

# 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

**MONDAY, SEPTEMBER 27, 2010 AT 3:00 P.M.**

**Members present:** Mrs. Rana Al-Turki, Mr. Peter Armstrong, Mr. Spin Bennett, Mr. Bob Britt, Mr. Anthony Diaz, Mr. John Helbig, Mr. Doug Holroyd, Mr. Ancel Lewars, Mr. Jim Morcom, Mr. Rob Morin, Mr. Steve Porter and Dr. Heather Vandevoorde (via Skype link)

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

**Apologies for Absence:** Mr. Basil Abul-Hamayel, Mr. Rashed Al-Doulab, and Mr. Chris L'Esteve

**Minutes:** Mrs. Kelly McDermott

### 1. ORIENTATION

President Holroyd and Superintendent Hudson held a Board Orientation session with new Board Members, Mr. John Helbig and with Dr. Heather Vandevoorde, via Skype.

### 2. WELCOME

President Holroyd welcomed the Board members to the first Regular Meeting of the Board of Trustees and opened the Meeting at 4:03 p.m.

### 3. APOLOGIES FOR ABSENCE

Mr. Abul-Hamayel and Mr. Chris L'Esteve send their apologies for non-attendance at the Board Meeting. Mr. Abul-Hamayel nominated President Holroyd for his proxy vote.

### 4. SUMMER EXECUTIVE BOARD COMMITTEE ACTIONS

President Holroyd summarized the Summer Executive Board Committee Actions, including Approval of the school contract and tuition/fees for Sara Village School, the AMO contact and other business.

### 5. CONSENT ITEMS

The Minutes of the May meeting were approved.

The Minutes of the following meetings were approved:

- The Board of Trustees Strategic Planning Session, held August 29, 2010.
- The Minutes of the HR/C and I Committee Meeting held on September 4, 2010.
- The Facilities and Finance Committee Meeting held on September 20, 2010.

## **6. ACTION ITEMS**

The Board of Trustees reviewed the Action Items:

- The Board agreed that strategic growth is an 'on-going Board action' for information sharing.
- The administrative review concerning the Refund of Fees was completed during the Facilities and Finance Committee meeting in May 2010.
- The Executive Committee completed and presented the budget for Sara Village School in Summer 2010.
- Policy 9001 regarding Board Members is slated for review during the October 2010 Board meeting.
- The Board directed staff to maintain a database of qualified candidates for open Board positions and future Committee or Task Force Meetings.
- Based on recommendations of the Facilities and Finance Committee, the Board of Trustees directed administration to continue on-going investigation of available purpose built facilities for potential rental.

## **7. SECONDED RESOLUTIONS**

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

- Deletion of Policy 4177 – Sexual Harassment.
- Exception to Policy 4170 – Employment Probationary Period

Upon the recommendation of the Facilities and Finance Committee, the following resolutions were approved:

- Approval of rewording contained within the Bad Debt/Ageing Report - 2009-2010

## **8. REPORTS AND COMMUNICATION**

### AFG Update

Superintendent Hudson informed Board Members that the AFG Team visit will take place from December 3 - December 10, 2010. Three teams will be visiting ISG schools for a period of 2 ½ days. Oral reports will be shared with Administration at the end of each site visit. Board Members will be welcome to attend these sessions. On Friday, December 3, the three team chairs will meet with District Administration and members of the Board of Trustees. Board members will be provided with a complete schedule once confirmed. Superintendent Hudson and Mr. Steve Porter commended AFG Site-Coordinators on their excellent work.

### Board of Trustees and Committee Meeting Schedule

The tentative schedule for the Committee and Board of Trustees Meetings for 2010-2011 was reviewed and the October meeting of the HR/C and I Committee rescheduled to October 10, 2010. The Facilities and Finance Committee will confirm their schedule at their next meeting. Updated schedules will be distributed upon completion to the Board of Trustees.

### Enrollment Report

Superintendent Hudson reported that enrollment is healthy and currently at 94.90% with 3,241 students. Mr. Spin Bennett explained the enrollment budgeting process to the new Board Members. Board Members requested a report on Jubail enrollment.

### Compensation Package Task Force

Mr. Spin Bennett summarized the work completed by the Compensation Package Task Force last year in determining the philosophy for the structure of the compensation package and how best to move forward, as per policy.

Based on approval of the proposed process, President Holroyd evoked the Compensation Task Force Committee, setting an October meeting date and presentation to the Board of Trustee on October 31, 2010. Mr. Spin Bennett was appointed as Chair and Board Members were invited to indicate their intention to serve on the committee.

### Other Task Forces

Mr. Spin Bennett informed the Board of Trustees members that all the Task Force Committees held over the last two years have now been disbanded and that the projects have now been brought back to Facilities and Finance Committee.

## **9. FROM THE SUPERINTENDENT**

Superintendent Hudson presented her goals for 2010 – 2011 to the Board of Trustees, focusing on improving communication with stakeholders, providing oversight to the GR Office, facilitating monthly site visits to ISG schools by an administrator, oversee ISG facility and financial development as well as the AFG process and accreditation team visits. Superintendent Hudson will also complete her Doctoral dissertation, facilitate curriculum revision/review (science and physical education), ensure successful approval of the IB Diploma programme by the IBO, and develop reorganization/succession plan for the District Office and oversee the organization of the 3<sup>rd</sup> ISG Educators' Conference.

The Board congratulated Superintendent Hudson on a strong and challenging set of goals.

Superintendent Hudson invited the Board Members to attend the ISG 2010 Conference on November 2, 3 and 4, 2010 in which Martin Skelton has been invited as the guest speaker. The conference title is "Looking for Learning". Superintendent Hudson informed the Board that the International Baccalaureate team visit is tentatively scheduled for March 9, 2011

## **10. FROM THE BOARD PRESIDENT**

President Holroyd presented the ISG Board of Trustees Strategic Goals, proposed action steps and appointed Task Force members, for the 2010 – 2011 academic year:

*Goal 1- By June 2011, ISG Board of Trustees will have delineated steps and taken the necessary actions with appropriate key officials, departments, and Ministries to promote remaining on the Dhahran campus after the lease between ISG and the Ministry of Finance expires in December 2014.*

President Holroyd evoked the Campus Task Force, and instructed Superintendent Hudson to delineate a Meeting to be held before the October Board of Trustees Meeting.

*Goal 2- By June 2011, ISG Board of Trustees will have determined a policy and methodology and for capital development and will have taken actions toward initial fundraising by identifying needs and seeking outside funding.*

Superintendent Hudson will delineate a Funding Task Force Meeting before the October Board of Trustees Meeting.

*Goal 3- By June 2014, ISG Board of Trustees will ensure effective communication is taking place throughout the District. Strengthening effective communication is an on-going district-wide goal.*

## 11. ANY OTHER BUSINESS

- President Holroyd wished to appreciate Mr. Bill Stapp as he completes his final year with International Schools Group and expressed his gratitude on behalf of the Board of Trustees, for his work and dedication to ISG.
- President Holroyd acknowledged Saudi Chevron for their recent donation to ISG Jubail School and will write an official letter expressing gratitude for their continued support.
- Mr. John Helbig informed that the new Consular General, Mr. Tim Pound, has arrived in Kingdom and is now in post.
- Mrs. Rana Al-Turki called attention to the news headlines that King Abdullah has announced the launch of over 20 industrial and infrastructure projects worth over SR 81 billion in Jubail Industrial City. The Board considered the impact that this population growth would have on ISG Jubail and the requirement of a High School at ISG Jubail.
- Superintendent Hudson distributed new Moodle login ID cards and instructions and gave a brief overview of the Moodle platform. Board Members requested further clarification regarding the confidentiality of Board documents for clarification with staff.
- Superintendent Hudson informed that Mr. Rashed Al-Doulab and Mr. Bill Stapp will be visiting Yanbu next week to meet with RC representatives and offices.
- President Holroyd shared a recent discussion with the Superintendent of the American Community School in Abu-Dhabi, a “not for profit” organization, and highlighted helpful insight for ISG Administration and the Board of Trustees.

President Holroyd thanked the Board Members and adjourned the Meeting at 5:31 p.m.