

**Minutes**  
**International School of Krakow**  
**Board of Trustees Open Meeting**  
**March 16, 2017, 5:30p.m.**  
**at ISK**

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

Present ex-officio: Mamie Heard (ISK Director), Erik Lutley, Brett Elkei, Malgosia Gonet-Mrocza, Susan Mleczko, and Piotr Buczkowicz (SLT members), Colleen Piefer (PTA president) and Kathryn Mark (teacher liaison).

Absent: Charlie Love and Jörg von Weiler (Board members)

**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).

**II. PTA REPORT**

- a) Next year the PTA will be increasing the number of steering committee members from six to nine (including representation from Polish, French, German and Irish parents).
- b) Summer Jamboree will take place on Saturday, June 10. There will be food trucks, games (bringing in an outside vendor to help), activities, baskets for raffle, etc.
- c) Last Bake Sale of the year is Friday, May 19.
- d) PTA is in good financial shape – will make a donation to a local charity from profits this year. New one-time payment from parents for all PTA activities worked well this year. Will do this again next year.
- e) The PTA is in process of updating policies for the accreditation activities – will get this done by end of May.

**III. EXECUTIVE REPORTS:**

- a) Director's Report – Director (attached)  
The Director again recognized the Gala Committee for the annual Spring Gala (held on April 22), praising their work with the number of tickets sold (121) and the amount of money raised (150,000zł). Magda and Piotr are working with the Gala committee on creating a community space (a deck outside between the library and the annex, with stairs to connect to the playground) with the Gala funds. The goal is to have this ready by the time school opens for the 2017-2018 year.

b) Finance Committee Report

Allen Haberberg spoke on behalf of Finance Committee as the Chairman of the Finance Committee was absent. He introduced the request for additional teaching support to split grade 3 (see next section) and summarized the school's current financial standing (receivables down 45,000 Euro but this is normal for this time of year – expect to have 100% collected by the end of the school year; no variance in month-to-month budget).

c) Brett Elkei (Elementary School Principal) spoke about adding another section for grade 3 next year, based on the fact that there are already 22 kids confirmed in the class, as well as 4 very solid inquiries (all have signed contracts, includes one new foreign service family). Looking at facilities, the school can manage splitting two more classes (in addition to grades 1 and 5 which have already been agreed to split). Grade 3 would have to be split between two levels – one class upstairs and one class downstairs. Currently there are 1.5 assistant teachers between grades 3, 4 and 5. Request to increase this to 2 assistant teachers. Costs would be:

- i. 1 teacher
- ii. .5 assistant teacher
- iii. Furniture (desks, chairs)
- iv. Interactive monitor

Also, there is a separate request for another Early Years assistant (currently there is only 1 who splits her time between classes) due to the huge increase in Early Years enrollment (from 16 to 26 in the last year). Can only take two more students (probably one US student, one Korean student). Mamie recognized the efforts of Sue Mlecko and the team for this success.

The total cost for these requests is equivalent to five students' tuition - \$67,100. This will be the last request to split for this year.

Brett spoke about how he has been looking at flexible hires (teachers who can teach more than one grade) when he is interviewing for open Elementary School positions, so he has leads already for another grade 3 teacher.

Magda Figas asked about the new student backgrounds for next year's grade 3 – Malgosia Mroczka answered that there is one Polish/German family, one Swiss, one American and one Indian.

Walter asked at what point will we hit space constraint for splitting – Brett answered we can split grade 3 and one more.

Walter also asked about what the trends are for classes that split – do they stay split? Brett answered mostly yes, but this year grade 6 is losing 10 students (all due to end of contracts, families leaving Poland) so they won't be split next year.

Kathryn asked why grade 4 isn't splitting since they have 21 confirmed and 4 inquiries. Malgosia clarified that the 4 inquiries are not confirmed and are all local, so the same need isn't there as it is in grade 3.

Kathryn also asked about space management for specials (PE, Health) as we are approaching capacity for the bubble and if the split classes will need separate timeslots. Brett answered yes we will have to figure this out.

Walter called for a vote to approve splitting grade 3 and extra EY assistant.

Motion passed unanimously.

#### **IV. REFLECTION**

The Board exchanged reflections of the meeting.

The Director reminded all Board members about the graduation ceremony on May 26 (will be outside if weather cooperates).

The meeting adjourned at 18:20.