

# INTERNATIONAL SCHOOLS GROUP

## Saudi Arabia

Dhahran British  
Grammar School

Dhahran Elementary/  
Middle School

Dhahran High School



ISG Dammam

ISG Jubail

Yanbu International School

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

***“Committed to Educational Excellence”***

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### Notes from the meeting of the ISG Board of Trustees October 31, 2009

Members present: Doug Holroyd, Basil Abul-Hamayel, Peter Armstrong, Mark Bennett, Bob Britt, Patrick Galletti, Jim Morcom, Rob Morin, Ancel Lewars, Steve Porter, Tom Rooker, Rana Al-Turki.

ISG staff present: Superintendent Norma Hudson, John Chapman, David Whitaker, Kelly McDermott, and Bill Stapp

#### 1. Welcome

President Holroyd opened the regular meeting of the Board of Trustees.

#### 2. Consent Items

- Minutes of the 28 September meeting were approved.
- Minutes of the HR/C and I Committee meetings on the 3 & 20 Oct and the Facilities and Finance Committee meeting on 12 Oct were approved.

The concerns about H1N1 flu were discussed and Superintendent Hudson will notify the Board of any new information or reported cases.

President Holroyd and Mark Bennett presented a detailed update to the Board of Trustees members about the on-going Dammam School Project. A chart of process was reviewed. Clarification is needed about the contract with regard to the construction timeline and land ownership.

- Resolution for the Yanbu lease of a new facility on a new site

Mark Bennett requested that the signed lease should be available for review at the next Facilities and Finance and brought to the Board of Trustees at the next meeting in November for Board approval.

President Holroyd thanked Rashed Al-Doulab for his excellent work in finding this opportunity and the subsequent successful negotiations.

#### 3. Action Items

Peter Armstrong and Bob Britt summarized the discussion regarding the increase of the Virtual School days planned for the 2010/2011 School Calendar from one day to three days, to be held on 10, 11 and 12 October, 2010. The Board members discussed options for Virtual School and the pros and cons of increasing the Virtual School Days from one to three. The Board of Trustees approved the Calendar Parameters for 2010/2011 identifying the dates of October 10 - 12 as possible dates to hold Virtual School.

Also, it was recommended that a review be carried out by Mr Barnhouse at ISG Dammam and feedback given to Superintendent Hudson about the effectiveness of Virtual School at ISG-Dammam. Concerns will be addressed in January 2010.

#### 4. Seconded Resolutions - 2010 – 2011 Compensation Package

The Members approved the 2010/2011 Compensation Package with some recommended amendments.

- After discussion, the Board requested that the administration come back at the next Board of Trustees Meeting with clarification of figures and costs.

It was decided that a Compensation Task Force be formed to meet in Spring 2010 to consider compensation benefits as part of the 2011/2012 compensation package.

#### 5. Policies

The Member reviewed and the following policies:

##### **Approved with No Changes**

2075-P Student Records  
2115-P Psycho Educational Testing  
4070-P Personnel Records  
4118-P Sick Leave  
8001-P Construction Project Procedures  
8010-P New Construction: Concepts and Roles

##### **Approved with Minor Changes**

2001-P School Admissions and Enrollment Procedures  
2117-P Additional Psychological or Medical Referrals  
4176-P Administrative Staff Professional Development  
7005-P Building and Grounds Maintenance

##### **Requiring Further Revision**

4095-P Child Care Allowance

#### 6. Reports and Communication

Enrollment is currently at 3,253 students.

#### 7. Belief Statements

We believe that:

1. Student learning must be the primary focus of the decisions affecting our schools.
2. Development of the whole child socially, physically, intellectually and emotionally is imperative to success.
3. We value our students as unique individuals and treat them with dignity; all our students are worthy of this respect.
4. By inspiring our students they will contribute to society as knowledgeable, responsible and cultured citizens.
5. Differences in learning styles exist; therefore, students have the right to learn in a way that brings them personal success.
6. Activities beyond the curriculum that foster leadership, confidence and teamwork are essential to the development of the whole child.
7. Students learn best and are most successful when the learning environment is safe and secure.
8. Understanding and acknowledging the values of all cultures and diversity is essential and enriches the learning environment.

9. Effective education requires appropriate facilities where students experience security, care, dignity and respect.
10. The recruitment, professional development and retention of excellent employees are of vital importance to our success.
11. Good morale is critical to the success of our schools.
12. Our co-educational programs must be accomplished in a manner consistent with the regulations of the Saudi Arabian ministry of education.

Mark Bennett summarized the District Belief Statements that had been identified by the District Planning Team. The Belief Statements were endorsed by the Board of Trustees.

President Holroyd's suggestion that the excellent work done by the District Planning Team Members receive acknowledgement from the Board of Trustees was approved.

#### 8. From the Superintendent

- Superintendent Hudson presented her Goals for the 2009/2010 School Year.
- Superintendent Hudson updated the Members on the recent NESAs Fall Leadership Conference in Athens. Patrick Galletti and Mark Bennett attended as Board representatives and commented on the excellent opportunity to meet with Board Members from other schools and discuss common problems and their approach to resolving these problems.

#### 9. From the Board President

President Holroyd reviewed and summarized the 2008/2009 Board self-assessment. He thanked the Board Members for their cooperation in completing and submitting the self-assessment. The Board members will review the information at the next strategic meeting.

#### 10. Any Other Business

- Superintendent Hudson thanked the Members for their support.
- Tom Rooker informed the Board that he will be leaving his post in Dhahran on the 20 December 2009.
- Mark Bennett requested that Administration move forward with the approval of the Sara Village School contract so that recruitment can be addressed.
- Mark Bennett gave feedback from the NESAs Conference regarding the function of Task Forces as a role within the Board and the requirement for possibly defining a Board Policy that will give direction to the Task Force as to their role, time periods for Task Forces and outlining and defining their operational guidelines.
- President Holroyd asked the Site Administration to review our action plans with regard to allergies (i.e. nut allergy) and our operational guidelines on how we deal with allergy problems at our school sites to ensure our students' well-being. Superintendent Hudson reviewed current procedures used on the Dhahran campus, including the use of the medical form and how the information is shared with teachers, staff and administrators. Rana Al-Turki reiterated that the PTG at DEMS is actively involved in preventing the possibility of nut allergy by information sharing with the parents.

President Holroyd asked that Administration review our student health Policy to ensure that we are meeting the MSA accreditation requirements.

President Holroyd thanked the Members for a successful meeting.

The meeting was adjourned.