

# INTERNATIONAL SCHOOLS GROUP

## Saudi Arabia

Dhahran British  
Grammar School



ISG Dammam

ISG Jubail

Dhahran Elementary/  
Middle School

Sara Village School

Dhahran High School

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

Yanbu International School

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

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## BOARD NOTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES INTERNATIONAL SCHOOLS GROUP

**SUNDAY, OCTOBER 31, 2010 AT 4:00 P.M.**

**Members present:** Mr. Basil Abul-Hamayel, Mrs. Rana Al-Turki, Mr. Peter Armstrong, Mr. Bob Britt, Mr. Doug Holroyd, Mr. Ancel Lewars, Mr. Jim Morcom, and Dr. Heather Vandevorde (via Skype link)

**ISG staff present:** Mr. John Chapman, Superintendent Norma Hudson, Mr. Chris L'Esteve, Mr. Bill Stapp and Mr. David Whitaker.

**Apologies for Absence:** Mr. Spin Bennett, Mr. Rashed Al-Doulab, Mr. John Helbig, Mr. Rob Morin and Mr. Steve Porter

**Minutes:** Mrs. Kelly McDermott

### 1. WELCOME

President Holroyd welcomed the Board members to the Regular Meeting of the Board of Trustees and opened the Meeting at 4:01 p.m.

### 2. APOLOGIES FOR ABSENCE

Mr. Spin Bennett, Mr. Rob Morin and Mr. Steve Porter sent their apologies for non-attendance at the Board Meeting.

Proxy votes:

Mr. Spin Bennett to Mr. Ancel Lewars

Mr. Rob Morin to President Holroyd

Mr. Steve Porter to Mr. Spin Bennett in absence to Mr. Ancel Lewars

### 3. CONSENT ITEMS

The Minutes of the September meeting were approved.

The Minutes of the following meetings were approved:

- The Minutes of the HR/C and I Committee Meeting held on October 10, 2010.
- The Facilities and Finance Committee Meeting held on October 18, 2010.
- The Compensation Task Force Committee held on October 11, 2010. The Board Members discussed and clarified Item 6 and Item 7 of the proposed 2011-2012 Compensation Package.

- The Funding Task Force Meeting held on October 17, 2010.

#### 4. ACTION ITEMS

The Board of Trustees reviewed the Action Items, and:

- Agreed that strategic growth is an 'on-going Board action' for information sharing.
- Reviewed P-9001 during the August strategic planning session.
- Directed Administration to indicate Board Member requirements for the AFG team visit.
- Confirmed receipt of an update on the Jubail Enrollment
- Agreed to evoke a Compensation Task Force Committee, Campus Task Force and Funding Task Force, at the direction of the Board of Trustees President. Superintendent Hudson will identify meeting dates for each committee/task force prior before the October Board of Trustees Meeting at which point chair roles and goals will be clarified.
- Agreed to ensure effective communication is taking place throughout the District.
- Confirmed clarification of security of the ISG Board Course on Moodle.

The Facilities Task Force directed Administration to investigate the availability of existing purpose built facilities for renting purposes.

#### 5. SECONDED RESOLUTIONS

Upon the recommendation of the HR/C and I Committee, listed resolutions and the following resolutions were approved:

- Calendar Parameters for the School year 2010-2011.
- District Office Reorganization Proposal

#### 6. REPORTS AND COMMUNICATION

##### Enrollment Report

Superintendent Hudson reported that enrollment is currently at 97.92% with 3,344 students. Enrollment reports will now be requested on a monthly basis.

##### ISG Conference

Superintendent Hudson informed the Board of Trustees that the ISG Conference is scheduled for November 2 - 3, 2010 and extended an invitation to all board members. The Conference will be held in the Auditorium on the Dhahran Campus and the guest speaker will be Mr. Martin Skelton. The theme of the conference is "Looking for Learning". A further conference day will be held for Administrators with Mr. Skelton on Thursday, November 4, 2010 for a more in-depth discussion and reflection of the conference days.

##### NESA Fall Leadership Conference

Superintendent Hudson summarized the recent NESA Fall Leadership Conference held at the Hyatt Regency in Kathmandu, Nepal on October 21-24, 2010. The conference was attended by 400 delegates, and 21 ISG representatives.

Out of the NESA schools in attendance, ISG was the only school that had performed a Virtual School drill. Mr. Peter Armstrong and Mrs. Rana Al-Turki attended the element for the Board of Trustees.

#### 7. POLICIES FOR REVIEW

The Board of Trustees reviewed and approved the following policies:

*P-1005 Organization for Instruction*  
*P-1070 Class Size*  
*P-1090 Outdoor Activities*  
*P-2040 Substance Abuse*

*P-4046 Instructional Facilitator Program*  
*P-4117 Sick Child Care*  
*P-4125 Adoption Leave*  
*P-4126 Paternity Leave*

*P-4130 Bereavement Leave  
P-4160 Maternity Leave  
P-4185 Evaluation of Staff- upon approval of a minor amendment suggested by Mr. Jim Morcom to insert the words "committing to the ISG mission" onto line 7 of the policy.  
P-4200 Retirement of Personnel  
P-6017 Bad Debts  
P-6030 Use of Surplus Funds  
P-6046 Credit Cards  
P-6050 Petty Cash  
P-6060 Expense Reimbursement  
P-6070 Staff Personal Property*

*p-7020 Emergency Plans  
P-9001 Board Membership selection  
P-9002 Board Responsibilities  
P-9005 Board Member Resignation  
P-9010 Board Member Conflicts of Interest  
P-9015 Board Organizational Meeting  
P-9020 Board Officers  
P-9025 Committees of the Board  
P-9035 Board Policy Development  
P-9040 Policy Adoption  
P-9045 Board - Staff Communications  
P-9050 Orientation of Board*

## **8. FROM THE SUPERINTENDENT**

Superintendent Hudson provided the Board Members with copies of the AFG Validation Team Schedule, a list of possible questions that may be asked to the Board Members during the Board interview process, our District Mission and the Standards for Accreditation for Schools from MSA.

## **9. FROM THE BOARD PRESIDENT**

President Holroyd presented Mr. Chris L'Esteve with a plant on behalf of the Board of Trustees and expressed the Board's condolences to Mr. L'Esteve on the recent passing of his mother. Mr. L'Esteve thanked the Board members for their kind messages of sympathy.

President Holroyd informed the Board that he will be absent at the next Board of Trustees Meeting due to be held on November 29, 2010. Mr. Spin Bennett will chair the meeting.

President Holroyd thanked the Board Members for a productive meeting and adjourned the Meeting at 5:23 p.m.