

Minutes
International School of Krakow
Board of Trustees Open Meeting
February 14, 2017, 5:30p.m.
at ISK

Present: Chair Walter Braunohler, Magdalena Figas-Brzeska, Allen Haberberg, Nancy Ives-McElfresh, Emilia Melgar-Bennaars, Waclaw Sierek, Jörg von Weiler, and Shelly Zia.

Present ex-officio: Mamie Heard ISK Director, SLT member Erik Lutley, Piotr Buczkowicz, Kathryn Mark and Katarzyna Tymczak (teacher reps) and Barbara Kotarba-Korta (note-taker).

Absent: Charlie Love, and Susan Mleczeko, and Brett Elkei (SLT members).

I. CALL TO ORDER: Establishment of Quorum – Board Chair

The meeting was called to order by the chair after verification of a quorum (all but one Board member present).

II. EXECUTIVE REPORTS:

a) Director's Report – Director

The Director presented her report which had been sent to Board members in advance of the meeting. The Director spoke of annual Director's Goals 2016-2017 such as: Strategic Area # 1 – Marketing and Communication, Strategic Area #4 – Teaching and Learning, Strategic Area #6 – Governance Strategic Area #6 – Governance and Leadership, Strategic Area #7 – Faculty and Staff

The Director spoke about accreditation timeline. After consultation with Council of International Schools, the Preparatory Visit has been rescheduled from the end of April to October 2017. The draft report of the Preparatory Visit is to be completed by the end of this school year for review by the new Director. Co-chairs Sue Mleczeko and Natasha Rice are gathering the data for the Preparatory to frontload the school information and relevant documents on the platform for CIS and NEAS&C. The timeline for completion of the Preparatory Evaluation Report was presented. All will be involved in preparations including Board and Faculty

Malgorzata Gonet Mroczka presented the admissions report. About 36 students are leaving because of relocation. The totals are similar to last year's. There are many inquiries which may affect class patterns; the SLT will soon be looking into enrollment in order to devise the new scenario for possible class split in the new school year.

b) Finance Committee Report – Finance Committee Member

The FC met on February 8. Detailed minutes by Charlie Love (FC Chair) had been sent to the Board prior to the meeting. Allen Haberberg spoke in Charlie Love's absence. The FC accommodated the faculty's request for additional support in August 2017 for faculty Professional Development training to better align curriculum. The FC voted in favor of this additional funding and is submitting it to the Board for consideration.

- c) Building and Grounds Committee Report – Committee Chair Magda Brzeska spoke at length about the committee’s activities and plans to provide better air quality inside classrooms; she spoke of possible solutions. The Fire Audit was made at school. The overall fire safety is good but there are still things that need to be done, e.g. some doors need to be replaced, wooden panels in the lobby needs to be either removed or made fire resistant, etc. There is a problem with moisture in some areas at school. She spoke of the plans for adding a porch on the Abbott House which will create a safe passage for children from the parking lot and will provide a waiting area for parents. There are plans to have the sports bubble adjusted to provide a theater area but there must be storage for additional theatrical furniture and equipment. There are negotiations to outsource facility management.
- d) PTA report – Coleen Piefer
The report had been sent to the Board prior to the meeting.
The PTA will expand its committee members to allow Early Years and High School liaisons so that all school divisions are more involved in PTA’s activities.
- e) Teacher Liaison Report by Kathryn Mark and Katarzyna Tymczak
They spoke of the ongoing concern of insurance coverage. Teachers reported appreciation for the additional insurance coverage that was approved by the Board in December. However, there remains a need to follow through with financial assistance/insurance for specific employees in need. A letter of request has been presented to the Board and is awaiting reply. Taxi Service: Teachers are positive about the taxi service, and by all reports, it appears to be going smoothly. Thank you. PTA Cooperation: PTA has been extremely supportive of the staff and faculty, providing on-going support.

3) ISSUES FOR BOARD’S DECISION:

(Specific recommended motions that the Board must decide).

- a) Approval for Professional Development for Curriculum Consultant – Director and Committee Member
The Board discussed the proposal to allocate EUR 20,000 for the next step in ISK curriculum development to have a consultant work on a year contract, which will include attending in-service sessions, webinars, and to work with ISK teachers. The in-service will be 5 days in August, the amount will also cover flight, hotel, training, and ongoing contact. The result will be improvement in better curriculum, teacher expertise, better planning, matching with goals, etc. Allen Haberberg noted that it will be good for the accreditation team who will be requesting lot’s of information on how curriculum is implemented. Waclaw Sierek wanted to know who initiated this idea. Erik Lutley explained that this was brought by ISK teachers from Vienna conference. Waclaw Sierek was very thankful and appreciative. He saw it as a potential for improvement in this area. He underlined that it is

important to set up goals and report regularly how they are achieved and there should be tools to measure this achievement. It would be good to be able to measure progress, to have something to compare. He added that evaluation is the main goal of the school and the school should want to improve it.

Walter Braunohler made a motion to approve the program for Professional Development Curriculum Consultant, Waclaw Sierek seconded the motion, all were in favor; motion passed.

- b) 3.1.2 Preparation of Budget Documents, #3 Amendments BPM b) Approval of Sections 1, 3, 5, 6 – The School, School Finances, Instructional Program, Students (Attachments #5) – Director and Committee Chair 2.1.6 Policy adoptions, amendments and review BPM

Magda Brzostek noted that PTA policies should also be amended.

The board discussed subsequent policies and work done on updating them.

Nancy McElfresh made a motion to accept policies as updated, Waclaw Sierek seconded the motion, all were in favor; motion passed.

- 4) **UPCOMING DATE:** March 13th & 14th – Strategic Planning Session with the School Board and Dr. Sims facilitated by Dr. Fran Prolman

The Director spoke of the upcoming meetings and will send the agenda for both soon.

The meeting adjourned at 18:00 and was followed by an executive session of the Board.



#5 ISK Policy Manual
rev Sections 1, 3, 5, (Committee Meeting M



#4 Finance



3 Admissions



#2 Director's Report



1 Agenda

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