

# 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

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

***"Committed to Educational Excellence"***

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

**Monday January 25, 2010 at 4:00 p.m.**

<b>Members present:</b>	Mr. Doug Holroyd, Mr. Peter Armstrong, Mr. Spin Bennett, Mr. Bob Britt, Mr. Anthony Diaz, Mr. Rob Morin, Mr. Ancel Lewars, and Mrs. Rana Al-Turki.
<b>ISG staff present:</b>	Mrs. Norma Hudson, Mr. Bill Stapp, and Mr. David Whitaker, Trudy Faulkner
<b>Apologies:</b>	Mr. Basil Abul-Hamayel, Mr. Rashed Al-Doulab, Mr. John Chapman, Mr. Chris L'Esteve, Mr. Jim Morcom, and Mr. Steve Porter
<b>Minutes:</b>	Mrs. Kelly McDermott

### **1. WELCOME**

President Holroyd opened the regular meeting of the Board of Trustees at 4:03 p.m. and welcomed Mr. Anthony Diaz to his first Board of Trustees Meeting. Peter Armstrong was also welcomed back to the Board of Trustees. Doug Holroyd informed the Board Members that Mr. Patrick Galletti has tendered his resignation from the Board as he is leaving the Kingdom.

### **2. CONSENT ITEMS**

Minutes of November Board of Trustees meeting were approved.

#### **Committee Reports**

The following committee meetings were reviewed and discussed:

- The HR/C and I Committee on January 16, 2010.
- The Dammam Project on January 17, 2010.
- The Facilities and Task Force on January 17, 2010.
- The Facilities and Finance on January 18, 2010.

### **3. ACTION ITEMS**

The board will:

- Receive updates on H1N1 concerns as needed.
- Develop and approve guidelines for Task Force work.
- Ensure that the student health policy meets accreditation guidelines.
- Review and evaluate its investment strategies together with its facility planning.
- Continue to monitor the progress of the Dammam project status through AMO.
- Discuss improving communications from the Board.
- Develop a policy and procedures to deal with active and inactive allergies among students and staff. These procedures will include student trips off campus and out of Kingdom.
- Refocus attention on strategic growth.

### **4. SECONDED RESOLUTIONS**

#### **HR/C and I Committee approved**

- ISG site calendars.
- Implementation of an IB Programme For Dhahran Baccalaureate Centre for 2011-2012.

#### **Facilities and Finance approved**

- Start-up costs for the IB Programme in 2010-2011.
- Specific details on all costs for the start-up and implementation of IB.
- Revisit the need for banking options both in-Kingdom and the USA.
- Start-up costs for equipment and resources for the new Yanbu school.
- A directive that the Investment Task Force set guidelines for how sites will repay. facility development expenditures.

### **5. REPORTS AND COMMUNICATION**

- Enrollment is currently at 3,259.

#### **INVESTMENT TASK FORCE**

The members of the Investment Task Force are: Basil Abul-Hamayel (Chair), Rob Morin, Rana Al-Turki and Steve Porter. Administrators David Whitaker and Bill Stapp will join the meetings.

The Investment Task Force will focus the following topics:

- Exploring corporate donations for building projects
- Policy implications
- Advertising
- Acceptable amounts
- Investment strategies
- Investments in other markets
- Types of investments
- Maximizing returns
- Acceptable risks
- Funding for building projects or deficit budgets
- How to tap into fund balances
- Repayment schedules for fund balances
- Parameters for using the fund balance

## **COMPENSATION TASK FORCE**

The members of the Compensation Task Force are Jim Morcom (Chair), Peter Armstrong, and Ancel Lewars. Administrators Norma Hudson and John Chapman will join the meetings.

The Compensation Task Force will focus on the following topics:

- Purposes of offering compensation
- Recruitment/retention or both
- Competition
- In the local market?
- In the overseas market?
- Within ISG divisions?
- Other methods of compensation/recognition
- Purpose
- Affordability
- Application

Doug Holroyd expressed his intention that these meetings efficiently ascertain the parameters, purpose and intention of the Task Force and after one or two meetings the Task Force should report to the Board with feedback for support of identified concepts.

## **6. POLICIES FOR REVIEW**

### **Approved:**

- *P-1001 Instructional Goals*
- *P-1015 Curriculum Guides and Instruction*
- *P-2050 Student Discipline*
- *P-2080 Student Activities*
- *P-2085 Student Performances*
- *P-2105 Student Homework*
- *P-4020 Contract Years and Work Schedule*
- *P-4050 Staff Conduct - Appearance and Attire*
- *P-4220 Support Staff Salaries*
- *P-6001 Fiscal Management*
- *P-4060 Staff Wellness for Employment (approved with minor changes)*

## **7. FROM THE SUPERINTENDENT**

### **Recruiting Update**

Norma Hudson updated the Board on the recent recruiting fair successes.

A summary of the presentation included:

- 8 sponsored hires were signed to fill staffing needs at DHS, Jubail and Yanbu
- 3 positions at DBGS and Sara Village School were filled through internal transfers
- 2 sponsored hires were signed for Sara Village School.
- 18 more sponsored staff teachers will be hired

Doug Holroyd thanked Administration for a good start to the recruiting season.

## **8. FROM THE BOARD PRESIDENT**

Doug Holroyd informed the Members about the recent Master's Weekend held on January 21 and 22, 2010. The weekend was attended by 38 of the Saudi Cohort Members, including educators from ISG, Saudi Aramco School, IPS and the American School of Riyadh.

Norma Hudson informed the Members that the Graduation Ceremony for the Saudi Masters Cohort will be held on May 20, 2010.

**9. ANY OTHER BUSINESS**

- Bob Britt suggested that the Administration provide summer coverage at the Sara School to ensure a smooth opening and be available to help parents.
- Rana Al-Turki informed the Board of Trustees about increasing tuition costs in Bahrain.
- Rana Al-Turki provided a copy of the Technical and General Controls for the Design Process and Construction of Private Schools and Educational Facilities. (Construction Codes).
- Ancel Lewars enquired whether a forthcoming retirement situation within the Aramco Company will raise any concerns for ISG. Bob Britt replied that it should be minimal.

**10. ADJOURNMENT**

Doug Holroyd thanked the Members and adjourned the Meeting at 18:00.