

Minutes
International School of Krakow
Board of Trustees Open Meeting
June 13, 2017, 5:30 p.m.
Residence of US Consulate General

Present: Chair Walter Braunohler, Allen Haberberg, Nancy Ives-McElfresh, Charlie Love, Waclaw Sierek, Jörg von Weiler, and Shelly Zia.

Present ex-officio: Mamie Heard (ISK Director), Erik Lutley, Brett Elkei, Piotr Buczkowicz (SLT members), Kara McDonald (member PTA Steering Committee), Kathryn Mark and Katarzyna Tymczak (teacher liaisons), Eric Johnson (MAP Coordinator).

Board candidates: Joanna de Brouwer, Elizabeth Long, Anna Malec, Gonçalo Miranda, Chris Ouellette, and Stefanie Vieten

Absent: Emilia Melgar-Bennaars and Magdalena Figas-Brzeska (Board members), Malgosia Gonet-Mroccka and Sue Mleczko (SLT)

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

The meeting was called to order by the Board Chair after verification of a quorum (7 Board members present). The Board, Board candidates and other attendees introduced themselves.

II. EXECUTIVE REPORTS

- a) PTA Report – presented by Kara Mc Donald
- b) Director's Report (sent to Board members prior to the meeting)
- c) Finance Committee Report (sent to Board members prior to the meeting – Shelly Zia gave brief report to the Board about school's financial standing and the school's budget and recommended approval of the budget on behalf of the Finance Committee.

3) ISSUES FOR BOARD'S DECISION: (SPECIFIC recommended motions that the Board must decide). 40 minutes

- a) Approval for Additional Staffing for Language Department.
Total positions requested = 0.83 (.33 for additional periods in Native German, .5 for additional periods in Polish lessons)

German: ISK has gained an additional 4 Native German speaking students for the coming year. This brings our numbers to the point where we can offer Native German lessons for Grades 3, 5, 7/8, and 10. This year, Native German was offered in Grades 3/4, and 9/10. This is an important aspect of our school for our German parents and one of the main reasons these new families have chosen ISK.

Polish: We have determined a need to create split levels of Polish B in some grades because of the different levels in the class (mix of slavic language students and non-slavic language students). Next year the ELSD courses in Elementary and Grade 6 will incorporate Polish Culture into the program. Living in Poland, we feel it is important for all students to be exposed to a bit of the culture, language, and history of their host country. Total Cost = 23,000 USD

The Chair made a motion to approve the proposal for additional staffing for Language Department, all were in favor; motion passed.

b) Amendments to Board Policy Manual: Sections 2, 3, 4, and 6
Director and Board of Trustees Chair
Amendments have been discussed and approved by the Finance and Governance Committees

1. Section 2 – The School Board
2. Section 3 – School Finances
3. Section 4 – Personnel (•Shuttle Service)
4. Section 6 – Student Admissions Policy, Attendance and Excuses)

The Chair made a motion to approve the amendments to the Board Policy manual, all were in favor; motion passed.

c) 2017-2018 School Budget – Business Manager and Finance Committee Chair (Budget sent to Board members prior to the meeting)

The Board discussed itemized budget and all aspects of it.

Brett Elkei explained the idea of classroom libraries that ISK will be realizing with ca 600-100 books per class.

Summing up Jörg von Weiler commented that in fact expenses mean investment, for example, library will stay at school for the benefit of all students.

Shelly Zia made a motion to approve the school budget as presented, all were in favor; motion passed.

4) **INFORMATION TO THE BOARD**

- a) MAP Results – MAP Coordinator
- b) Eric Johnson made a great presentation about MAP tests to the Board. He explained the logistics and logic of it, analyzed pros and cons of the test and how it gauges student's progress etc. Board members commented on the testing and saw it also as a way to evaluate teachers performance not only that of students. Also school should look at each student via this test. Also, the fall testing may not be too reliable as after the summer break students are regressing and spring test will be more reliable and adequate.

c) Annual General Meeting (AGM) Presentation – Director (See Attachment below)

The Director spoke of the school, its successes, development, students and their growth, participation in CEESA and other events, counseling program, ASA activities, learning support, Reggio Emilia program for EY, staffing ration professional development, etc.

The Chair and Jörg Weiler explained to all present the situation of ISK in Poland and how as a school it cannot get bank loans anymore and will rely on savings in future expansion endeavors etc.

The open Board meeting adjourned at 18:54, the Board stayed for the last executive session with the current director.



#7 AGM
2017Final.pdf