

Minutes
International School of Krakow
Board of Trustees Open Meeting
November 17, 2015, 5:30p.m.
ISK, Lusina

Present: Walter Braunohler (chair), Emilia Melgar-Bennaars, David Cummings, Jeff DiFazio, Magdalena Figas-Brzeska, Allen Haberberg, Waclaw Sierek, Katrin Sobik, and Jörg von Weiler
Present ex-officio: Mamie Heard ISK Director, SLT member Erik Lutley and SLT member Brett Elkei, Małgorzata Gonet-Mrocza (recruitment director), Piotr Buczkowicz (ISK business manager), Kimberley Lear (teachers reps), and Barbara Kotarba-Korta (note-taker)

1) CALL TO ORDER: Establishment of Quorum – Walter Braunohler

The meeting was called to order by the chair after verification of a quorum (nine Board members present).

The Chair thanked Erik Lutley for covering in the Director's absence.

2) INFORMATION TO BOARD

a) **Proposed revision for foreign language program.** Erik Lutley and Brett Elkei presented to the Board the proposal to hire an additional 1.5 positions for languages, which will allow for a split into two levels of foreign languages such as Polish, German, Spanish, and French. This can be a combination of different positions. Classes will be combined for languages next year and the following grades will have languages together: 3,4,5 and 6,7,8. This way classes will be smaller and the current situation will be improved. Students will be allowed to change language course upon proper justification from parents and students, who at the same time, will be asked to realize that picking up the language should be a major commitment.

b) **Proposed revision for substitute teaching.** Brett Elkei presented to the Board the new solution for substitute teaching versus what the policy is presently. The new system will be much efficient and rewarding. The new proposal is to pay teachers for each class of substitute teaching. The Board had no questions on these two proposals, with the Finance committee having discussed them earlier.

c) **IBDP Results from Class of 2015 – Lou Panetta (IB coordinator)**

Lou Panetta made a presentation to the Board on 2015 IB results with all ISK students passing the program with a diploma, with 85 exams taken and an average of 33 points and the highest score 44 of out 45 (the required score for passing is 24). Lou Panetta commented that this first IB group done is something ISK can be proud of. The staff is gaining experience and he thanked all for their support. Brett Elkei thanked Lou Panetta on behalf of School Leadership Staff for his dedication.

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

a) Election Of Board Officers (Board Policy Manual 2.1.7)

Vice Chair

Waclaw Sierek moved to nominate Allen Haberberg to be the Vice Chair of the Board for the coming academic year; Jörg von Weiler seconded the motion, vote was unanimous in favor and the motion passed.

Treasurer

Waclaw Sierek moved to nominate Jörg von Weiler to be the Treasurer of the Board for the coming academic year; the Chair seconded the motion, vote was unanimous in favor and the motion passed.

Secretary

The vote was tabled to another time.

b) Sign up for Board Committees (Board Policy Manual 2.1.9)

The Board elected the following subcommittees and unanimously agreed on their composition:

Finance Committee: Cmmittee's Chair and Board's Treasurer Jörg von Weiler, Board's Chair Walter Braunohler, Jeff DiFazzio, Allen Haberberg, David Cummings, ISK Director, ISK Business manager Piotr Buczkowicz.

Governance Committee: Emilia Melgar-Bennaars, Chair Braunohler, Waclaw Sierek, Allen Haberberg, ISK Director.

Building and Grounds Committee: Magda Figas - Brzeska, Kathrin Sobik, ISK Director, ISK Business Manager Piotr Buczkowicz, Brett Elkei (Elementary Principal), Erik Lutley (Secondary Principal), and an assigned faculty member.

c) Director Goals – Board Chair and Director (see attachment)

The Director spoke of strategic plans for ISK.

Waclaw Sierek asked if there may be dashboard numbers covering a few years of ISK operations to have on historical data on surveys made, teacher performance etc. to spot areas where better direction can be taken and improvements made.

The Chair made a motion to accept the Director's Goals for 2015-2016 as written, Allen Haberberg supported the motion, all were in favor; motion passed.

d) Goals were presented by the committees subsequently.

Governance Committee: Chairman Braunohler made a motion to approve that Governance Committee goals are to solidify ISK's operating environment, ensuring stable, uninterrupted operations for the next generation of staff, students, and community. All were in favor; motion passed.

Finance Committee: Jörg von Weiler presented the Finance Committee Goals.

The goal for the finance committee is to maintain the newly gained financial stability, and prepare ISK for future challenges. Jörg von Weiler stressed the importance of keeping financial sustainability and stability for years to come, all were in favor; motion passed.

Building and Grounds Committee: Magda Figas - Brzeska spoke of expansion plans for September 2016, the committee will continue improving the campus facilities to optimize student learning in a safe, sustainable and attractive environment: implement accreditation remarks as well as results of fire audit, monitor traffic and parking problems and cooperate with local authorities to ensure safety. Chairman Braunohler suggested creating a subgoal for the committee for long term solutions, to examine long term approach for the ISK for next generation. There should be an open discussion on the schools future in a separate subgoal. All were in favor; motion passed.

The Board discussed their goals and how they will be achieved.

The Chair moved to approve the goals as amended, Waclaw Sierek seconded the motion, vote was unanimous in favor and the motion passed.

e) **2016-2017 Budget** – Business Manager and Finance Committee Chair (Piotr Buczkowicz and Jörg von Weiler)

Piotr Buczkowicz presented the budget which was approved by the Finance Committee the same day in the morning. The budget is based on 256 students with a plan on one percent tuition increase and application fee increase in the amount of 250 Euros (grades 0-12). Approximately 78 percent of the budget expenses is made up of staff salaries. Jörg von Weiler explained the loan situation and the strategy the school has to take now which requires reserves and what the strategy can be when the loan is paid. The Board discussed the rationale for increasing tuition by one per cent, instead of having to make larger increases down the road. Waclaw Sierek questioned the need to put more money aside, and said if there is a tuition increase a letter to parents and staff needs to be sent with solid justification on where the money will go. The letter will be sent to the community by the Chair. Magda Figas - Brzeska noted that in the future Board members should be given the budget for review ahead of voting to understand it better and vote consciously. Also she pointed out that the Board should look areas where money can be saved. Jörg von Weiler suggested two sessions (October and November) on the budget next year and voting on the second Board session.

The Chair made a motion to accept the budget 2016-2017 as presented. One Board member was against the budget, three Board members abstained from voting, and five Board members were in favor of the budget; motion passed.

4. EXECUTIVE REPORT:

- a) **Director's Report** (attached)
- b) **PTA Report**
- c) **Building and Ground Committee Report** – Magda Figas - Brzeska
- d) **Teacher Liaison report:** Kimberley Lear spoke of the speech debate in Warsaw that students attended, IB training teachers participated in Brussels and Amsterdam, and the issues of after-school activities (paid or volunteer-basis) and current criteria for use of 2 personal days.

5) REFLECTION

Board members summed up the meeting and shared their reflections. Jörg von Weiler thanked the ISK team for stepping forward when the Director was out, this gave everybody a strong feeling of going the right direction.

The meeting adjourned at 8:00p.m.



#4 Admissions
Statistics Nov. 17th



#3 Director's Report
1 - November 2015.pdf



#2 2015-16 Director
Goals.pdf



1 Agenda
November 2015 Board