

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”

Notes from the meeting of the ISG Board of Trustees November 23, 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 and welcomed those attending.

2. Consent Items

The minutes of the following Committees were approved for:

- The HR/C and I Committee held on the 7 November.
- The Dammam Project Meeting held on 16 November.
- The Facilities and Finance Meeting held on 16 November.
- The Facilities Task Force Meeting held on 21 November.
- The Meeting of the Board of Trustees on 31 October.

3. Action Items

- The Members requested updates about concerns or problems relating to the H1N1 virus.
- The Compensation Task Force will be organized by March 2010.
- At the January meeting of the Board, the administration will present guidelines for the formation and operation of a Task Force.

3. Seconded Resolutions

- The Board clarified the compensation package for the guards.
- The Board approved the formation of a Task Force to study ISG investments. The Charter for the Task Force will provide specifics of what the Task Force will research.
- The Board approved the external audit report for 2008 – 2009.
- The Board approved contract amendments for the Dammam School project that relate to payments to the contractor.

- The Board approved the final contract between ISG and Kawader Al-Watan Group for the new Yanbu International School facility on the new site.
- The Board approved changes to the ISG Jubail project to allow for installation of turf earlier in the project timetable. Also the Board reviewed and approved proposed changes to the project as presented by Site Administrator's Mark Wootton and Dan Mock.

4. Introduction of New Consulate Representative Board Member

Mr. Anthony Diaz was introduced to the Board of Trustees. Mr. Diaz will be the new U.S. Consulate Representative on the ISG Board. He is the Political and Economic Officer at the Consulate and will attend the next Meeting on 25 January 2010.

A Board Orientation for Mr. Diaz and Mr. Morin will be held before the next Board meeting.

5. Reports And Communication

- Enrollment Report - Enrollment is currently at 3,240

6. ISG Graduate Profiles

Patrick Galletti had been asked by the District Planning Team to present the new ISG Graduate Profiles to the Board of Trustees.

The new graduate profile reads:

A graduate of an ISG school will:

- Possess an understanding of the major fields of knowledge necessary for success in adult life.
- Read critically, write with clarity, listen carefully and speak effectively.
- Make realistic goals and continually strive to attain them.
- Be an independent, critical thinker and a competent problem solver.
- Collaborate and work well with others while respecting their right to voice their opinions.
- Possess a strong self-awareness and positive self-image
- Possess a sound work ethic.
- Have a capacity for creativity and originality.
- Possess personal integrity and an awareness of ethical behavior.
- Respect diversity and demonstrate cultural sensitivity.
- Be flexible, resilient and adaptable.
- Possess the skills to function in their environment.
- Develop sound habits of physical and nutritional health.
- Demonstrate intellectual curiosity.

After discussion, the Members endorsed the Graduate Profile and President Holroyd thanked Patrick Galletti and the District Planning Team for their work.

7. From the Superintendent

Superintendent Hudson gave a presentation on:

- Communications Audit Survey that was administered for the purpose of evaluating the District from the perspectives of the stakeholders.

The findings the main findings were to:

- Ensure clear communications for all in leadership positions.
- Ensure communications process in place for lateral communication.
- Clearly communicate about program changes or initiatives.
- Designate communications person.
- Improve collaboration.

- Ensure transparency.
- Provide more assertive communications, proactive stakeholder engagement, consistent branding and key themes.

The next steps to be taken will be to:

- Distribute information to each Administrator.
- Present it for discussion at the next Admin Forum on Dec 8 -9, 2010.
- Involve Catherine Geisen-Kisch for a public relations perspective.
- Survey again at end of year with same questions regarding communications.
- At the meeting in January, discuss ways the Board may improve communication.

Each ISG Administrator has set an “improve communications” goal with findings from communications audit along with macro-analysis results.

- Update on Allergies/Health Concerns

The Board members were briefed on:

ISG Policies Regarding Health and Safety

- MSA Standards; Standard 7 and indicators
- How Student Health information is shared at school sites
- Site procedure in the event of a severe allergic reaction for both staff or students
- Site protections in the event of a severe allergic reaction for both staff or students
- How student allergies or health concerns are documented and updated at each site
- How staff allergies or health concerns are documented and updated at each site
- The mechanisms for documenting staff or student allergies at all sites

Superintendent Hudson informed the Members that a district-wide Policy will be developed to outline procedures for collecting and maintaining allergies / health concern records for staff.

President Holroyd raised the following additional points:

- On student trips information should be available to identify which students require prescribed medicine and which adult is responsible for ensuring that the medication is available at the proper time.
- Information should also be available about inactive allergies that could flare up due to the change in environment on a student trip.
- Strategic Goals
Superintendent Hudson reviewed for the Members the development of the Strategic Goals set during the Strategic Planning Session on 24 August 2009. The three topics covered by these strategic goals are:
 - Facilities and School Development
 - Curriculum
 - Communication

Ancel Lewars presented information about the Facilities and School Development Goal:

- Objective - The objective of the Strategic Goal is that by June 2014, ISG will address long range planning in the areas of lease lengths, government restrictions, student attendance, funding and growth.

Peter Armstrong presented information about the Curriculum Goal:

- Objective - The objective of the Strategic Goal is that by June 2014, ISG will authorize a review of each ISG school, inclusive of accreditation and curriculum model offered, and take steps to support any suggested revisions.

Superintendent Hudson presented information on the Communication Goal:

- Objective - The objective of the Communication Goal is that by June 2014, ISG will ensure effective communication is taking place through the District.

8. From the Board President

President Holroyd acknowledged Peter Armstrong and Tom Rooker as they leave the Board.

9. Any Other Business

- Tom Rooker informed the Board that families will be returning to the US Consulate in December.
- Rana Al-Turki complimented 14 students from ISG-Dammam who had joined a recent event for the Cancer Foundation for Children. Rana Al-Turki was very proud of the Dammam students who attended, played, read and generally assisted the 200 Saudi children who had attended.

Doug Holroyd thanked the Board Members for a successful meeting and the meeting was adjourned.