

INTERNATIONAL SCHOOLS GROUP

Saudi Arabia

Dhahran British
Grammar School

Dhahran Elementary/
Middle School

Dhahran High School



(ISG is a not-for-profit Educational System for the
Kingdom of Saudi Arabia.)

ISG Bqaiq

ISG Dammam

ISG Jubail

Yanbu International School

“Committed to Educational Excellence”

Board Notes from the Regular Meeting of the Board of Trustees International Schools Group Sunday 21 September 2008 at 4:00 P.M.

Members present: Peter Armstrong, Spin Bennett, Bob Britt, Doug Holroyd, Denise Knapp, Ancel Lewars,Carolynn Pettit and Steve Porter.

ISG staff present: John Chapman, Chris L’Esteve, Norma Hudson, Kelly McDermott, Bill Stapp and David Whitaker.

Apologies for Absence: Haroon Azam, Rashed Al-Doulab, Eddy van der List, Jim Morcom and Mazen Snobar.

1. WELCOME

President Doug Holroyd opened the Board of Trustees Meeting at 4.00 pm and welcomed everyone to the first full Board Meeting of the 2008/2009 school year.

2. CONSENT ITEMS:

Doug Holroyd outlined that the Board would now deal with review of minutes under the consent agenda.

I. AGENDA APPROVAL

The agenda was reviewed and approved.
Approved.

II. APPROVAL OF MINUTES

The Board members set parameters of communication in order to get minutes of meetings reviewed more efficiently and quickly.

The minutes of the Board of Trustees Meeting held on the 26 May 2008 were reviewed and approved.
Approved.

The minutes of the Strategic Planning Session held on the 25 August 2008 were reviewed and approved. Members were assigned to sub-committees commissioned to achieving the 2008-2009 Board goals.
Approved.

III. REPORTS AND COMMUNICATION

HR/C and I Meeting - Draft Minutes from 6 Sep 2008 were reviewed.
Facilities and Finance Meeting - Draft Minutes from 15 Sep 2008 were reviewed.

3. RESOLUTIONS

The Board discussed the ISG Bqaiq (Al-Hasa) school and passed several resolutions relating to insuring the operation of the school was fiscally prudent, and that the school in operation in Bqaiq would close if such assurance could not be guaranteed. The resolutions also provided security for parents to pay appropriate tuition amounts in the event that the school closed.

The Board made decisions relating to:

- contract negotiations for a new ISG Dammam school,
- operation of a new BAe Systems school,
- acceptable parameters under which the school at Bqaiq could continue to operate for 08-09,
- a lease extension at one school site,
- strategy for paying the costs incurred due to Civil Defense safety requirements at school sites,
- a search for existing buildings that could be used as a short-term solution to ISG-Dammam's facility needs,
- investigating acquisition of land in Dammam that would allow ISG to lease or own property and upon which to build a new ISG-Dammam school

4. TENTATIVE BOARD AND COMMITTEE MEETING SCHEDULE

The Board and Committee Meeting Schedule was revised for 2008 – 2009.

5. REPORTS AND COMMUNICATION

a) Ministry of Education

Norma Hudson updated the Board regarding student acceptance approvals.

b) Enrollment

Norma Hudson informed the Board that enrollment is currently at 2887 and is increasing. Administration will monitor enrollments weekly until at least mid-October. Currently there are approximately 150 – 160 pending applications for student acceptance through the Department of Private and Foreign Education.

c) ISG-Dammam Task Force Meeting

Minutes of the meeting are on the electronic bulletin board for review by members.

d) Strategic Plan Task Force Reports

[Macro Analysis Strategic Task Force Report](#)

The members met on Sat 20 Sep at 3.00 pm and included Peter Armstrong, Norma Hudson and Steve Porter.

This Task Force will look at ISG operations, including an evaluation of programs, academic and strategic projects and associated fiscal requirements, as well as an examination of the viability of special programs.

The programs identified by the Task Force are:

- American Curriculum
- National Curriculum
- (I)GCSE
- A Levels
- IPC Curriculum
- AP courses
- STAR/Special Education program
- IB (PYP, MYP, Diploma)
- EAL
- Resources
- Extras: Habitat for Humanity, Study Trips, SAIK-AC and after school activities
- High School Programs for YIS and Jubail

The Task Force defined its direction for the year. The Committee will invite three Dhahran campus educators to join the work.

The goal for the next meeting during the week of 15 Nov 2008 is to develop a process to survey various program areas.

Public Relations Strategic Planning Task Force

The members met on 21 September 2008 at 3.00 pm and included Carolyn Petitt, Denise Knapp and Bob Britt.

The main theme of the meeting concerned communications from the Board to the staff, parents and local businesses. To be effective at the delivering information, the Committee discussed who should be involved and who should oversee these communications. The Committee discussed the possibility of hiring someone on a part time basis, as well as exploring options such as student input. The committee suggested approaching the Aramco Media Department for ideas on what works best. The Committee also discussed the possibility of meeting with parents in the future.

The goal of this meeting was to find ways to communicate to parents about who the Board Members are. Therefore each Board Member was asked to provide some background information by 10 Oct, with the intent of sending it out as information to parents and students.

Staffing Issues Strategic Planning Task Force

The Committee consists of John Chapman, Ancel Lewars and Jim Morcom.

The committee discussed measurability of staffing issues within Human Resources and educational standards within the ISG organization. The goal of the task force would be to identify different methods of measuring outcomes, including areas of success and areas for improvement.

Doug Holroyd informed the Strategic Planning Task Force Committees that an area will be set up on Blackboard for communication purposes.

Doug congratulated the Strategic Planning Task Force Committees on a good start.

6. FROM THE SUPERINTENDENT

Norma Hudson reported on some of the challenges that ISG has faced during the opening of the school year. The theme of the report was based upon the quote *"Life isn't about waiting for a storm to pass...but, rather learning how to dance in the rain"*. ISG District

Administration goals for the year ahead included areas such as communication, service, and support.

7. FROM THE BOARD PRESIDENT

Doug Holroyd thanked the Members for their Board Member Feedback Surveys. He presented and discussed feedback from the Members concerning:

- “How can the Board’s organization or performance be improved in the next year or two?”
- “What comments would you like to make related to the Board’s performance?”
- “How can the Superintendent’s performance be enhanced?”
- “How can the Board of Trustees Chair improve his performance?”

8. ANY OTHER BUSINESS

- In today’s world, education services are offered through a variety of on-line programs, the Board was made aware of this for their future use.

Doug Holroyd thanked the Board Members for a productive session and adjourned the Meeting at 6.07 pm.