

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 Dammam

ISG Jubail

Yanbu International School

“Committed to Educational Excellence”

ISG Board Meeting Notes January 2009

Members present: Peter Armstrong, Spin Bennett, Bob Britt, Doug Holroyd, Denise Knapp, Ancel Lewars, Eddy van der List,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: Rashed Al-Doulab, Jim Morcom, Mazen Snobar

1. WELCOME

President Doug Holroyd opened the meeting and welcomed the Members, administration and guests. He read a letter from Mr Mazen Snobar informing the Members of his decision to resign from his duties on the Board due to business commitments. The Board recognized Mr Snobar for his invaluable contribution to ISG during his term on the Board of Trustees.

2. CONSENT ITEMS:

The agenda was reviewed and approved.

The minutes of the Board of Trustees Meeting held on 16 November, 2008 were reviewed and approved.

The draft minutes of the HR/C and I Committee Meeting held on 17 January, 2009 were reviewed and approved.

The draft minutes of the Facilities and Finance Committee Meeting held on 19 January, 2009 were reviewed and approved.

3. RESOLUTIONS

School Calendars for 2009/2010 were approved with the exception of Yanbu.

The Board reviewed the request from the HR/C & I Committee to expand the contracts of three employees. Resolution – Approved.

The Board reviewed the request from the Facilities and Finance Committee to enclose the Upper Shade including Storage, Office and Changing Rooms with a provision for equipment. Mark Bennett updated the Board on financing the. Resolution – Approved

4. POLICIES were reviewed and approved.

Policy 4025
Policy 4190

Staff Assignments and Transfers
Employee Resignation

5. REPORTS AND COMMUNICATION

Ministry Report Dr Khalid S. Al Suhaim, Deputy Director of Private and Foreign Education, visited the Dhrahan campus on 19 January. Norma Hudson and Rashed Al-Doulab met him and toured the campus.

ISG is working with the Royal Commission in Jubail and Yanbu regarding land for future buildings.

Enrollment Report Current enrollment stands at 3117 students.

Facilities Task Force Meeting

Mark Bennett summarized the Facilities Task Force Meeting held on 24 January 2009

After review of the bids the Board of Trustees unanimously approved a seconded resolution to enter into a Letter of Intent with AMO for Construction of a new ISG-Dammam School, subject to final commercial terms and with a detailed quote for a third floor.

The Board discussed ISG Jubail. There has been community interest in exploring if the school could grow to include Grades 11 and 12.

President Holroyd congratulated the Task Force Committee on their hard work and achievements.

Strategic Plan Task Force Reports

Public Relations Strategic Planning Committee

Bob Britt presented an overview of Julie Springer's four phase public relations proposal and requested that the Board approve a resolution to endorse Julie Springer for the work required.

The resolution was approved.

Government Relations Strategic Planning Committee

The Board recommended that Rashed be encouraged to continue his cordial and successful approach with the Ministry and acknowledged the work he has done to improve this relationship.

Staffing Issues Strategic Planning Committee

Jim Morcom and John Chapman reviewed ISG's current advertising strategies for recruiting both locally and internationally.

6. FROM THE SUPERINTENDENT

The report included information on a variety of topics, which included:

- The Superintendent's Goals 2008 – 2009
- Update on Recruiting
- Enrollment
- Ministry of Education
- ISG Educator's Conference (11 – 12 March, 2009)

- DBGS/CIS Accreditation
- Administrative Appointments
- NESA Educators' Conference
- A new ISG-Dammam School

7. FROM THE BOARD PRESIDENT

President Holroyd delivered a presentation on Board Assessment.

He encouraged Board Members to contact him by e-mail if they are interested in attending the NESA Educator's Conference.

8. ANY OTHER BUSINESS

- Board vacancies will be posted in the forthcoming Site Newsletters. Applications will be given to President Holroyd.

President Holroyd thanked the Board Members and adjourned the Meeting.