

Minutes
International School of Krakow
Board of Trustees Open Meeting
April 18, 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, Malgosia Gonet-Mrocicka, Susan Mleczko, and Piotr Buczkowicz (SLT members), Kathryn Mark and Katarzyna Tymczak (teacher liaisons), and Barbara Kotarba-Korta (note-taker).

Absent: Charlie Love and Jörg von Weiler (Board members) and Brett Elkei (SLT member).

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. EXECUTIVE REPORTS:

a) Director's Report – Director (attached)

The Director recognized the work of the Gala Committee for the annual Spring Gala praising their work with the number of tickets sold and the amount of money already raised.

The Director also spoke about the current status of admissions. Malgorzata Gonet-Mrocicka (Director of Admissions) spoke of new inquiries and the growing number of new student applications and the possible necessity to split additional classes (grade 1 and grade 3). The decision about splitting additional classes will be made in the course of the next 2 months.

b) Finance Committee Report

Piotr Buczkowicz spoke on behalf of Finance Committee as the Chairman of the Finance Committee was absent. He spoke briefly on enrollment deposits paid for next year, new finance policy procedures to be reviewed, bank ratings, update on accounts receivable for school fees, cash reserves and future investments.

III. INFORMATION TO THE BOARD

Parent Survey: The Director spoke of the Parent Survey and how it helps SLT to improve educational programs. Results of the Parent Survey will be shared with the faculty and staff and emailed to the parent community. The survey is also important for feedback in the accreditation process. During the year-long self-study for the accreditation process, all surveys will be emailed directly to all stakeholders by the accrediting agencies (CIS and NEASC). As a result of the

2015-2016, several key issues were addressed. The Parent Survey this year had more participants than last year. Parents were most concerned about food service. Erik Lutley spoke of the Advisory Program and plans for implementation for next school year. The Parent Survey also included many comments about homework assignments. Also parents noted that students' successes should be celebrated. This is already being done by assemblies which are a great occasion for such celebrations. Parents wanted more off campus after school activities, more involvement in local community for student events and community service projects, and a more visible role for the Board.

Student information system: Erik Lutley spoke of a new system to better meet the needs of our school. This system will enable parents to have access to all school communication, school announcements, and student grades. The system is offered at a reasonable price. The school will have to first provide all data to be transferred to the system, then the program will be tested. Board member Waclaw Sierek offered to review the system and how the transfer of data from the old system to the new will work.

IV. REFLECTION

The Board exchanged reflections of the meeting.

The Director invited all Board members to the graduation ceremony on May 26.

The meeting adjourned at 18:20.