

# 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, MAY 23, 2011 AT 4:00 P.M.**

**Members present:** Mr. Basil Abul-Hamayel, Mrs. Rana Al-Turki, Mrs. Rajaa Clouse, Vice-President Spin Bennett, Mr. Bob Britt, Mr. John Helbig, President Douglas Holroyd, Mr. Ancel Lewars, Mr. Jim Morcom, Mr. Rob Morin, Mr. Mansoor Murad and Mr. Steve Porter

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

**Guest:** Mr. Gary Allen

**Students:** Hussam Al Hussain (ISG-Dammam), Kelly Armstrong (DBGS), Alaa Diab (ISG-Dammam), Emily Glomski (DHS), David Parry (DBGS) and Arielle Wharton (DHS)

**Minutes:** Mrs. Kelly McDermott

### 1. INTRODUCTIONS AND BOARD INTERVIEW

President Holroyd opened the Board Meeting at 4:02 p.m. and welcomed the Board Members to the last meeting of the 2010/2011 school year. President Holroyd welcomed students from DHS, DBGS and ISG-Dammam who had been invited to participate in the Board of Trustees Meeting. President Holroyd welcomed Mr. Gary Allen for his interview. Mr. Allen had been nominated to replace the position held currently by Mr. Morin.

### 2. APOLOGIES FOR ABSENCE

No apologies were received as the Board of Trustees was in full attendance.

### 3. CONSENT ITEMS

The draft minutes of the May 2, 2011 Board of Trustees Meeting were reviewed/approved. The draft minutes of the May HR/C and I and Facilities and Finance Committee meetings were also reviewed without comment.

### 4. ACTION ITEMS

The Board of Trustees reviewed the Action Items which include a focus on strategic growth of the Board, effective District communication, review of the 2011-2012 SVS budget, and

the desire for follow-up with the Royal Commission regarding the proposed Jubail High School given their communicated time frame for feedback.

Board members commented on the value of sharing Board Notes (summarized versions of the official minutes from Board of Trustees meetings) for transparency and suggested improving school website links to the Board Notes segment of the ISG website.

## 5. POLICIES FOR REVIEW

***The below updated policies were approved:***

P-1075	Student Assessment	P-4195	Termination of Employment for Cause
P-1085	Promotion and Retention of Students	P-4235	Staff Recognition and Regulation
P-2055	Student Health Services	P-4240	Responsible Use of Internet - Staff
P-2120	Crisis Management	P-6031	New Construction
P-2130	Student Awards and Regulation	P-7001	Building and Grounds Management
P-3001	Community Use of School Facilities	P-7010	Student Transportation Services
P-4140	Health Leave	P-7016	Food Services
P-4165	Posting Staff Vacancies	P-7030	Temporary Closure

***The below policies were approved with minor amendments:***

P-2005	Entrance Requirements and Regulation
P-2125	Student Automobile Use
P-4191	End of Service Benefit Pre-Payment

## 6. REPORTS AND COMMUNICATION

Superintendent Hudson informed the Board members that on May 1, 2011 official enrollment statistics showed at 99.74% with 3496 students. The student population continues to grow and a further enrollment figures will be collected on June 1, 2011.

## 7. SECONDED RESOLUTION

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

- Distribution of a "Letter of Intent" to appropriate companies and individuals with regard to the new Jubail High School
- Commencement of negotiations to sub-lease the current Yanbu School
- Recommended approval of the SVS Budget and Fee for 2011-2012
- Approval of new - and removal of departing - Board Members as ISG signatories with Saudi Hollandi Bank and TD Bank

## 8. FROM THE SUPERINTENDENT

Superintendent Hudson presented a summary and evidence of her Goals for 2010-2011:

- Enhanced communication with ISG stakeholders.
- Enhanced direction and oversight of ISG's Government Relations Office.
- Enhanced oversight of ISG facility and financial development for YIS, Jubail, Dammam, SVS and the Dhahran Campus.
- Realization of the AFG process and oversight of the accreditation team visit at five ISG schools, resulting in the successful accreditation of five ISG schools.
- Successful approval of the IB Diploma programme by the International Baccalaureate Organization.
- Development of a District Office reorganization and succession plan.
- Facilitation of curriculum revision and review.
- Organization and oversight of the 3rd ISG Educators' Conference.
- Facilitation of a site visit schedule to ensure that all ISG schools are visited at least once a month by a District Office administrator.

President Holroyd thanked Superintendent Hudson for the positive review of her Goals for 2010-2011. Superintendent Hudson acknowledged her appreciation to the Board of Trustees and for their continued support of ISG's accomplishments, reiterating the illustrious statement from MSA that the ISG Board of Trustees was a "model Board".

## 9. FROM THE BOARD PRESIDENT

President Holroyd wished to acknowledge his appreciation to the members of the Administration and to the past and present members of the ISG Board of Trustees during his eight years on the ISG Board of Trustees. He stated that "it has been a great privilege and experience to serve on the ISG Board of Trustees with an outstanding group of people who are dedicated to the challenges of a high delivery Board".

The Board members and Administration thanked President Holroyd for his kind words and for his participation, guidance and leadership of the Board of Trustees over the past eight years. The below recommendations/nominations were approved by the Board:

- **Nomination of President of the Board of Trustees:** President Holroyd requested nominations. Mr. Spin Bennett was nominated unanimously and accepted.
- **Nomination of Vice-President of the Board of Trustees:** President Holroyd requested nominations. Mr. Bob Britt was nominated unanimously and accepted.
- **Board Terms:** Mrs. Al-Turki and Mr. Abul-Hamayel are at the end of their two year term on the Board of Trustees and are eligible for re-election. Both members expressed a desire to continue serving ISG and were unanimously re-elected for another 2-year term.
- **Date of First Meeting for Academic Year 2011-2012:** Mr. Spin Bennett announced that the first Board Meeting of the 2011-2012 school year will be held September 26, 2011. A Board Retreat Meeting will be scheduled and announced by Mr. Bennett in due course.

President Holroyd acknowledged the retirement of **Mr. Rob Morin** and on the ISG Board of Trustees. The Board thanked Mr. Morin for the experience and commitment that he had brought to the Board and wished him well in his retirement.

Mr. Morin thanked the Board members and commended the ISG Board of Trustees on being one of the most engaged and workable group of people, with whom he had the privilege of working with.

On behalf of the Board of Trustees, President Holroyd wished to show his appreciation to **Mr. William Stapp** for his support to the ISG Board of Trustees and his role as ISG Deputy Superintendent over the last eight years.

## 10. ANY OTHER BUSINESS

- Mr. Spin Bennett thanked Mr. Holroyd for his dedicated service on the ISG Board of Trustees and for honoring the value that "it is all about the kids..."
- President Holroyd convened the Executive Committee for the duration of the summer months, in the absence of regular Board Meetings.
- Mr. Whitaker requested that the seconded resolution from Facilities and Finance regarding the change of signatories for ISG banking purposes. The seconded resolution was duly revised, amended and approved.

President Holroyd thanked the Board Members and Administration, reflecting on all of the challenges that have been faced and the accomplishments that have been achieved by the Board and ISG over the 2010-2011 academic year, with a final statement "that this has been a wonderful year for ISG".

President Holroyd adjourned his final Board of Trustees Meeting at 6:04 p.m.