

INTERNATIONAL SCHOOLS GROUP Saudi Arabia

Dhahran British
Grammar School

Dhahran Elementary/
Middle School

Dhahran High School



ISG Dammam

ISG Jubail

Sara Village School

Yanbu International School

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

“Committed to Educational Excellence”

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

MONDAY, SEPTEMBER 26, 2011 AT 4:00 P.M.

Members Present: Mr. Basil Abul-Hamayel, Mr. Gary Allen, Mrs. Rana Al-Turki, Mrs. Rajaa Clouse, President Spin Bennett, Vice-President Mr. Bob Britt, Mr. Ancel Lewars, Mr. Daniel O’Connell and Mr. Steve Porter **Members Via Skype:** Mr. Jim Morcom and Mr. Mansoor Murad

ISG Staff Present: Mr. Rick Barnhouse, Mr. John Chapman, Superintendent Norma Hudson, Mr. Chris L’Esteve, and Mr. David Whitaker

Apologies: Mr. John Chapman and Mr. John Helbig

Minutes: Mrs. Kelly McDermott

1. WELCOME

President Bennett opened the Board Meeting at 4:02 p.m. and welcomed the Board Members to the first Board of Trustees Meeting for the 2011/2012 School Year. President Bennett welcomed Mr. Gary Allen and Mr. Dan O’Connell to their first full ISG Board of Trustees Meeting. Mr. Mansoor Murad and Mr. Jim Morcom attended the Board Meeting via Skype connection. Mr. Morcom informed the Board of Trustees that due to his relocation he will be resigning his position on the Board.

2. APOLOGIES FOR ABSENCE

Apologies were received by Mr. John Helbig.

3. SUMMER EXECUTIVE BOARD COMMITTEE ACTIONS

President Bennett shared Summer Executive Board Committee Actions with the Board:

1. Allocation of funding for ISG Dammam to remodel facilities leased from Al-Mutlaq.
2. Approve fee adjustment for the Jubail-Dhahran bus for the SY 2011-2012.

4. CONSENT ITEMS:

- The draft minutes of the May 23, 2011 Board of Trustees Meeting were reviewed/approved.

- The draft minutes of the September 10, 2011 HR/C and I Committee and the September 19, 2011 Facilities and Finance Committee were also reviewed without comment.

5. ACTION ITEMS

The following action items were reviewed and discussed:

1. Focus on Strategic Growth at Board Level
2. Board of Trustees will ensure effective communication throughout the District
3. Administration will follow-up with the RC regarding the proposal for Jubail High School
4. The end of the year Communication Survey will include new question regarding Moodle
5. Board Notes will be updated on the website and links organized between school websites and the Board Notes section.

6. SECONDED RESOLUTIONS

The following resolutions on behalf of the Facilities and Finance Committee were discussed and approved:

- Decision to modify two new DBGS classrooms to Science labs
- Decision to seek bids for the new DBGS upper school building on the Dhahran Campus
- Proposed reserve for 2010-2011 bad debts.

7. REPORTS AND COMMUNICATION

Enrollment Report: Superintendent Hudson reported that enrollment is at 98.08% with 3568 students in the ISG District. 32 students are currently enrolled in the Dhahran Baccalaureate Center (captured in the DHS figures). Administration will inform the Board of future requirements for teachers, classrooms or facilities as the IB Programme continues.

The Board discussed the District's growth the positive impact that international companies are having on school enrollment. The Board requested that Administration revisit the ISG Jubail High School plans to ensure that the new High School will be able to accommodate current/expected growth within the region.

The Board reviewed and approved the tentative Board and Committee Meeting Schedule for 2011-2012 which will be distributed to all board members.

Compensation Package Task Force: Mr. Chapman informed the Board that feedback continues to be sought from ISG employees regarding the Compensation Package. Additional board members were invited to join the Compensation Task Force Committee, currently comprised of members: Mr. Bob Britt, Mr. Basil Abul-Hamayel, Mrs. Rajaa Clouse and Mr. Dan O'Connell. Mr. Britt will coordinate the next committee meeting and requested figures for the percentage of local hire and sponsored hire employees for the next HR/C and I Committee Meeting or prior to the Compensation Task Force Committee Meeting.

8. POLICIES FOR REVIEW - No policies were presented for review.

9. FROM THE SUPERINTENDENT

Superintendent Hudson presented a summary of her Goals for 2011-2012, consisting of completion of her Doctoral dissertation and for May: improved presence with YIS, long-term planning for Dhahran campus schools, continued oversight for building projects on various ISG campuses, determine an accreditation protocol and timeline for Sara Village School (in conjunction with SVS leadership), ensured a smooth transition for the Director of Facility Development and the District Coordinator of Teaching and Learning., improved communication with ISG stakeholders, determination of a technology plan regarding leadership for ISG, and developed a District Office succession plan. President Bennett thanked Superintendent Hudson on behalf of the Board.

Mr. Britt requested that the Board Strategic Goals 2010-2011 be resent to all members due to the recent turnover and in preparation for the Board Retreat on October 27, 2011.

9. FROM THE BOARD PRESIDENT

President Bennett informed the Board Members that the full day Board Retreat Meeting will be held on Thursday, October 27, 2011 in the Boardroom from 9:00 a.m. – 4:00 p.m. Superintendent Hudson invited all members for a social gathering after the meeting.

President Bennett outlined the Task Force Committees for the 2011-2011 school year and requested that any other board members wishing to participate on any committee contact the Chairperson of the respective committee and that Chairs are able to invite other non-board members if they feel that the member can offer knowledge, expertise or qualifying experience relevant to their specific task force:

- Campus Task Force Committee: Mr. Steve Porter (Chair), Mr. John Helbig, Mr. Ancel Lewars and Mr. Jim Morcom
- ISG Jubail High School Task Force (previously known as Funding Task Force): Mr. Basil Abul-Hamayel (Chair), Mrs. Rana Al-Turki, and Mr. Mark Bennett. Non-Board Members:
 - Mr. Douglas Holroyd
- ISG Yanbu School Task Force: Mr. Mark Bennett (Chair) and Mr. Mansoor Murad
- Compensation Task Force: Mr. Bob Britt (Chair), Mr. Basil Abul-Hamayel, Mrs. Rajaa Clouse and Mr. Daniel O'Connell
- ISG 50th Anniversary Task Force: Superintendent Hudson informed the Board that there will be an ISG 50th Anniversary Task Force and invited Board Member participation.

Mr. Lewars requested that Administration review the requirement for a Conflict of Interest/Non-Disclosure form to be signed by any non-Board Task Force Committee members, to safeguard both the Committee member and ISG.

10. ANY OTHER BUSINESS

- Mr. Lewars enquired about the current situation regarding Nitigat. Superintendent Hudson informed the Board of Trustees that ISG is required to several Saudi Nationals by November 25, 2011. The hiring process is underway and new hires have been met with enthusiasm at all sites.
- Mrs. Al-Turki complemented the ISG schools on their open house events and wished to share with the Board that she had received very positive feedback on the DEMS open house event from stakeholders in the community. Superintendent Hudson also commented that she has received positive feedback from ISG-Dammam's open house event and the re-modeling of the school that had taken place over the summer.
- Mrs. Al-Turki requested that the Board continues to explore different methods of communication with the ISG Community. Board Members were requested to consider ways to enhance Board communication and provide information to the ISG Community.

President Bennett thanked the Board Members and Administration for a productive session. The meeting was adjourned at 5:25 p.m.