

Minutes
International School of Krakow
Board of Trustees Open Meeting
November 15, 2016, 5:30p.m.
At ISK

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

Present ex-officio: Mamie Heard ISK Director, SLT members Brett Elkei and Erik Lutley, Malgorzata Gonet-Mrocza, Piotr Buczkowicz (ISK business manager), Kara McDonald (PTA Representative), Kathryn Mark (teacher liaison representative), Katarzyna Tymczak (teacher liaison representative) and Barbara Kotarba-Korta (note-taker).

Absent: Charlie Love and Jörg von Weiler

1. **CALL TO ORDER:** Establishment of Quorum – Walter Braunohler

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

2. **EXECUTIVE REPORTS:**

a. PTA report – PTA representative

Kara McDonald presented the report to the Board and spoke of PTA meetings and attendance, bake sales, trunk or treat event and upcoming events.

b. **Director's Report** (attached) A full report was sent in the Board packet prior to the meeting.

The Director informed the Board that new board members were invited to come to the school and spent some time with the teachers. She suggested for the new director to institutionalize this tradition. Waclaw Sierek noted that this would be also a good idea to pursue for older term board members and the director concurred.

The Director presented her report and Board discussed major items.

3. **INFORMATION TO THE BOARD**

a. Lou Panetta who is IB coordinator at ISK presented results of IBDP Class of 2016. This is the 4th year of IB program at ISK and 3rd **graduating class**. Lou Panetta spoke very highly of ISK IB students who so far have done great and expressed happiness at promoting these students.

b. Admissions report – Malgorzata Gonet-Mrocza (Director of Admissions)

Ms. Mrocza presented a visual report of growing numbers at ISK. She explained to the Board the process and principles of admitting students to ISK. ISK is getting 30 per cent of new students almost every year; the proportions of nationalities have become more balanced with 33 per cent of Polish nationals. The Board discussed the admission process, percentage of nationalities, etc.

4. ISSUES FOR BOARD'S DECISION

- a. 2017-2018 Budget – Business Manager and Finance Committee representative (Piotr Buczkowicz and Shelly Zia). Ms. Zia presented the Finance Committee's recommendation to the Board for 1 percent tuition increase for 2017/2018 school year and an increase to the 0-12 application fee from 1250€ to 1500€. The Board discussed the proposal. Magda Brzeska noted that in her opinion, the justification for a tuition increase provided by the finance committee was not sufficient. Additionally, she noted there should be a budget controlling tool as well. Also in her opinion there is not enough activities connected with cost optimization and attempts to find additional sources of income. Increasing the tuition should not be the only way to increase school income. Piotr Buczkowicz assured the Board that alerts are in place and the mechanism will be presented to the board at the next meeting. Magda Brzeska suggested postponing voting on the budget, Waclaw Sierek concurred. Shelly Zia assured the Board that the finance committee scrutinized every item in the budget and found that the business manager was able to show the tight controls already in place. Waclaw Sierek noted that in his opinion, the school is missing tools to monitor its progress, he saw no correlation between that and finances, and he found the budget to be reactive with no strategy. He suggested tuition increase should be separate from budget. On behalf of the finance committee, Shelly Zia justified the recommended tuition increase as a fiscally responsible decision based on a long term focus with the future needs and risks of the school in mind.

Waclaw Sierek made a motion to vote for the budget and discuss tuition separately. Magda Brzeska seconded the motion, The board voted: 3 in favor, 4 against; motion failed.

Shelly Zia made a motion to vote for the budget and for the 1 per cent tuition increase for the 2017-2018 school year and 10 per cent increase in the application fee for grade 0-12. Allen Haberberg seconded the motion. Chair noted that two of the board members (Charlie Love and Joerg Van Weiler) had emailed their votes to the chair ahead of the meeting, voting in favor of the finance committee's recommendation to approve the budget with a 1% tuition increase and 10% application fee increase for grades 0-12. The motion was passed with 6 votes in favor and 3 against; motion passed.

5. REFLECTION

Magda Brzeska asked that Board members be notified about other committee meetings at all times, to allow other Board members to sit in these committee meetings and be involved. She also noted that minutes from committee meetings for reference; especially Finance Committee meetings minutes would be valuable. Magda Brzeska suggested changing finance committee meetings dates to give the committee members enough time to prepare minutes and/or informational materi-

als for Board session. Nancy McElfresh noted that the Board can discuss FC issues at its sessions to give other Board members updates.

6. ADJOURNMENT:

The meeting adjourned at 18:50.