

# 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"*

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### BOARD NOTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES INTERNATIONAL SCHOOLS GROUP Monday, 31 March, 2008 at 4:00 P.M.

**Members present:** Haroon Azam, Spin Bennett, Bob Britt, Doug Holroyd, Denise Knapp, Eddy van der List, Ancel Lewars, 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.

**Guest:** Rick Barnhouse

**Apologies for absence:** Peter Armstrong, Jim Morcom.

#### 1. WELCOME

President Doug Holroyd welcomed everyone to the Full Board Meeting at 4:03 p.m.

#### 2. CONSENT ITEMS

##### I. AGENDA APPROVAL

The agenda was reviewed.

***Approved with amendments.***

##### II. APPROVAL OF MINUTES

The minutes were reviewed and approved with minor amendments.

***Approved with minor amendments.***

##### III. POLICIES

Policies approved by Consent:

- *Policy 1035 – Field Trips*
- *Policy 1065 – Activities/Contests*
- *Policy 1070 – Class Enrollment – American, British, and International Schools Division*
- *Policy 4065 – Smoking on School Premises*
- *Policy 4075 – Grievance*
- *Policy 4118 – Sick Leave*
- *Policy 4160 – Maternity Leave*
- *Policy 4165 – Posting Staff Vacancies*

***Approved – All voted in favor.***

- *Policy 1075 – Student Assessment*
- *Policy 1085 – Promotion and Retention of Students*
- *Policy 4195 – Termination of Employment for Cause*

***Approved – with minor amendments.***

### **3. REPORTS AND COMMUNICATION**

#### **I. HR/C AND I COMMITTEE MEETING 1 MARCH 2008**

Bob Britt reported on the HR/C and I Committee meeting which began with a review of the minutes from 19 January 2008. Several policies and regulations were reviewed and revised and then approved for submission to the Board of Trustees. ISG District enrollment was discussed. Other items highlighted during the meeting were: the recently completed recruiting trips, the proposed ISG Al-Hasa school, AFG annual reports, the Aramco donation for ISG Dammam, and the CIS accreditation process for DBGS. Additional information was provided about professional development opportunities in the District including the newly offered Master's Degree in Multi-Disciplinary Studies from Buffalo State College, State University of New York.

#### **II. FACILITIES/FINANCE COMMITTEE MEETING 17 MARCH 2008**

Mark Bennett reported on the F/F Committee meeting which began with the approval of consent agenda items. Reports reviewed were the investment summary and cash position, the summary of revenue and expenses, accounts receivable, and the District enrollment report. Facility updates were provided on the new dining hall for the Dhahran campus, the recently completed South Gym on the Dhahran campus, the DHS Science classrooms, and ISG Dammam. Other items discussed included the proposed ISG Al-Hasa school, a long-term feasibility study for YIS, the lease for the Dhahran campus, the Sara Village School for BAE Systems, budget proposals for 2008 – 2009, and recent information from the Ministry of Education.

#### **III. ENROLLMENT REPORT**

The District enrollment report was reviewed indicating that there were 3044 students attending ISG schools.

#### **IV. MINISTRY DIRECTIVE**

Norma Hudson reported that Rashed Al-Doulab has been proactive in visiting the Ministry of Education, SAGIA, and the Royal Commission in Riyadh. The visits are focused on seeking resolution to the recent directive from the Ministry of Education indicating that ISG schools should no longer accept students outside of their "community."

#### **V. ISG DAMMAM**

Doug Holroyd reported on recent discussions with a company who had presented a bid for building and leasing a new school facility for ISG Dammam. Negotiations will continue.

#### **VI. ISG AL-HASA**

Norma Hudson reported on a letter that was sent to ISG Bqaiq parents notifying them that ISG cease operating ISG Bqaiq at the conclusion of the 2007 – 2008 academic year. However, negotiations were continuing about operating a school in Al-Hasa for students of Hofuf, Al-Hasa, and Bqaiq.

#### **VII. BAE SYSTEMS – SARA SCHOOL**

Norma Hudson informed the Board of Trustees about a visit to the BAE Systems Compound (Salwa Garden Village School) in Riyadh.

### **4. RESOLUTIONS**

Seconded resolutions were passed for:

- a. A request for an exception to Policy 6015 for a DEMS student.
- b. A request for an exception to Policy 6015 for an ISG Dammam student.
- c. A request for an exception to Policy 6015 for a Jubail student.
- d. A request for an exception to Policy 4005 for an ISG employee.

**5. REPORT FROM THE SUPERINTENDENT**

Norma Hudson provided highlights about projects that were taking place throughout the District. Included were the Dammam building project, the lease for Yanbu International School, the completion of recruiting, revisions of the Social Studies and Art curricula, the ISG Educators' Conference 2009, accreditation work for DBGS, the Master's of Education program, and other professional development opportunities. Mrs. Hudson summarized that this was an exciting time for ISG schools with several initiatives on the horizon.

**6. REPORT FROM THE BOARD PRESIDENT**

Doug Holroyd thanked the Board members who attended the NESAs Spring Educators' Conference. He also thanked Rashed Al-Doulab for his hard work for ISG.

**7. ANY OTHER BUSINESS**

Other business included information about continuing the tradition of inviting students to the last Board meeting of the year.

**8. MEETING ADJOURNED**

The Board meeting adjourned at 5:55 p.m. and entered into executive session.