

MEETING MINUTES
ISB BOARD OF TRUSTEES
REGULAR SESSION
Web 2.0 Room in MS/HS Library
Tuesday, March 13 2012

Present: Mr. Ira Blumenthal (6:17)
Ms. Aimee Cassulo
Mr. Gurdist Chansrichawla
Ms. Courtney Chubb
Ms. Joy Davy
Mr. Marc de Vries (7:45)
Mr. John Heinecke (7:05)
Mr. Janewit Kraprayoon
Mr. Eric Ma
Mr. Pravit Sukhum
Mr. Kevin Sypolt
Mr. Al Williams

Absent: Dr. Prathip Chiaravanond
Mr. Somsook Sertthin

Administration: Dr. Ugo Costessi, Deputy Head of School/Chief Financial Officer
Dr. Bill Gerritz, Head of School
Khun Walairat, Executive Secretary

Guest: Mr. Andy Vaughan, Athletics Director

Mr. Ma opened the meeting at 6:07 pm.

I. OPENING

Approval of Minutes

The minutes of the 14 February 2012 meeting were approved unanimously as presented.

II. ATHLETICS UPDATE

Mr. Vaughan provided an update of Panther Athletics 2011-2012. Mr. Vaughan distributed a handout outlining ISB Athletics' philosophy and goals stating that, at ISB, there are "student athletes", not "athlete students", clarifying that students should succeed in the classroom before sports. Mr. Vaughan provided background on the program and emphasized that the athletics program spans across all grades from kindergarten to grade 12. ISB has 80 teams with over 100 coaching positions. ISB belongs to the Bangkok International School Athletic Conference (BISAC) which consists of 14 schools and the Interscholastic Association of Southeast Asian Schools (IASAS) which consists of 6 schools. The website (inside.isb.ac.th/athletics) was recently updated to increase communication with the community. The website is low maintenance, simple to use, and dynamic.

III. BUSINESS COMMITTEE REPORT

Mr. Sypolt provided an update of the 5 March 2012 business committee meeting.

Facilities Projects

Four members of the business committee toured the new sports facility site. Construction is proceeding smoothly and on schedule for a January 2013 completion. The vendor who can produce a steel pool has reduced its price considerably from an earlier estimate. A decision about the pool will be made in the next 1-2 weeks. This will have minimal impact on schedule. The question of how participants will access these facilities was discussed and it was decided that usage patterns will be reviewed and walkways will be designed accordingly. The contract still has yet to be signed but price amounts have been agreed upon.

Construction on the new Invention Center will be a priority and construction on the administrative offices will likely start in June 2012 and be completed in late September or early October 2012. Consequently, the MS/HS library will be closed until the project is completed and the MPB rooms will serve as the temporary library.

Hedging

The committee was informed that THB/USD hedging is on schedule.

Teacher Contracts

Negotiations will begin in September 2012 for the contract period from August 2012 through June 2016.

Financial Matrix

The committee agreed that the financial matrix should be reviewed and adjustments made accordingly.

PSA 2550

Currently this issue is dormant and there is nothing ISB can do until the Finance Ministry and the Education Ministry can agree on the interpretation of the law.

Dr. Costessi indicated that he was committed to staying in his current role for another 2 ½ years. Succession plans are being discussed.

IV. COMMITTEE ON TRUSTEES (COT) REPORT

Ms. Davy provided an overview of the 5 March 2012 COT meeting.

Upcoming BOT 2012 Election Timeline

Ms. Davy provided a copy of the election timeline and stated that the community will be informed of the announcement of elections and nomination dates on Thursday, 15 March 2012.

Board Survey

Twelve out of fifteen board members completed the internal board survey. There was 100% agreement on 42.8% of questions. Issues to be explored further are:

1. Prioritize board training
2. Formulate succession plan to ensure institutional knowledge
3. Outline recruitment strategies
4. Improve stakeholder representation

Overall, trustees rated the board an “A” grade with 91% board satisfaction. Opportunities for improvement include:

1. Defined long and short term strategies for future direction
2. More equalized gender representation
3. Appointed positions for stakeholders comprising the majority number of students
4. Increase term of trustees
5. Mandatory BOT orientation (“buddy” system)
6. Smaller board with additional committees
7. Clear curriculum model
8. More effective head of school feedback on performance and areas of concern
9. More effective board evaluation
10. Communication with the community including complete disclosure of information with the exception of sensitive info (e.g. compensation)

The COT would like to use the results from this survey as discussion points during the 1 June 2012 BOT retreat.

School-Parent Communication

Two weeks ago, a project looking at how to increase the effectiveness of the school-parent communication system was undertaken with the assistance of Mr. David Playfoot from Fieldwork. Mr. Playfoot and Mr. Chad Bates, Technology Director, conducted focus groups with different groups of parents from the ES, MS, and HS. Each group consisted of 6-8 parents selected with the assistance of Ms. Darcy Eid, PTA President. Mr. Playfoot also conducted structured one-on-one and casual interviews with parents. Principals were asked to identify non-Nichada resident parents for Mr. Playfoot to meet.

The five questions posed to each group were:

1. What information is most important and useful to you?
2. In what ways is information communicated to you?
3. How does ISB's communications help you to be a supportive parent for your child's learning?
4. Do you feel satisfied with the amount of information the board provides about its work?
5. What are the key messages you want to come out of this focus group in terms of ISB communication?

Issues identified include difficulties using the Parent Portal (of note: a new Parent Portal will be launched on 12 April 2012 with ongoing review), response procedures related to student learning, consistency in faculty and administration responding to learning issues, and inadequate new parent orientation. After data synthesis, an action plan will be formulated and continuously monitored and evaluated.

VI. STRATEGIC IMPROVEMENT AND LEARNING COMMITTEE (SILC) REPORT

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

Thai Admissions Process

This process is currently under review. Thai trustees were invited to discuss the process to date, opportunities for improvement, weaknesses, and threats facing ISB if this process is not improved. Mr. Ma reviewed the general summary points including whether or not admission criteria is clear what the Thai community's perception is of ISB.

VII. LEARNING SCORECARD RESULTS

Dr. Gerritz showed the 2011 ISA Results. Of particular concern was ISB's grade 3 Writing A and Writing B mean scores of 32% and 38%, respectively. Dr. Gerritz outlined action steps taken to improve writing skills as there has been concern about writing quality over the past several years when reviewing ISA and IB English data. These steps include:

1. Employing three consultants to work with ELA teachers in 2012 and 2013.
2. Sending teachers to Columbia Teachers College for continuing education.
3. Hiring a literacy coach.
4. Meetings between administration and teacher teams regarding ISA writing.
5. Including writing on the strategic leadership plan.
6. Using data driven dialogue in leadership team discussions.
7. Searching for a new writing assessment.

VIII. COMMENTS AND QUESTIONS

Students and parents in attendance raised the concerns that some high school students do not feel they have a voice with administration and there is a perception that proper dismissal processes were not followed in the recent resignation of a teacher. The students voiced that their comments and feedback on the issue were not heard. The students stated that they did not know that BOT meetings were open to students and that meeting dates and times were not communicated to them. Suggestions were made to (1) involve students in survey design, (2) report results back to the students, and (3) consider including a student representative as an ex-officio member of the board.

IX. ADJOURNMENT

The meeting was adjourned at 7:58 pm.

The next meeting will be held on Tuesday, 10 April 2012.

Verified as approved by the Board at
its meeting of April 10, 2012



Aimee Cassulo
Secretary, ISB BOT