



ISB BOARD OF TRUSTEES MEETING HIGHLIGHTS

北京顺义国际学校
INTERNATIONAL SCHOOL OF BEIJING

Board Meeting Highlights – HOS Covid-19 Update February 6, 2020

Head of School Update

- Board will now be meeting on a weekly basis for the foreseeable future whilst campus is closed.
- The Head of School provided an updated of the current situation within the school. For all the community there is a sense of the unknown and the amount of stress that everyone is feeling is palpable.
- Key message is that school is open even if campus is closed. There is a contractual responsibility to deliver eLearning and a commitment to ensure that students remain engaged wherever in the world they may be.
- Opening up a second daily session for student/teacher contact (3-6pm) in order to support students in China and spread across global time zones. Teaching assistants and learning support are also stepping into one of the shifts which means that going forward there will be an increase in adults available for contact/feedback.
- Discussed Zoom meeting with parents which will take place on a Thursday.

Board Meeting Highlights February 13, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School provided the Board with an update in relation to campus closure and the status and location of ISB families and employees.
- The Board voted to maintain the Spring Break on our calendar. Uncertainty abounds and until there is a more firm path forward we will hold the dates.
- The Head of School also provided an update of the position with regards to accreditation, professional learning and our eLearning. The Board supported the request to make February 21 a professional learning day, focused on sharing and amplifying eLearning best practices.
- The Board were also provided with a summary of the current position with regards to IB Diploma students, admissions and enrollment for the 2020-21 school year.
- The Head of School also advised the Board of the child safeguarding checks that are in place and being emphasized within the online environment.

Board Meeting Highlights February 20, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School provided an update which covered the following topics:
 - Professional Learning – improving our eLearning



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- Summer make up time
- Campus closure
- Current position with regards to ISB families and employees.
- Reviewed the 2019-20 school calendar.
- Discussed communications
- IB Diploma students
- Child safeguarding in an online environment
- Recruitment
- Admission and enrollment

2019-20 Budget Review

- The Board heard from Gerrick Monroe (Chief Financial/Operating Officer) who provided a 2019-20 school budget update. The Board reviewed the current financial update and looked at short and long-term budget planning.
- The Board also looked at the 2020 construction planning and impact of the current situation on the construction schedule.

Board Meeting Highlights February 22, 2020

eLearning Update

- The Board heard from ISB's Director of Learning and Strategic Planning, Stacy Stephens, who walked the Board through "the 5C's of eLearning" which provided an overview of its development to date and also upcoming weeks.
- Stacy discussed what as a school we are doing well, where we are growing, the online teacher workshops that took place on February 21, where we are struggling and where we are focusing improvements.

Board Meeting Highlights February 23, 2020

Tuition Fee Freeze for 2020-21

- In November 2019 the Board approved a tuition increase for the 2020-21 school year. In this difficult time, ISB wants to consider options to support and recognize families for their understanding and assistance during this period of eLearning and campus closure. The Board voted to change to 0% tuition increase for 2020-21 and to communicate the same to the Community immediately. The Board discussed the risks and impact on financial reserves, the Board agreed that need to recognise hardship of families in financially difficult times warranted the small risk.
- The Board were also appraised of current ISB budget uncertainties and agreed on a focus for what spending avoidance could be passed back to the community.



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Board Meeting Highlights February 27, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School presented to the Board an update of the current position to include campus closure and possible return of certain grade levels, communications, current position with regards to admissions and enrolment and PK3/PK4 fee waiver requests.

Trustee Extensions:

- Appointed Trustees serve for a two-year term with the option to extend the term by one year. The Board approved the extension of Mathias Boyer.
- The Board appointed Kenneth Lee to a new term as an Appointed Trustee. Kenneth will serve two years, with the possibility of an extension for a third year. After thorough conversation, the Board chose to not go through the motions of soliciting candidates. The Board chose to re-appoint Kenneth because of his commitment to the ISB community, his rich ISB history and demonstrated leadership at the school.

Board Meeting Highlights March 5, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School provided the Board with an update with regards to the current location of our families and employees, campus closure, possible return for certain grades and communications. He also provided an update in respect of 2020-21 admissions and enrollment data.

Board Meeting Highlights March 12, 2020 - HOS Covid-19 Update

Head of School Update

- The Board was provided with an update with regards to the current status of employees and ISB families; admission data (to include withdrawals, students temporarily attending other schools and applications received for the 2020-21 school year). The Head of School highlighted that the Operational Leadership Team are working on a return to campus plan.

2019-20 School Calendar

- In light of the extended shutdown and potential for continued closure of campus, the Board voted to approve revision to the school calendar as follows: March 20 & 23 vacation days and 2nd set of longer weekend (Friday April 10 and Monday April 13). Retain 2 vacation days to help repatriation of community members when campus



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opens. PD day for teachers will take place on the first day back to school. The priority of the calendar is to ensure students and staff have opportunity to refresh and we retain flexibility in the event of campus opening.

Meeting with authorities

- The Board heard from the Head of School and the Board Chair Doug Cougle about the recent meeting on ISB campus with members of the local government and the BMEC. It was reiterated to the authorities that the single most important topic to be discussed was the IB exams. Emphasis from the authorities was that foreign students and staff should not return to Beijing, nor be encouraged by the school to do so, either overtly or covertly.

Elementary School Update and Proposal

- The Board heard from the Elementary School Principal Clarissa Sayson and Dustin Collins (Assistant ES Principal) with regards to an update of eLearning in ES and possible next steps for Early Years.

Board Meeting Highlights

March 19, 2020 - HOS Covid-19 Update

Elections 2020

- The Board were provided with an update with regards to the upcoming Board elections. Candidate workshops were held on March 7 and March 9, 2020. Deadline for candidates to submit their Nomination Forms and supporting information was yesterday (March 18, 2020).

Head of School Update

- The Head of School provided the Board with an update regarding the current situation which covered the following topics: admissions (applications received for 2020-21, and numbers temporarily attending other schools); summer learning opportunities; return to campus plan and IB Diploma.
- The Board were apprised of the recently announced quarantine procedures and the Head of School discussed how ISB and other schools have been working with the authorities to elicit as much accurate information as possible with regards to the recent changes. This information has been shared via email with employees and parents on Sunday evening, Wechat channels and also through the Weekly.

Elementary School Policy

- The Board heard from Gerrick Monroe (Chief Financial/Operating Officer) who lead discussion with regards to PreK and Kindergarten refund options. The Board approved preK and Kindergarten refunds as presented.



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Board Meeting Highlights March 26, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School updated the Board in relation to the following topics:
 - Parent communication channels
 - Admissions
 - IB Diploma
 - ISB website and eLearning
 - Quarantine procedures
 - Upcoming decisions

2019-20 School Planning

- It was explained to the Board that next week it will hear a proposition from the Head of School with regards to the rest of the school year.

Elections 2020

- The Board were provided by an update by the Strategic Governance Chair Hai Huang. Three elected positions open for 2020-21 school year. For the purpose of overseeing the election process, as empowered by the Bylaws and Board Policy, the Election Task Force (“ETF”) was formed made up of members of the Board, Staff and Parents.
- March 18, 2020 was the deadline for eligible candidates to submit their online Nomination Forms. Received 3 Nomination Forms by the deadline. The number of candidates (3) equals the number of positions (3). In the circumstances the ETF have agreed not to take this to election.
- The Board will look to make the announcement sooner rather than later so to bring on board the new Trustee (Mr Yushu Feng) as an observer and support his on-boarding.

Board Meeting Highlights April 2, 2020 - HOS Covid-19 Update

Head of School Update

- The Board heard from the Head of School who provided an update to include the following topics:
 - Beijing International Schools United Front in Protecting Rights
 - 40th Anniversary - winner of logo competition
 - Values
 - IB Diploma
 - Admissions
 - Construction



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Board Meeting Highlights April 9, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School advised the Board of a possible return to school for Grades 11/12 & 8. Local schools will be bringing back Grade 12 in preparation for the Gaokao. The IB schedule is much earlier and our students would benefit more from the 11th graders being allowed on campus. The Board supported Mr. Hurworth's suggestion to seek permission for 11th Grade to return to campus.
- It was confirmed that those students that remain overseas, they will continue with eLearning. Those who are permitted to return to campus will also continue eLearning. It is not possible to reconstitute the timetable due to an imbalance of teachers in/out of the country.

Board Meeting Highlights April 16, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School provided the Board with an update in relation to employee status, Zoom meetings, and admission data with regards to applications and re enrollment for the 2020-21 school year.
- The Board discussed the reminder of the 2019-20 school year and decisions that need to be made. The Board voted to show support and understanding the risks of students returning to campus based on the evaluation of the mitigation plan by the Operational Leadership Team. The Head of School will communicate to the Community students returning to campus ensuring security is number one priority. The Board supports the Head of School Statement for Grade 8 and 12 to return to campus. The Board is aware that it is unlikely that other grades will return; we remain hopeful.

Board Meeting Highlights April 23, 2020 - HOS Covid-19 Update

2019-20 School Calendar

- The Board was asked to approve modifications to this year's school calendar (2019-20) as presented (finalization of PD day and vacation days):
 - May 1 – vacation day (National Holiday, already published on calendar)
 - May 4 - vacation day (deploying one of the remaining two vacation days)
 - May 5 – PD day, focus on further strengthening eLearning in preparation for the remaining weeks of the school year
 - Final vacation day – Friday May 22



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Head of School Update

- The Board was provided with an update with regards to return to campus.
- The Head of School provided information pertaining to current applications for the 2020-21 school year.

Tuition and Deposits

- The Board heard from Gerrick Monroe (Chief Financial/Operating Officer) with regards to tuition and deposits. It as explained why the schedule is important in planning and right sizing services. Gerrick outlined the current school payment schedule and set out an alternate fee payment schedule.

2020-21 Board Chair Election

- As per Policy 2.2011, the Board elected a new Chair. The new Chair will be elected by a simple majority vote of the current Board. Su Jin was elected as 2020-21 Board Chair. Su Jin will take over the role of Board Chair immediately after the conclusion of the meeting and will be responsible for all Board business as Chair going forward for the remainder of this school year.

Board Meeting Highlights – HOS

April 30, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School provided the Board an update with regards to the Class of 2020 admission acceptances as of April.
- The Board were advised of the data in relation to applications received for next school year (2020-21), current re-enrollment activity and deposits received to date.
- The Head of School provided a brief update with regards to the current position in relation to the ongoing construction on campus. Anticipated that if construction is unhindered, should be ready to open for the new school year in early August.
- The Board were appraised of the return of students on campus.
- The Board discussed the current situation with borders and employee visas. Patrick shared what he and the team are doing along and in partnership with other Beijing schools, Chambers of Commerce, and BMEC. The Head of School was asked to explore and leverage all avenues of assistance, including any help individuals within the Board might be able to provide.

Summer Programs

- The Board were updated with regards to possible options for Summer 2020 Programs.



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Head of School Mid-Year & End of Year Evaluation

- One of the Board's main role is to evaluate the Head of School. The Board reviewed the mid-year review and discussed the process for completing its Head of School end of year review.

Head of School Search Update

- The Head of School Search Committee is to send out RFPs to search consultancy forms by May 5, with a deadline of May 11, 2020.

Annual General Meeting

- The Board's AGM is on May 29 at 6pm and will be held online via Zoom. All Community members are encouraged to attend.

Board Meeting Highlights

May 7, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School walked the Board through his Admissions update which detailed data in respect of applications received, current re-enrollment activity and deposits.

eLearning Update

- The Board heard from ISB's Director of Learning and Strategic Planning, Stacy Stephens. Stacy shared reflections on success, learnings and continued challenges
- The aim of the presentation is to enable the Board to understand the current process of revision and planning for next school year and also to learn about key considerations for next year.
- A similar update will be provided to the Community in the coming days.

Admissions, Enrollment & Finances

- The Board also heard from Gerrick Monroe (Chief Financial/Operating Officer). Gerrick referenced the recent parent petition with regards to quality of eLearning and tuition reduction.
- Gerrick walked the Board through his Deposit and School Fee Adjustments presentation which covered the following topics:
 - ISB's status as a non-profit school, providing an overview of the 2019-20 operating budget and reserves.
 - Looked at open letter requests in relation to refund and credits
 - Campus closure savings
 - Peer school actions
 - Adjustments to eliminate family risks
 - Assurance to families
 - Communication priorities



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Board Meeting Highlights May 14, 2020 - HOS Covid-19 Update

Head of School end of Year Evaluation

- The Strategic Governance Committee Chair provided the Board with an update with regards to the Head of School end of year evaluation and key dates.
- Parent and Staff survey has been sent out this week. Deadline Monday May 25 at 3:00pm

Board Mid-Year Evaluation

- A key accountability for the Board is the evaluation of its own efficiency and effectiveness. The Board has completed a mid-year evaluation, gathering input from trustees on a variety of topics ranging from the quality of the interactions between the Board and Head of School to the efficiency of Board meetings and processes.

Head of School Search Update

- The Head of School Search Committee received 7 proposals following the RFP and have now shortlisted three consultancy firms for interview and reference checking week commencing May 18, 2020. The Committee will meet thereafter to discuss which Consultancy Firm they will recommend to the Board to engage.

Head of School Update

- The Head of School provided the Board with an update with regards to Community input (eLearning action plan), return to school, current status of employees, admissions and enrollment for the 2020-21 school year.
- The Head of School also discussed the need to revisit the 2020-21 school calendar and introduced a "Plan B".

Financial Reserves

- The Board discussed the our reserves in the context of the recent Open Parent letter that was sent to the Head of School and Board last week.

Board Meeting Highlights May 21, 2020 - HOS Covid-19 Update

Head of School Update

- The Head of School provided the Board with an update with regards to admissions data for the 2020-21 school year; return to school; 2020-21 school calendar and summer supplementary learning opportunities.



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Board Meeting Highlights May 21, 2020

Head of School Search Update

- Following a recommendation from the Head of School Search Committee, the Board approved Carney Sandoe and Associates to lead the 2021-22 Head of School search.

Community Incident

- The Board was deeply disappointed with regards to the incident last week at the Head of School Parent Zoom meeting whereby a number of parents defaced slides during the meeting. The actions of these few individuals within our Community do not represent the values of ISB and failed to adhere to the high expectations we all hold ourselves.

Board Meeting Highlights May 25, 2020

- ISB's Director of Learning and Strategic Planning, Stacy Stephens, spoke to the Board about defining online learning following the recent student and parent survey, planning for scenarios and the 4 models of learning.
- Stacy provided an overview of the student data and considered polarization.
- The Board looked at the parent data and proposed changes to online learning throughout the school for the rest of the school year and looking ahead to the 2020-21 school year.

Board Meeting Highlights May 28, 2020 - HOS Covid-19 Update

Head of School Update

- The Board heard from the Head of School with regards to the current position with regards to re-enrolment and admissions for the 2020-21 school year.
- The Board continued to discuss the 2020-21 school calendar.

Annual General Meeting

- The Board worked towards tomorrow night's AGM and alignment between the Board Chair, Resources Committee and Head of School messages.

Head of School Search Update

- The Board were updated as to the current position with regards to the Head of School Search. In order to build a Head of School profile, online interviews are being set up between Carney Sandoe and Associates and various ISB stakeholders for June 3 and June 4. Online surveys will go out once the interviews have concluded.

Head of School End of Year Evaluation



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- The Strategic Governance Committee revisited the process. The Board continues to collect feedback to complete the Head of School evaluation for 2019-20.

Board Meeting Highlights

June 3, 2020 - HOS Covid-19 Update

Election of Board Officers

- Board Officers for 2020-21 are elected by the Trustees whom they will be working with in 2020-21 (newly elected and newly appointed as well as continuing Trustees). Jun Wang is our Vice Chair and Mathias Boyer Secretary. Francis Ng will continue to serve as Treasurer. Please welcome the new Board leadership team.

Head of School Evaluation

- The Board completed the Head of School evaluation. Included in the data collection was feedback from trustees, parents, faculty and staff. The review aligned with a defined rubric and all inputs were consolidated into a report.

Board Evaluation

- As part of our commitment to continuous improvement, the Board evaluates its own performance mid-year and at the end of the year. The Board reviewed its 2019-2020 Board Goals. As a Board we looked at how we operate and how we can get better.

Final Note

- At the close of the Board meeting those elected for the 2020-21 school year officially assumed their duties as ISB Trustees. Thank you to Doug Cogle who is leaving the Board. Your hard work and dedication are much appreciated and will not be forgotten. To those now officially Board members, welcome.