

MEETING MINUTES
ISB BOARD OF TRUSTEES
REGULAR SESSION
Web 2.0 Room in MS/HS Library
Tuesday, February 14 2012

- Present: Ms. Aimee Cassulo
Mr. Gurdist Chansrichawla
Dr. Prathip Chiaravanond
Ms. Joy Davy
Mr. Marc de Vries
Mr. Janewit Kraprayoon (6:35)
Mr. Eric Ma
Mr. Somsook Sertthin
Mr. Pravit Sukhum
Mr. Kevin Sypolt
Mr. Stephen Valen
- Absent: Mr. Ira Blumenthal
Ms. Courtney Chubb
Mr. John Heinecke
Mr. Al Williams
- Administration: Dr. Ugo Costessi, Deputy Head of School/Chief Financial Officer
Dr. Andrew Davies, Deputy Head of School for Learning
Dr. Bill Gerritz, Head of School
Khun Nitcharee, Secretary
- Guests: Ms. Darcy Eid, PTA President
Ms. Belinda Gardner, High School Health Teacher and Wellness
Coordinator

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

I. OPENING

Approval of Minutes

The minutes of the 17 January 2012 meeting were approved as presented with one abstention and ten approvals.

II. PTA UPDATE

Ms. Darcy Eid provided a bimonthly update of PTA activities.

Events

- On 13 January 2012, the PTA sponsored a parent seminar titled “Emotional Resilience and the Expat Child” by Ms. Julia Simens. Approximately 80 parents attended the event.
- The International Food Fair (IFF) will be held on Saturday, 25 February 2012, from 4:00-7:00 pm. The IFF is the PTA's main fundraising event of the year and part of the proceeds will go towards flood relief efforts.

- The elementary school will hold its annual International Day on Friday, 9 March 2012, which is organized and run by parents.
- ISB will celebrate its 60th anniversary with a Concert in the Park on Sunday, 18 March 2012, and several PTA board members are working with Dr. Costessi and Mr. Arnold on the planning/organization of this event.

The PTA will discuss future goals and balancing the budget at its March 2012 executive board meeting. In order to facilitate this discussion, the PTA will distribute an electronic survey to parents asking for input on the PTA's future role. Ms. Heather Powell, PTA Treasurer, and Ms. Eid met with Dr. Costessi to discuss the PTA's finances. Finances are currently fully integrated into Quicken and the PTA wants to be involved in planning the new space for parents in the future remodel of the main building. Dr. Gerritz recently distributed a message to the ISB staff regarding the availability of grants from the PTA. Last year, 15 grants were awarded to the community, ranging from 10,000 – 125,000 THB. No new grants have been awarded this year to date.

III. HEALTH PROMOTING SCHOOL UPDATE

Ms. Belinda Gardner presented background on the proposed health-related fourth bullet on ISB's mission statement. The “Live Well Learn Well” program IS accountable for students' wellness in the strategic plan. This initiative began in 2008 after a health review was conducted. Ms. Gardner discussed the link between protective factors (caring relationships with an adult at school, high expectations, and messages that students can succeed) and physical activity, nutrition, sleep, and substance abuse on quality of learning. ISB has conducted student wellness surveys since 2007 to assess needs of this population. The surveys historically have very high response rates. This data feeds into planning framework with the goal of realizing students' cognitive potential and removing barriers to learning. Current priorities for ISB students are adequate sleep, physical activity, nutrition, and connectedness. Ms. Gardner stated that a comprehensive approach is the best model for ISB and uses multiple strategies including policy, education (curriculum), supportive environments, and partnerships. The fourth bullet on the mission statement will propel efforts to implement a plan.

MOTION: To approve the fourth bullet so the mission statement reads as follows:

ISB has a clear and important mission – Through outstanding teaching in a nurturing environment, ISB inspires students to:

-achieve their academic potential

-be passionate, reflective learners

-become caring global citizens

-lead healthy, active and balanced lives

The motion passed unanimously.

IV. BUSINESS COMMITTEE REPORT

Mr. Sypolt, Committee Chair, and Dr. Costessi provided an update on school finances.

Enrollment

Dr. Costessi showed enrollment history and trends. A higher number of returning students and a lower number of new students are expected next year. Enrollment is assumed stable and

forecasted at 1815 students as of 1 September 2012. Enrollment contributes 98% of total income. Annual and registration fees are to remain unchanged but tuition fees will increase by approximately 4% in line with local cost of living increases.

Staffing

Staffing contributes 76% of total expenditures. Next year, full time employees (FTE) will decrease by eight. Salaries will increase as per employment agreements.

Facilities Projects

Construction of the sports facilities on the new land will resume next week. The contractor, RITTA, promotes itself as environmentally friendly and will utilize green features in the project. The refurbishment of the Invention Center will begin next month. The remodel of the central building including the MS/HS library, administration offices, and Ed Tech offices is estimated to begin not earlier than May and finish not later than September 2012. Detailed slides of the proposed master plan were showed.

Dr. Costessi also reviewed profit and loss statements, assets/liabilities, debt:equity ratio, and an overview of capital expenditures from 2011/2012 to 2014/2015. The school is comfortably repaying loans and equity/fixed assets is targeted to achieve 100% in 2014/2015. Cash flow next year is expected to be negative due to projects but a positive cash flow is expected again in the following years.

MOTION: To approve the preliminary 2012-2013 budget as presented.

The motion passed unanimously.

V. COMMITTEE ON TRUSTEES (COT) REPORT

Ms. Davy provided an overview of the 8 February 2012 COT meeting.

Board Restructuring

Ms. Bambi Betts, Board Consultant, will visit in October 2012 to assist the board with strategic planning and visioning.

Upcoming BOT 2012 Election Timeline

- 15 March Announcement of Elections
- 21 March Nominations Open
- 23 April Voter Packet Distribution
- 2 May Meet the Candidates Night
- 22 May Annual General Meeting

A letter describing this process will be translated into Korean, Japanese, and Thai. COT members will meet with different parent groups to describe the election process.

Board Self-Evaluation

Ms. Davy recently emailed a survey concerning board self-evaluation. All trustees are asked to complete the survey as soon as possible. This information will be used as a springboard for discussion at the 13 March BOT meeting.

Board Committee Progress Report

A progress report showing how the different board committees are progressing towards set goals was displayed in a traffic light format (green = achieved goal, yellow = achievement pending, red = not achieved goal.)

School-Parent Communication

Parents will be invited to participate in focus groups in March 2012 with the assistance of Mr. David Playfoot of Fieldwork. These groups will focus on how to increase the effectiveness of the school-parent communication system.

VI. STRATEGIC IMPROVEMENT AND LEARNING COMMITTEE (SILC) REPORT

Mr. Valen provided an update of the recent SILC meeting.

Thai Admissions Process

This process is currently under review with the assistance of selected trustees. Ideally, the Thai scholarship program will integrate into this process.

Invention Center/Engineering, Robotics and Technology Center

Dr. Gerritz provided an update on the Invention Center/Engineering, Robotics, and Technology Center. Dr. Gerritz recently visited several schools and universities with similar programs and gave an overview of the vision for ISB's program.

VII. SAFETY INITIATIVE UPDATE

Dr. Gerritz voiced concern about safety around Nichada due to the rapid increase of the number of houses being built without an increase in street size. Five serious bicycle accidents have occurred in the past six months. The school has been working with a parent who is a traffic safety professional to improve safety on and around campus. Recent changes include helmet requirements, golf cart laws, and traffic flow redirection. Khun Usa Somboon is organizing a bicycle safety program in the elementary school. Administration has met with Nichada owners to discuss safety improvements. The school is strongly recommending that Nichada install a CCTV system perhaps linked to ISB's system and that a traffic enforcement system be implemented.

VIII. HEAD OF SCHOOL GOAL REPORT

Dr. Gerritz provided an update of progress towards set goals using the traffic light format. All goals were assigned a green light with the exception of one yellow light (to improve the learning scorecard and means of reporting results to the community.)

Dr. Davies will distribute a progress report on his goals to trustees this week.

IX. LEARNING SCORECARD RESULTS

Dr. Davies provided the latest leaver survey results, including responses from 146 students and 80 families. The survey is distributed to families six months after leaving ISB. The results were positive with evidence of improvement over the past three years. Ninety six percent of respondents reported that their children were happy at ISB and that they would recommend it. Although they have improved somewhat, the results for math were lower than expected. Dr. Gerritz will send out narrative comments this week in the Friday letter to trustees.

X. ADJOURNMENT

Dr. Gerritz formally recognized Mr. Valen with a plaque honoring his service and thanked him for his time and effort serving as a trustee.

The meeting was adjourned at 8:47 pm.

The next meeting will be held on Tuesday, 13 March 2012.

Verified as approved by the Board
at its meeting of March 13, 2012

A handwritten signature in cursive script that reads "Aimee Cassulo".

Aimee Cassulo
Secretary, ISB BOT