

Minutes
International School of Krakow
Board of Trustees Open Meeting
January 13, 2016, 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, Piotr Buczkowicz (ISK business manager), Kimberley Lear (teachers reps), Courtney Lowler (PTA rep), 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).

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

Erik Lutley and Brett Elkei spoke of the school calendar 2016-2017 and changes implemented. First Semester conferences will take place over two days as follows:

- Day one is a full day of school for Elementary and Secondary. Conferences will take place from 14:00 (for Secondary teachers not teaching at that time) until 19:00 for Elementary and Secondary.

- Day two is a normal day of school for Secondary students, but a day off for Elementary students. This day will be used for Goal-setting conferences for Elementary teachers, students, and parents.

Second Semester conferences will take place as follows:

- Secondary School will continue to have their second semester conferences in April (after school only)

- Elementary School will move their second semester portfolio conferences closer to the end of the year (after school only)

The Board decided to (1) move the October Board session from October 12 to October 18, and (2) put December Board sessions back on the calendar starting with Dec 13, 2016 session. Waclaw Sierek brought to the Board's attention the length of breaks at ISK, especially the summer break. Due to construction, summer break will be longer this year, however, in following years the Board will reconsider whether shorter summer breaks are best for children and faculty. The Board will review a proposed calendar in December and approve the final calendar in January. Teachers will be involved in the process. The Chair moved to approve the calendar with all the suggested changes; vote was unanimous in favor and the motion passed.

2. DIRECTOR AND COMMITTEE REPORTS:

a) Director's Report (attached)

b) Building and Ground Committee Report (Magda Figas-Brzeska)

Magda Figas-Brzeska presented the update on the construction project. The designing phase has been completed, all is ready to apply for the building permit. The process of selecting the contractor is on the way, bids are being collected and will be presented for a Board vote by end of this month. There will be little time for construction, roughly eight weeks to be ready by 1 September. In mid-March part of the campus has to be restricted access, and parking space will be shut down. Appropriate solutions will be presented to the community in advance. The Director stressed the importance of compliance with all safety measures. The building committee will be meeting regularly and will inform the community of progress.

c) Finance Committee - Jörg von Weiler

Jörg von Weiler presented the update on the committee's current works and research.

d) PTA Report (Courtney Lowler, copy attached)

3) IMPORTANT DATES

The Director spoke of important upcoming dates for Board participation:

February 9th (2:30 to 5:30 pm) – Board Training followed by Open Session

April 23rd – Spring Gala (7:00 pm)

May 25th – Graduation for Class of 2016 (5:00 pm)

The meeting adjourned at 6:30p.m.



#1 - Agenda.pdf



PTA Report.pdf



#3 - Director's
Report.pdf



Calendar 2016-2017
updated after Januar