

MEETING MINUTES
ISB BOARD OF TRUSTEES
REGULAR SESSION
Web 2.0 Room in MS/HS Library
Tuesday, 13 September 2011

Present: Mr. Ira Blumenthal
Ms. Aimee Cassulo
Mr. Gurdist Chansrichawla
Ms. Courtney Chubb
Mr. Marc de Vries
Mr. Janewit Kraprayoon
Mr. Eric Ma (6:40)
Mr. Pravit Sukhum
Mr. Kevin Sypolt

Absent: Dr. Prathip Chiaravanond
Ms. Joy Davy
Mr. John Heinecke
Mr. Somsook Sertthin
Mr. Stephen Valen
Mr. Al Williams

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

Mr. de Vries opened the meeting at 6:03 pm.

I. OPENING

Approval of Minutes

The minutes of the 19 April 2011 BOT Regular Session Meeting were approved unanimously as presented.

Announcement

Ms. Elizabeth Rossini has accepted the Curriculum Director position starting in July 2012.

II. FINANCIAL RESULTS (2010-2011) AND ENROLLMENT (2011-2012)

Dr. Costessi provided an overview of the financial results and enrollment. This year, there were a higher number of withdrawals than anticipated but a record number of new students (particularly an increase in the number of new American students but a decrease in Korean students.) Currently, the school is 37 students above budget. The final budget for this year is currently underway and will be presented next month. Dr. Costessi updated the board on the profit and loss statement and the financial matrix. Financially, the school experienced a good 2010-2011 year and anticipates the 2011-2012 year will be positive as well.

III. TEACHER EVALUATION, RECRUITMENT, AND ABSENTEEISM

Dr. Davies provided an overview of teacher recruitment, evaluation, and absenteeism.

Recruitment

ISB recruits teachers primarily via online postings and recruiting websites as a year-round operation. Last year, 3,000 individuals applied for 35 open positions. The applications were predominately submitted electronically via the new online application system. The new system helps to better filter applicants to available positions and allows the principals to better manage the volume of applications. Strong applicants spoke to how well they would support ISB's mission, vision, and definition of learning in their applications.

Recruitment Process

1. Principals review paperwork and check recommendations.
2. Initial interview with two interviewees.
3. Second interview with Head of School and Deputy Head of School for Learning.
4. Additional reference checks.
5. Recruiting team meets to discuss finalists.
6. Decision.

Two weeks after hire, the new teacher is aligned with a collegiate partner from the same academic subject area. At the beginning of the school year, new teachers arrive 5-6 days before returning teachers for a formal introduction session which includes performance expectations and values.

Appraisal (Formal)

The formal appraisal includes a Professional Practice Program (PPP.) All teachers meet with administration at the beginning of the year and at the end of the year to discuss goals, issues, concerns, and evaluation based on clear, individualized standards. Students are asked to provide anonymous feedback online. If a teacher is not meeting standards, probation ensues. On probation, the teacher is given 90 days to meet ISB standards, provided with an improvement plan and a supportive colleague, and required to frequently meet with administration to discuss progress.

Appraisal (Informal)

Administration visits each teacher's classroom on an average of six times per year. Principals meet weekly to review teacher concerns, strategize, and plan opportunities for growth.

Professional Development

Each teacher is given \$1,850 annually for professional development which can include conferences, academic degrees, materials, and others. Additionally, ISB provides internal, school-based professional development.

In the future, standards will be directly related to student learning rather than teacher behaviors and more closely aligned with ISB's mission, vision, and definition of learning. Teachers will have to produce a reliable body of evidence to show progress was made and the students achieved individual academic potential. Furthermore, students will be able to show with clarity what, how, and why they are learning. This year, a pilot group has been formed to test this paradigm shift. If successful, the new standards may be adopted in the 2012-2013 academic year.

Absenteeism

In the 2010-2011 academic year, teachers were absent from class a total of 2,088 days for the following reasons:

| | |
|---------------------------|-----|
| Illness | 40% |
| In-house professional day | 16% |
| Personal day | 15% |
| Student activities | 12% |
| Professional development | 10% |
| Other | 7% |

The professional leadership team feels that teacher absenteeism needs to be reduced and analyzes absences in weekly leadership meetings.

IV. ISB'S 60TH ANNIVERSARY CELEBRATION

Dr. Gerritz described efforts underway to celebrate ISB's 60th anniversary. Expected outcomes from this celebration include:

- Increase student pride and knowledge of the history of ISB.
- Involve alumni in new ways.
- Strengthen the image of ISB as a high performing, established school among students, parents, alumni, and the Bangkok expatriate community.
- Enhance global concerns and efforts to support R35 school and another worthy cause. (More information about the R35 school can be found on ISB's website.)

PTA's "60th Anniversary Celebration" sub-committee has been formed to spearhead these efforts. Planned activities include assemblies, Concert in the Park on 27 January 2012, Booster Hut anniversary clothing, 50s, 60s, and 70s student dress days, historical montage, banners, International Food Fair, articles in Touchstone magazine, ISB school song, legacy project.

Action: Efforts to support the R35 school will be described in more detail in the October 2011 board meeting. The business committee will investigate whether ongoing support of the R35 school is a sustainable project.

V. LEARNING SCORECARD RESULTS

Dr. Gerritz provided an overview of parent survey results and the Learning Scorecard.

VI. HEAD OF SCHOOL GOALS (2011-2012)

Dr. Gerritz outlined eight goals for the 2011-2012 academic year.

VII. ADJOURNMENT

The executive committee did not meet because there were no agenda points up for discussion or

vote. The 19 April 2011 executive committee meeting minutes will be discussed and approved with changes if needed in the 11 October 2000 meeting.

The meeting was adjourned at 7:59 pm.

The next meeting will be held on 11 October 2011.

Verified as approved by the Board
at its meeting of October 11, 2011.

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

Aimee Cassulo
Secretary, ISB BOT