

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, 26 May, 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, John Chapman, Chris L'Esteve, Norma Hudson, Kelly McDermott, Bill Stapp and David Whitaker.

Apologies for absence: Eddy van der List.

Students in attendance: Shannagh Bennett, Abdelazia Farhat (ISG Dammam), Dale Hoang (DHS), Yasmin Abdul Jawad (ISG Dammam), Ahmed Khattab (ISG Dammam), and Israh Shah (DHS).

1. WELCOME

President Doug Holroyd welcomed the Board of Trustees members and the students to the Full Board Meeting at 4:10 p.m.

2. CONSENT ITEMS

I. AGENDA APPROVAL

The agenda was reviewed.

Approved with no exception.

II. APPROVAL OF MINUTES

The minutes of 28 April, 2008 were reviewed and approved.

Approved with no exception.

III. POLICIES

Policies approved by Consent:

- *Policy 2010 High School Graduation Requirements*
- *Policy 2040 Substance Abuse*
- *Policy 2050 Student Discipline*
- *Policy 2055 Student Health Services*
- *Policy 2125 Student Automobile Use*
- *Policy 2130 Student Awards*
- *Policy 2135 Acceptable Use of Internet (Students)*
- *Policy 4005 Teacher, Counselor, and Nurse Compensation*
- *Policy 4105 Leave without Pay*
- *Policy 4125 Adoption Leave*
- *Policy 4130 Bereavement Leave*
- *Policy 4135 Leave with Pay*
- *Policy 4191 End of Service Benefit- Pre-Payment*

- *Policy 4235 Staff Recognition*
- *Policy 4240 Acceptable Use of Internet (Staff)*
- *Policy 6030 Use of Surplus Funds*
- *Policy 6065 Final Disposition of Assets*
- *Policy 7001 Building and Grounds Management*
- *Policy 7010 Student Transportation Services*
- *Policy 7025 Emergency Evacuation*
- *Policy 8005 Business and Non-instructional Operations- Purchasing Procedures*

Approved with no amendments

- *Policy 1040 Student Travel*
- *Policy 7016 Food Services*
- *Policy 7020 Emergency Plans*
- *Policy 7030 Temporary Closure*

Approved with minor amendments

3. REPORTS AND COMMUNICATION

I. HR/C AND I COMMITTEE MEETING 10 May 2008

Peter Armstrong reported on the HR/C and I Committee meeting that began with a review of the minutes from 19 April 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 proposed ISG Al-Hasa school, ISG Dammam, professional development opportunities, the Ministry of Education, DBGS accreditation, curricular revisions, and goals from District administrators.

II. FACILITIES/FINANCE COMMITTEE MEETING 12 May 2008

Mark Bennett reported on the F/F Committee meeting held on 12 May 2008. Following the approval of consent agenda items, the following items were reviewed: the proposed ISG Al-Hasa school, a staff meeting at ISG Bqaiq, the lease negotiations for ISG Dammam, the investment summary and cash position, the summary of revenue and expenses, the accounts receivable report, and the enrollment report. Additionally, goals by District administrators were reviewed.

III. ENROLLMENT REPORT

The District enrollment report was reviewed indicating that there were 3061 students attending ISG schools.

IV. ISG DAMMAM

Doug Holroyd updated the Board on the current status of the Dammam lease.

V. BAE SYSTEMS

Norma Hudson informed the Board that feedback had been provided to BAE Systems regarding their new school.

VI. TENTATIVE BOARD AND COMMITTEE MEETING DATES 2008 - 2009

The Board revised the tentative Board and Committee meeting dates for 2008 – 2009.

4. REPORT FROM THE SUPERINTENDENT

Norma Hudson provided highlights about the District during the 2007 – 2008 academic year. Additionally, Board members provided highlights of the accomplishments of the Board as a whole.

5. REPORT FROM THE BOARD PRESIDENT

Doug Holroyd led discussion about an effectiveness survey, strategic planning, summer signatories, Board officers for 2008 – 2009, and the entry of Dow Chemical Company in the Kingdom as a joint venture partner in Ras Tanura. Dow representatives will meet with ISG to discuss schooling needs.

6. RESOLUTIONS

The following seconded resolutions were approved:

- A. An exception to Policy 4005 for an ISG employee.
- B. An exception to Policy 6015 for an ISG Jubail student.

7. OTHER REPORTS

An update was provided about the continuing negotiations for the proposed ISG Al-Hasa school, and the Ministry of Education directive.

8. ANY OTHER BUSINESS

Discussion was held about the audit process for Dhahran campus schools and the development of calendar parameters for 2009 – 2010. Doug Holroyd thanked the Board of Trustees for their excellent team effort and many accomplishments during this past year.

9. ADJOURNMENT

The meeting adjourned at 6:25 p.m. and entered into Executive Session.