at its meeting of December 18, 2012

Michael Mussi  
Secretary, ISB BOT