



International School of Krakow  
Virtual Board of Trustees Meeting  
February 15, 2022

In Attendance:

Board Members:

Present: Łukasz Sałustowicz; Seweryn Krupnik; Waław Sierek; Kate Frederick; Robert Sims;  
Marcus Vasconcelos, Sara Salje; Philippe De Brouwer;

Absent: Amy Monsarrat

School/Community Representatives:

Erik Lutley; Sue Mleczko; Brett Elkei; Piotr Buczkowicz; Małgorzata Gonet-Mrocza;  
Dominika Skiba; Kirsten Hudgens; Carla Vasconcelos

Absent: -

Others: Anna Klimczak

Agenda:

**A. CALL TO ORDER**

1. Approval of Agenda
2. Approval of Minutes
3. Reminder of Agreements and Board Goals
4. Introductions

**B. CONSENT ITEMS**

1. School Reports
  - a. Divisions and Admissions
  - b. PTA
  - c. Teacher Reps
2. Board Committee Reports
  - a. Governance Committee
  - b. Finance Committee
  - c. Infrastructure Committee
  - d. Development Committee
  - e. Business Plan (Task Force)
  - f. Student Demographics Task Force

**C. CONSENT DISCUSSION**

1. Director's Report
  - a. COVID-19 Update
  - b. Marketing and Communication
  - c. Staffing 2022-2023
  - d. NWEA MAP Results
  - e. Land Purchase Update/Normalization
2. Adjournment



Minutes:

A)

1. Agenda of the February 15th Board Meeting was approved.
2. Minutes from the January 18th meeting were approved.
3. The Board was informed about Agreements and Board Goals.

B) 1. School Reports:

a)

Admissions: As of today ISK's student population is 300. In January 13 new families joined ISK (22 students). We expect 8 more students to join our school in March 2022. Five of those students will join our EY program, two will join Elementary School and one MS.

The re-enrollment survey was sent to all families on the 11th of January, 2022.

- 231 students confirmed their enrollment for the 2022-2023 school year, and the parents declared that they would like to continue their educational programme at ISK.

- 35 students will be leaving our community. This includes 10 students from the graduating class.

- 38 students are still undecided

Early Years: The EY teachers and students have been persevering through daily challenges due to the spread of COVID cases at ISK, and have been maintaining a positive outlook throughout. Teacher absenteeism and onsite COVID tests have not caused great interferences in learning in the Learning Tree House, thanks to the flexible and stalwart staff. The children have been more focused on playing in the snow than on anything related to COVID, and we consider this a great success.

New students will be joining our EYA and EYB groups, bringing the enrollment to near capacity in the Early Years. In order to prepare for our new students, some temporary space-making ideas are being considered, as more space is needed to store student belongings and beds. EY teachers are planning ways to utilize all storage spaces in the Learning TreeHouse to maximize the area that students can use for learning every day.

Elementary: The week of January 24th-28th was particularly tough, with the most cases among students and staff so far this year. Two of our homeroom classes were sent to online learning for a week but things have slowed down quite a bit. Thanks to our testing protocols, we have been able to catch many cases before they have had the chance to spread. This put a lot of work on the teachers to cover classes and teach students at school and online at the same time but they have been managing well. I would also like to acknowledge the tireless efforts of Magda Marchwica, our school nurse. She has done an incredible job staying on top of cases from Early Years to Secondary school and teachers as well.

The Elementary teachers met on Wednesday, February 9th to discuss the ISK Technology standards and what these look like at each grade level. In order to develop a full scope and sequence of our technology standards, all elementary



teachers will be identifying the standards and skills taught in their grade level and in which units these come up. This plan will be completed by the end of this school year.

Secondary: This has been a busy time with managing the COVID pandemic. Due to increased positive COVID cases, Grades 6 and 7 moved to online in the third week in January and both Grade 9 sections moved virtual from February 9th. Our protocols do seem to be working, especially with ongoing testing, and we have been able to react swiftly to new cases that are reported to us by families who are completing antigen tests at home. Tremendous praise must be given to the staff for managing the online + in class learning during this period (even while being out on quarantine themselves). This is not the norm across CEESA and it is a testament to our school and our staff that we are able to function the way we do.

Hiring is mostly complete in secondary with one possible position that we are actively pursuing for next year. All teachers recruited for next year are internationally experienced and well-qualified for the positions they have been hired for.

Student surveys were completed this past week, and following the break, all secondary staff will meet with me for mid-year meetings where student data will be shared.

\*Principals were asked to prepare a special “report” about Wednesdays and teachers’ staff meetings as there are some members that don’t know what is the purpose of this.

- b) Teachers’ Reps: COVID has been working its way through the school. Teachers are working hard to maintain the quality of education while juggling with online students, in person students, and subbing. Teachers are looking forward to the upcoming break! They’re appreciative of the adjustments surrounding Google Educator training, which takes into account the teachers’ preferences from the survey we took. There’s a hope this will help everyone to succeed.
  
- c) PTA: With the school’s move to HIGH on our Covid-19 Mitigation Scale, we had to stop all our PTA in-presence events and clubs. We are still working on our next events (ISK Career Day; Father/Daughter event; Mother/Son event; HS Prom) and are planning on having them as soon as the situation improves. We are also reaching out to new families and adding them to our parent Whatsapp groups, and when possible connecting them with families of the same nationality or same residence area. Parents understand that with Covid-19, it is difficult to predict what’s going to happen in the next couple of months. They are hopeful that the situation will improve quickly and, as seen last year during spring and early summer, we will return to some kind of normal school life. With that in mind, parents are expecting to see the school camps happening at all grade levels. Parents feel that day trips are not a replacement for the connection that children experience when at camp.

## 2. Board Committee Reports:

- a) Governance Committee - the Governance Committee met last week and as always - was working on the policy - chapter 6. - but the work is not finished yet. Members were also discussing onboarding the new director and inviting



him for one of the Board meetings in a close future.

The last point was about the elections and the big change is to have them organized earlier this year than usual.

- b) Finance Committee - everything looks good, especially with so many enrolments lately. The end of the school year looks to be good financially. There is a consideration for the Committee to look for and to change an auditor starting next year. Another piece that the committee will be working on is the New Polish Deal (Nowy Ład) as there might be some issues.
- c) Infrastructure Committee - the committee started to be busy again. There's no prospect of purchasing the neighborhood's land very soon so there's another idea of how to expand the school. And that would be an additional floor built on the existing ("new") annex of the school. The Board will be kept posted on plans regarding expanding ISK's facilities, like new area for the PE department, new area for PTA. Not mentioning new classes for students. Hopefully by September we will have around 5 new classrooms and a Secondary lounge on the 3rd floor.
- d) Development Committee - the committee works to strengthen the relationships with the community, trying to organize one-to-one meetings and also participate (as a Board) in different kinds of events. The plan is basically ready to start implementing all of the above.
- e) Business Plan (Task Force) - the committee didn't meet so there is nothing to report.
- f) Student Demographics Task Force - the committee didn't meet as well and there is nothing to report.

C) Director's report:

- a) COVID-19 Update - The Omicron variant is proving to be an incredible challenge for the school. The number of staff affected through either their own infection or that of family members is leading to a huge number of substitutions. We have had staff out for a total of 161 days this year due to COVID, 135 of those since our return in January. This has led to the need for many periods of substitution since our return. While our staff are showing incredible resilience, we need to be very aware of the toll this is taking on them. We have had days this week where one more absence would make coverage beyond our capacity. Only grade 9 being virtual has allowed us to meet current needs on site.
- b) Marketing and Communications - We have begun working with H2H Consulting in developing our marketing plan. We have three concurrent processes going on:
  1. Working with their tech support is developing our SEO, Google, and Social Media Analytics.
  2. Working with their Graphic Designer and Image consultant we have been reviewing out Logo Design, colors, and Branding. This is in the final stages with a proposed



modernization of our logo that does not change the design dramatically.

3. Working with their team in developing our main target personas. Drawing on the work done by the Board during our January retreat, with further input from our Principals and Marketing Team, we have begun the work on establishing 3 clear persons. We are now in the initial stages of developing a responsive marketing plan based on these, working on our customer journey for Claire, our first persona.

- c) **Staffing 2022-2023** - We have completed our staffing for the 2022-2023 school year with the exception of our Chemistry position. The process began in early September with candidates contacting us within the first week of school. If anything good has come from the pandemic, it seems to be the number of available candidates leaving regions with stricter pandemic conditions.

Number of Hires: 6 Plus the Director (Not eluded in the following Data):

- Number of Applications: 164
- History/Social Studies: 43 -
- English: 40
- EAL: 14
- Elementary: 41
- Math/Science: 15
- Chemistry: 11

The school hired:

- For Elementary: Claire Barnes and James McDermott (both homerooms)
- For Secondary: Christine Dietz (Science and Math), Christine Henderson (English), Jamie Pleyte (Social Studies), Stephanie Mitchell (EAL)

- d) **NWEA MAP Results** - Our MAP Data continue to show what a strong school we are academically. We have a solid curriculum managed by outstanding teachers who promote strong growth in student learning. And the longer students are with us, the better those results become. Our students are clearly learning with a growth rate that is above average and which increases as we move through the school.

- e) **Land Purchase Update/Normalization** - no updates on the land purchase - given the ongoing delays, we have begun working on alternatives for the expansion of our space on the existing campus. We are in the initial stages, but hoping to combine the construction of a 3rd level on the MPR building, and remodeling some of our existing spaces to gain more classrooms, and working with temporary, modular container constructions for needed office, storage and changing rooms.

No updates / news on the normalization process.