

INTERNATIONAL SCHOOLS GROUP

Saudi Arabia

Dhahran British Grammar School
Dhahran Elementary/Middle School
Dhahran High School



ISG Bqaiq
ISG Dammam
ISG Jubail
Yanbu International School

"Committed to Excellence"

BOARD NOTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES INTERNATIONAL SCHOOLS GROUP Monday, 21 January, 2008 at 4:00 P.M.

Members present: Peter Armstrong, Haroon Azam, Spin Bennett, Bob Britt, Doug Holroyd, Denise Knapp, Ancel Lewars, Jim Morcom, Carolynn Pettit, Steve Porter, and Mazen Snobar.

ISG staff present: Rashed Al-Doulab, Chris L'Esteve, Norma Hudson, Kelly McDermott, Bill Stapp, and David Whitaker.

Apologies for absence: Eddy van der List.

1. WELCOME

President Doug Holroyd welcomed everyone to the Full Board Meeting at 4:00 p.m. Mr. Holroyd congratulated Mr. John Chapman on his recent appointment as ISG Director of Human Resources.

2. AGENDA APPROVAL

The agenda was reviewed.
Approved with amendments.

3. APPROVAL OF MINUTES

The minutes were reviewed and approved with minor amendments.
Approved with minor amendments.

4. RESOLUTIONS

Seconded resolutions were passed for:

- a. The building of a dining hall on the Dhahran campus.
- b. The enclosure of a dome for Dhahran Elementary Middle School.
- c. The building of two new classrooms for Dhahran Elementary Middle School.
- d. The installation of new locker rooms for the Dhahran campus.
- e. The renovation of shower blocks and construction of two additional classrooms for Dhahran High School.
- f. The budgeting for a design phase for a facility for Dhahran British Grammar School.
- g. The approval of site calendars.
- h. The approval of a change of position to Administrative Assistant for an ISG Dammam employee.
- i. The approval to lease land for ISG Dammam.

5. REPORTS AND COMMUNICATIONS

Human Resources/Curriculum and Instruction Committee

Peter Armstrong highlighted the 1 December 2007 HR/C and I Committee meeting providing information about discussion on policies, upcoming professional conferences, and the new teacher appraisal tool.

Peter Armstrong next provided details from the 19 January 2008 HR/C and I Committee meeting. Discussion was held on policies, the enrollment report, a staffing update, the site calendars for 2008 – 2009, the proposed school at Al-Hasa, SAT10/OLSAT8 exams, the AFG annual reports, student study trips, and the Facilities/Finance Investment Task Force.

Facilities/Finance Committee

Spin Bennett reported on the Facilities/Finance Committee meeting held on 9 December 2007. Items discussed at the committee meeting included a facilities review and update for ISG Dammam, the Yanbu lease, Al-Hasa, and ISG-Abqaiq. Reports reviewed were the investment summary and cash report, the summary of revenue and expenses, the District enrollment report, and policies.

Spin Bennett reported next on the Facilities/Finance Committee meeting held on 19 January 2008 providing an update on the Dhahran campus facilities. Additional facility reviews included ISG Abqaiq, Al-Hasa, and ISG Dammam. Reports reviewed were the investment summary and cash report, the summary of revenue and expenses, accounts receivable, the District enrollment report, and policies.

6. POLICIES

Policy 1033 – (New) Special Instructional Programs
Policy 1090 – Outdoor Activities
Policy 2005 – Entrance Requirements & Regulation
Policy 2020 – Student Enrollment Restriction List
Policy 2120 – Crisis Management
Policy 3005 – Gifts to the School (Contributions)
Policy 4045 – Professional Staff Development Opportunities
Policy 4046 – Instructional Facilitator Program
Policy 4126 – Paternity Leave
Policy 4130 – Bereavement Leave
Policy 4140 – Health Leave
Policy 4185 – Evaluation of Staff
Policy 4196 – Employee Dismissal or Non-renewal for Unsatisfactory Work Performance
Policy 6017 – Bad Debts
Policy 6045 – Purchasing
Policy 6050 – Petty Cash Accounts
Policy 6060 – Expense Reimbursement
Policy 6070 – Staff Personal Property

Policies were distributed and tabled for the next Board of Trustees Meeting.

7. SUPERINTENDENT'S REPORT

Norma Hudson presented an abbreviated Superintendent's report highlighting the upcoming Board of Trustees Retreat with David Chojnacki, NESAs Executive Director.

8. BOARD PRESIDENT'S REPORT

Doug Holroyd informed the Board that he would present his report at the 25 February 2008 meeting.

9. BOARD MEMBER TERMS

The following Board member's terms were renewed:

Mr. Peter Armstrong
Mr. Jim Morcom
Mr. Haroon Azam
Mr. Ancel Lewars

10. ANY OTHER BUSINESS

Other business included information about the continued need for a Facilities Task Force Committee for ISG Dammam. It was determined that the need no longer existed and that future decisions would be made by the Board of Trustees.

11. MEETING ADJOURNED

The Board meeting adjourned at 7:30 p.m.