

MEETING MINUTES
ISB BOARD OF TRUSTEES
REGULAR SESSION
Web 2.0 Room in MS/HS Library
Tuesday, 11 October 2011

- Present: Ms. Aimee Cassulo
Ms. Courtney Chubb
Ms. Joy Davy
Mr. Marc de Vries
Mr. John Heinecke
Mr. Janewit Kraprayoon
Mr. Pravit Sukhum
Mr. Kevin Sypolt
Mr. Stephen Valen (6:38)
Mr. Al Williams
- Absent: Mr. Ira Blumenthal
Mr. Gurdist Chansrichawla
Dr. Prathip Chiaravanond
Mr. Eric Ma
Mr. Somsook Serththin
- Administration: Dr. Ugo Costessi, Deputy Head of School/Chief Financial Officer
Dr. Andy Davies, Deputy Head of School for Learning
Dr. Bill Gerritz, Head of School
Ms. Oor, Secretary
- Guests: Mr. Philip Bradley, High School Principal
Ms. Darcy Eid, PTA President
Mr. Marcus Grey, Student Council Freshman Class President
Mr. Dennis Harter, High School Dean of Students
Mr. Eng O-charoeniat, Student Council Sophomore Class President
Mr. Arthur Rempel, Student Council Senior Class President
Ms. Pammy Thavornvanit, Student Council Cabinet President

Mr. de Vries opened the meeting at 6:04 pm.

I. OPENING

Approval of Minutes

The minutes of the 13 September 2011 BOT Regular Session Meeting were approved unanimously as presented.

II. PTA UPDATE

Ms. Eid provided an update of the recent activities of the PTA. The PTA has experienced a good start to the year with enthusiastic parental involvement. Over 100 parents attended the PTA Welcome Coffee on August 30th, over 110 parents attended the Welcome Wai Tea in Nichada on September 30th, and 15 parents attended the Welcome Wai Tea downtown on

October 1st. The Adult Education program is currently offering 22 classes, the 60th Anniversary committee is busy planning events for January celebrations, and the Deputy Head of School parent committee interviewed candidates. The PTA budget has been operating at a loss for the past few years and the executive committee is working to create a balanced budget going forward to next year. The PTA recently approved a grant request for the Special Olympics. This grant would fully cover lunch for 80 handicapped children and 100 ISB students and t-shirts for the children during the 26 November 2011 event. The PTA is currently developing a criteria for grant requests.

III. HIGH SCHOOL STUDENT COUNCIL UPDATE

Ms. Thavornvanit provided an overview of the student council. The council is comprised of 24 student leaders from four class councils and one executive cabinet and meets weekly together and monthly with Mr. Harter. Mr. O-charoeniat described different charitable activities and social events that the council organizes throughout the year. Mr. Grey listed the three council goals : (1) to increase communication with administration, (2) to increase communication with students, and (3) to increase class spirit. Mr. Rempel discussed the importance of student body unity.

The council representatives provided their opinions on the IB program and the new grading system. Mr. de Vries thanked the representatives for articulately presenting to the board and giving their time to volunteer with the school.

IV. HIGH SCHOOL GRADING PRACTICES AND IB/NON-IB LEARNING

High School Grading Practices

Mr. Bradley and Mr. Harter provided an explanation of the new high school grading system.

- **Intention of Changes**

The new assessment system better supports students as learning occurs, better informs learners and other stakeholders, and aligns with the definition of learning. Beginning in August of 2010, separate grades were given for academic performance (grades A-F) and behavioral performance (**H**abits and **A**ttitudes toward **L**earning grades 7-1.) The HAL is a tool that separates product from process. This year, the goal of administration was to formalize best practices and separate assessment into two categories: formative and summative.

Formative assessment (limited to 15% of final grade) is a two-way process and is an assessment for learning. It allows students to 'fail forward', take risks in a safe environment, receive corrective feedback, and personally reflect and improve. Examples of formative assessments include homework questions and the first draft of an essay.

Summative assessment (85% of final grade with final exam limited to 20%) is the primary bases for establishing levels of achievement and is an assessment of learning. It occurs at the end of a learning period and checks for understanding of course expectations. Examples of summative assessments include final essays, lab write ups, and tests.

- **Summary of Concerns**

The unveiling of the new grading practices caused anxiety within the student and parent

community. There was argument that the implementation was too rapid and did not adequately involve other stakeholders. To address these issues, several parent, student, faculty meetings were held. Furthermore, parents, students, department heads, and faculty were communicated with to ensure that there would be zero negative impact on current students. In response to recent meetings, current practices will be adjusted to be more similar to practices during the 2010-2011 academic year to slow the pace of change. In addition, teacher professional judgement can be used as assessment data. There will be more graded assessment opportunities and formative assessments will be weighted in the 15-30% range depending on the subject area and teaching team. Mandatory study hall and the HAL grade will be maintained and no extra credit or bonus projects will be allowed. Administration will be successful if student and parent anxieties are addressed, final grades have not been negatively impacted, teachers can coherently implement changes, the guiding principles behind the changes are maintained, and the community is confident in the process.

- **Lessons Learned**

Administration learned that communication is critical and insufficient stakeholders were involved in implementing the change. The paradigm shift presented unexpected challenges and led administration to question the effectiveness of existing channels of communication. Next steps will be to rebuild any loss of trust, carefully monitor grades, continue an open door policy for concerns, and ensure community involvement as administration maintains its commitment to improving learning.

A discussion ensued as to whether there was a procedure or process in place for making major changes in the school. While it is important not to discourage new initiatives, minimizing risks associated with implementing a new initiative is critical. It is imperative that there is clarity around what is anticipated at the end of a transition. The board asked administration to provide an after action report and create an implementation checklist for future initiatives.

IB/Non-IB Learning

Mr. Bradley stated that the focus of the high school is to graduate students and provided a handout outlining current graduation requirements. In grades 9 and 10, students are expected to fulfill credit requirements and in grades 11 and 12, students are given more choice to work toward graduation. The choice includes the full IB diploma, a variable mix of IB certificates, or non-IB. Alumni consistently provide anecdotal feedback of the benefits of the IB diploma. Dr. Gerritz stated that United States colleges and universities recognize the rigor of the IB diploma program.

Mr. de Vries appreciated administration's drive to continuously improve and offered congratulations to administration for handling the grading issue in hindsight.

V. BUSINESS COMMITTEE REPORT

Mr. Sypolt reported on the 3 October 2011 business committee meeting. Dr. Costessi provided an overview of the financial results and enrollment. The final results of the 2010-2011 school year and the final budget of 2011-2012 show a greater reserve than anticipated. Dr. Costessi reviewed enrollment data of ISB's two major competitors, NIST and Patana. The school is in a solid cash position and positive cash flow is anticipated for the next two

years. Most fundraising occurs between the months of March and May. Dr. Costessi updated the board on US dollar purchases, the profit and loss statement, and the financial matrix. The three components of the financial matrix include tuition income, salaries & benefits, and overall school performance. Financially, the school experienced a good 2010-2011 year and anticipates the 2011-2012 year will be positive as well. For the new facilities, contractors are still being reviewed and more complete data will be available by the end of next week.

VI. STRATEGIC IMPROVEMENT AND LEARNING COMMITTEE (SILC) REPORT

Mr. Valen reported on the 21 September 2011 SILC meeting. This year's three main functions for the SILC concern the following:

Thai Admissions

The SILC plans to redesign the process to align with long term development and be more transparent.

CAO and Athletics

The SILC will look into the expansion of the CAO and build upon the momentum of previous work completed.

Invention Center

Dr. Gerritz will visit similar programs to learn what is needed to start this program.

VII. COMMITTEE ON TRUSTEES (COT) REPORT

Ms. Davy reported on the 5 October 2011 COT meeting. This year's four main goals for the COT concern the following:

Possible Board Restructure/Enhancement

The COT will study what is the best composition of the ISB board to provide greater governance stability. The COT will to identify core ideology and conduct a mini visioning exercise to determine the board's purpose and common values. Ms. Davy will email trustees this month and then discuss at the November BOT meeting.

Improve School-Parent Communication

The COT will look at areas to streamline communication and will provide more information at the November BOT meeting.

Administration Transitions

The COT will work with current administration to formulate a transition plan for senior administration, especially those who are coming to ISB from different schools.

Fourth Bullet for ISB Vision

Ms. Cassulo will work with the health committee to compose an appropriate fourth bullet statement for ISB's vision as a health-promoting school.

VIII. LEARNING SCORECARD RESULTS

Dr. Gerritz provided an update on Learning Scorecard results. Using new informed software, MAP test results can be viewed with more depth, specifically revealing how

much learning has occurred. This year learning scorecard results will be compared to international school norms as well as US norms.

IX. COMMENTS AND QUESTIONS

The current flooding issue was discussed. Khun Usa, Headmistress, is in continuous contact with the Thai government. As always, the greatest concern is for student and staff safety.

If the experts reveal that the flood danger has risen significantly school will close as a preventative measure. Parents will be notified regarding school closure via the SMS system, e-mail and website.

X. ADJOURNMENT

The meeting was adjourned at 9:00 pm.

The next meeting will be held on 15 November 2011.

Verified as approved by the Board
at its meeting of November 15, 2011.

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

Aimee Cassulo
Secretary, ISB BOT