

Minutes
International School of Krakow
Board of Trustees Open Meeting
March 13, 2016, 5:30p.m.
ISK, Lusina

Present: Walter Braunohler (chair), Emilia Melgar-Bennaars, David Cummings, Jeff DiFazzio, Magdalena Figas-Brzeska, Allen Haberberg, Waclaw Sierek, and Jörg von Weiler

Absent: Katrin Sobik

Present ex-officio: Mamie Heard ISK Director, SLT member Erik Lutley and SLT member Brett Elkei, Piotr Buczkowicz (ISK business manager), Małgorzata Gonet-Mrocicka (Recruitment Director), Katarzyna Tymczak (teachers reps), Heather Emerick (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 (eight Board members present).

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

Approval of Assistant Teacher Salary and Benefit Package – Director

The Director informed the Board that the assistant teacher salary pay scale was voted for by the Finance Committee, the Director went through the proposal and noted that the best practice of schools is to have such a salary scale implemented for the assistant teachers’ benefit and for the school’s accreditation process. The Director spoke very highly of the assistant teachers staff at ISK noting this is almost certainly the best such team she has experienced in her career. The Chair made a motion to approve the assistant teacher salary scale as presented and approved by the Finance Committee; Jörg von Weiler seconded the motion; the vote was unanimous, motion passed.

Approval of Additional Teaching Staff for 2016-2017 – Director

The Director presented the teacher employment statistics and student teacher ratio at ISK. With the growing number of students, some classes are planned to be split and the school needs two foreign-hire teachers for next school year. Jörg von Weiler noted that identifying appropriate faculty staffing levels is the Director’s operational decision. The Chair made a motion to approve the plan to hire new teachers for next school year to accommodate the student body growth, Jörg von Weiler seconded the motion; the vote was unanimous, motion passed.

3) DIRECTOR AND COMMITTEE REPORTS:

- a) **Director’s Report (attached)**

Director informed that one of the Polish teachers has been seriously ill and has been replaced temporarily. The Board will send flowers with best wishes for speedy recovery to her.

The Chair talked about a meeting to be held on normalization and restructuring of ISK and American School of Warsaw (ASW) operations in Poland; the Chair will attend this meeting and report the meeting results to the Board.

Piotr Buczkowicz informed the Board that he started registration process of the school's logo; the logo must be re-registered every ten years.

b) PTA Report

Heather Emerick presented the PTA Report to the Board. The PTA has announced formation of a new Steering Committee for next year, and is in good financial standing. Attached is the PTA report on its achievements and plans.

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

Magda Brzeska, Committee Chair, asked the Board to start discussing a master plan via e-mail. She also noted that the new plan for drop off and pick up during the pre-construction phase has been well accepted and is going smoothly. The plan for the new addition is to have an elementary classroom on the ground floor; a Multipurpose room, music room, and two universal classrooms on the first floor; and learning support and counseling rooms upstairs.

d) Finance Committee - Jörg von Weiler

Jörg von Weiler spoke of his talk with the bank and its question about the school's status, i.e. what kind of guarantee is needed as one bank buys the current ISK loan. The Committee will await the bank's next move.

4) INFORMATION TO THE BOARD

PSAT Results – Erik Lutley (Secondary Principal) and Mamie Heard (University Placement Counselor) presented information on PSAT and SAT exams at ISK. Mamie Heard provided information on the changes in both the new PSAT and SAT exams. She also noted that the changes in these exams were in line with the ISK curriculum in the Secondary school. Erik Lutley informed the Board that all students even language support students take PSAT as it is good practice; students can take PSAT in grades 8-11, and it also helps to identify skills needing improvement as well as high achieving students. On the other hand, very few students take the SAT exam; only those who plan to study in North America are generally interested. Waclaw Sierek presented his graphs of results in PSAT by ISK students. The graphs help to identify students' progress and areas of difficulty. When the PSAT data indicate that students have regressed, the Board noted analysis is needed to identify why. Was it the student, teacher, some other factor, or combination of these?

Jörg von Weiler raised a question if SAT should be taken at all with a minority of students planning to study in North America. Erik Lutley answered that tests are good in general for students and by the time they reach IB exam the students will have gained competence in taking tests. The tests also identify curriculum areas that need greater attention. Magda Brzeska noted that currently at ISK there are many newcomers but with time these students, who are given every possible learning support, will be well settled here and this should be reflected in testing results as well. Magda Brzeska suggested that if in future individual students will need more extensive learning support, including EAL (English as Additional Language) support, that the school may consider charging additional fees from those families. Director Heard noted that most international schools charge additional fees for these support services.

More information can be obtained from the Director, please also visit:
[PSAT Sample Score Report](#)

IMPORTANT DATES:

April 23 – Spring Gala (7:00p.m. Hotel Stary)

May 25 – Graduation at ISK (5:00 p.m.)

The meeting adjourned at 7:00p.m.



#2 Director's Report
March (1).pdf



ISK PTA Report to
Board - March 2016.p