

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, 28 April, 2008 at 4:00 P.M.

Members present: Peter Armstrong, Spin Bennett, Doug Holroyd, Denise Knapp, Eddy van der List, Ancel Lewars, Jim Morcom, Carolynn Pettit, Steve Porter and Mazen Snobar.

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

Apologies for absence: Haroon Azam, Bob Britt.

1. WELCOME

President Doug Holroyd welcomed everyone to the Full Board Meeting at 4:00 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.

Approved with minor amendments.

III. POLICIES

Policies approved by Consent:

The Board agreed that all policies that have *shall* in the policy dialogue should be replaced with the word *will* in the future.

- *Policy 9001 Board Membership Selection*

Not approved- to be presented again at the May Board meeting after further review.

- *Policy 9002 Board Responsibilities*
- *Policy 9010 Board Member Conflict of Interest*
- *Policy 9020 Board Officers*
- *Policy 9025 Committees of the Board*
- *Policy 9030 Meetings of the Board*
- *Policy 9035 Board Policy Development*
- *Policy 9040 Policy Adoption*
- *Policy 9050 Orientation of Board Members*

Approved – with minor amendments.

- *Policy 9005 Board Member Resignation*

- *Policy 9015 Board Organizational meeting*
 - *Policy 9045 Board- Staff Communications*
- Approved**

3. REPORTS AND COMMUNICATION

I. HR/C AND I COMMITTEE MEETING 19 April 2008

Peter Armstrong reported on the HR/C and I Committee meeting that began with a review of the minutes from 1 March 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: a recruiting/staffing update, an administrative assistant request, the proposed school at Al-Hasa, a request to extend ISG Jubail to include grades 11 – 12, a Ministry of Education update, and professional development opportunities.

II. FACILITIES/FINANCE COMMITTEE MEETING 21 April 2008

Mark Bennett reported on the F/F Committee meeting that began with a presentation by Mark Wootton. Following the approval of consent agenda items, the following reports were reviewed: the investment summary and cash position, revenue and expenses, accounts receivable, District enrollment report, and the proposed ISG Al-Hasa 2008 – 2009 budget. Additional discussion focused on tuition and fees for 2008 – 2009. A facilities review included information about the: Dhahran campus dining hall, dome enclosure for DEMS, additional classrooms for DEMS, shower blocks for the Dhahran campus, additional classrooms for DHS, and previous work on this year's building projects on the Dhahran campus. A request from an ISG employee to withdraw a portion of her termination pay was considered. Other items discussed included: the Exxon-Mobil donation for ISG Jubail and YIS, a request to waive the STAR surcharge, and the asset disposals.

III. ENROLLMENT REPORT

The District enrollment report was reviewed indicating that there were 3057 students attending ISG schools.

IV. ISG DAMMAM

Doug Holroyd reported on continued discussion with a contracting company interested in building and leasing a new ISG Dammam school. Negotiations continue on terms of the lease.

V. AL-HASA

Norma Hudson reported that extensive work had been completed regarding the proposed ISG Al-Hasa school. Information included the budget, expected tuition, and a review of the contract

VI. BAE SYSTEMS- SARA SCHOOL

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 reported on a visit to the BAE Super-compound in Riyadh and a meeting with school personnel.

VIII. MINISTRY DIRECTIVE

Norma Hudson report that Rashed Al-Doulab was making weekly visits to Riyadh to meet with various Ministries and officials in order to seek clarification and a resolution to the recent Ministry of Education directive.

4. RESOLUTIONS

Seconded resolutions were passed for:

- a. A building of an ICT suite at ISG Jubail.
- b. Approval of the budgets for the 2008 – 2009 school year for all ISG schools, and provisional approval for the proposed ISG Al-Hasa budget.
- c. Approval of the proposed tuition and fees.
- d. Approval for administration to enter into negotiations for land in Yanbu.
- e. Approval to re-budget for the Dhahran campus dining hall.
- f. Approval to re-budget for the DEMS dome enclosure.
- g. Approval to re-budget for two new classrooms for DEMS.
- h. Approval to re-budget for new locker rooms for DHS/Shared facilities.
- i. Approval to re-budget for DHS classrooms and re-modeling of bathrooms.
- j. Approval for two ISG employees to have access to partial termination benefits.
- k. Approval of the proposed ISG Al-Hasa school calendar.
- l. Approval of an executive secretary reassignment.

5. REPORT FROM THE SUPERINTENDENT

Due to the length of the Board meeting, the Superintendent's report was tabled until May.

6. REPORT FROM THE BOARD PRESIDENT

Doug Holroyd thanked Rashed Al-Doulab for his work with the Ministry Directive and the Facilities/Finance Committee and Administrators for their work with regard to budgets, tuition, and fees.

7. ANY OTHER BUSINESS

Other business included information about public relations, Aramco's 75th anniversary, and graduation dates.

8. MEETING ADJOURNED

The Board meeting adjourned at 7:20 p.m.