

**ISD School Board Meeting Minutes
Tuesday March 14th, 2017 - 6:00 pm**

<p>Present Trustees: Louisa Gibbs, Chair Linda Percy, Vice Chair Marie Blanchard, Secretary Thiaba Camara Sy, Treasurer Jennifer Grant, Trustee Jennifer Davis, Trustee James Garry, Trustee, Jonathan Scott, Trustee Papa Ndiaye, Trustee</p>	<p>Apologies:</p>
<p>Administration: Alan Knobloch, Director Brad Bell, SEC Principal Kelly Chumrau, ES Principal</p>	<p>Presenters: Marc Guillame, MYP Committee</p>
<p>Representatives: Jenna Diallo, US Ambassador’s Representative Sandra Goldsbrough, Faculty Representative</p>	<p>Minutes: Anja Sebunya</p> <p>Observers: Denrol Carayol, MYP Committee Hazel Ward. MYP Committee</p>

- I. **Welcome and articulation of the ISD Board’s Governance Principles**
Alan introduced MYP Committee Members: Hazel Ward (MS PE) and Denrol Carayol (HS & IB Math).
Louisa congratulated Anja on her next assignment at the Atlanta International School and thanked her for her service to the Board.

- II. **Public comment**
No public comment.

- III. **Consent Agenda**
The February 2017 Board Meeting Minutes, Directors’ Report, Principals’ Reports and Committee Reports were approved by general consensus by the Board.

- IV. **Educational Program Update** (Marc Guillaume)
Marc Guillaume (MS Science and chair of the International Baccalaureate Middle Years Program (MYP) committee) MYP Committee which was tasked with researching the pros and cons of introducing MYP at ISD. Denrol Carayol and Hazel Ward from the MYP Committee also contributed.

- i) Potential resulting changes:** criterion based grading, peer marking (within disciplines and grade levels), formalized interdisciplinary collaboration, personal project at end of grade 10, global context, essential questions to drive units, IB grading scale (1 to 7).
- ii) Which parts of MYP programs are already in place?** Service Learning, Managebac, and emphasis on academic honesty. Denrol explained how collaboration and Service Learning works in the MYP.
- iii) How MYP will enrich ISD:** through cohesion and continuum from MYP 1 to MYP 5 (grade 6 through 10). Its introduction will help create a clear ISD style of teaching and learning.
- iv) Requirements for becoming a MYP school:** time, support, patience and professional development. It is essential to have complete faculty buy-in before embarking on MYP.
- v) Major issues:** The faculty had many questions which the committee were not able to answer.

The MYP Committee recommended not applying for MYP candidacy at this time, but rather, continue to seek more information and lay foundations for the MYP with a view to recommend candidacy in a year's time.

Trustees asked questions about IB grading, which aligns with IB Diploma gradings and assessments; and costs, which will be higher than those needed to introduce PYP, including the introduction of an MYP Coordinator and compulsory training.

V. Reports by representatives

- A. US Ambassador's Representative (Jenna Diallo)**
No report.
- B. Faculty Representative (Sandra Goldsborough)**
A new board faculty representative is being sought. Sandra will encourage all faculty to complete the upcoming leadership survey.

VII. Discussion Items

- A. Primary Years Programme (PYP) Candidate Status (Alan Knobloch)**
Alan briefly summarized the major points relating to PYP candidacy. He explained deep conversations about PYP and understanding of PYP are taking place in the community. Robust commitment from faculty and strong buy in from leadership means the board is requested to both approve candidacy as well as the needed funding for introduction of PYP at ISD.
The timeline following board approval is: application for candidacy in April, training for all ES faculty in August, PYP Coordinator in place by August (to work with horizontal and vertical teams to start implementation, including writing the first required unit per class) and all ES faculty take part in the general 'What is the PYP' training during the two September PD days.
- B. Change in Fiscal Year (Thiaba Camara Sy)**
Thiaba reiterated the benefits of aligning the school's financial year with staff contracts. Trustees asked whether there was an historical deliberate decision for offsetting fiscal and academic years, but there was none. The school had been hoping to make this change for 4 years and financial systems are now robust enough to deal with the transition.

C. Budget for Gym Conversion to ES Classrooms (Alan Knobloch)

Alan reminded trustees the original estimate for the Gym conversion had been budgeted for around \$600,000. The actual bids came in around \$400k.

Alan discussed some additional costs to the building project:

Alan further presented a summary of costs which have turned out higher than originally budgeted:

- \$ 43,321 quote for new roof. Once work commenced it was discovered that the roof contains asbestos, which needs safe removal and disposal. Conversations will continue in B & G Committee about the related technicalities;
- \$ 4,114 more for playground fixtures;
- \$ 28,896 additional IT costs to the renovation of ES classrooms to Secondary classrooms to allow for a one-to-one IT environment;
- \$ 12,971 in change orders: closed cabinets instead of open cabinet, also two new offices, to allow for conversion of ES offices into ECE music center.

The Board was asked to approve these above costs. The change orders and the playground fixtures will be covered from the \$ 24k budgeted contingency. This will leave \$ 7,398 in contingency. Therefore the Board is asked to approve \$ 72,217 in extra gym conversion costs.

The proposal is to finance the \$ 72,217 from higher than anticipated capital revenues of \$ 84,450.

Action: Alan to to revise presentation to show \$ 72,217 and not \$ 64,497 as required funding. He is also asked to clarify how savings and overages make up the accrued excess capital revenue of \$ 162,580.

D. AGM Agenda (Louisa Gibbs)

Louisa Gibbs presented the draft AGM agenda. It is based on historical models which celebrated student and staff achievements, disseminated survey results analysis, presented graduating class college destinations and announced trustee election results. Kelly will hand out and announce staff longevity certificates, Jennifer Dand John W will talk to survey results, and Alan will give his as well as the Finance report. Trustees are encouraged to invite friends to attend and ask questions.

Action: suggestions on how to potentially make the AGM more interesting and interactive will be added to the G & D/P Committee Meeting agenda. Ideas include: presenting major survey findings on flipcharts and asking AGM attendees to post responses with post-its, streaming AGM via Facebook Live/live questions from Facebook viewers, and PTO and Student Council presentations.

Action: AGM to be held in the current PAC.

VIII. Decision Items

A. PYP Candidate Status

The motion to approve ISD's application for candidate status in the International Baccalaureate Organisation's Primary Years Programme was approved unanimously.

B. Change in Fiscal Year

The motion to amend ISD's fiscal year from July 1 - June 30 to August 1 - July 31 was approved unanimously.

C. Budget for Gym Conversion to ES Classrooms

The motion to approve an increase of USD 72,217 to the budget for the conversion of the gym into elementary school classrooms was approved unanimously.

IX. Meeting evaluation

X. Schedule for next meetings; planning reminders

Board Meeting: 6:00 pm on Tuesday April 11th in the Conference room

- B & G Committee Meeting: 5:00 pm on March 16th in the Conference room
- Finance Committee Meeting: 6:00 pm on March 16th in the Conference room
- G & D/P Committee Meeting : 8:00 am on March 21st in Alan's Office
- G & D/P Committee Meeting : 5:30 pm on March 28 in Alan's Office

The Board meeting adjourned at 7:50 an Executive Session followed.