

FSA Ordinary Meeting

10 September 2024, 6:00 PM
CIS Multi-Purpose Room

1. Attendance and quorum

1.1. Noted that all members of the FSA Exec Committee (“**Exec Co**”) were present, being:

- (a) Laetitia Vincke (“**LV**”) - President
- (b) Shelly Roderick (“**SR**”) - Vice President
- (c) Emma Howe (“**EH**”) – Treasurer
- (d) Cory Macculloch (“**CM**”) - Secretary

1.2. Noted that there were more than twenty people in attendance (both online and in person), including family representatives, staff representatives, as well as the CIS Director (“**Jim**”).

1.3. Noted that C would take minutes as Secretary.

2. Previous Meetings

2.1. Noted that the minutes from the previous meeting, being the annual general meeting, were uploaded to the Parent Portal.

2.2. **Resolved** that the minutes of previous minutes were approved.

3. Objectives of the FSA for 2024-2025

3.1. On the topic of awareness and community building,

- (a) LV noted that the Exec Co along with CIS updated the CIS website to include the names of FSA representatives. The names of the representatives were included but not contact details for such persons. LV also noted that a link has been included on the FSA webpage that directs people to appropriate information for raising concerns. LV noted that if a concern is sent to cis@cis.ky, it will be reviewed by the school.
- (b) LV noted that the FSA launched a new Instagram page. This page is in addition to the FSA's Facebook page. It can be found under: cisfamilieschoolassociation.

3.2. On the topic of events,

- (a) LV noted that the FSA will be proceeding with the second annual trivia night on Friday November 15th. LV noted that the event was held at Hard Rock Café last year but will need to be held at another venue this year as Hard Rock Café has closed. This will be an adult only event.
- (b) LV noted that we will be proceeding with the CIS International Festival. The Exec Co has already reached out to the community to ask for help. The goal is to have a communal mix of family and staff from all nationalities, including Caymanian and non-Caymanian alike. Call for volunteers to assist with finding service providers, brainstorming, and general assistance.

3.3. Regarding other topics,

- (a) LV noted there are now two providers of school uniforms: LandsEnd and Becky's Closet. Becky's Closet is a local supplier and is a new supplier this year. As a new supplier, it was a lot of work for Becky's Closet to stock inventory. LV noted that there is a shortage of house shirts because inventory was based on an estimation and it was hard to be entirely accurate given sizing. In the meantime, parents should not worry. LV noted that Jim will confirm students can continue to wear uniforms or the colour of house shirt until new supply comes in.
- (b) LV noted that a taxi spot is being arranged by the school with the help of Dart (who is ordering a sign). The spot is in the Early Childhood parking lot close to the security guard hut. That spot will be the place where taxis will pick up children. LV noted that the hope is this spot will help organize the drop off and pick up process.
- (c) Jim noted that the spot will be taken from one of the expectant mother's spots. There will be one spot. Jim noted that pick up is sporadic after 5:30 PM. Visibility of the spot was key in selection.

4. Message from the Lunch Box

- 4.1. There was a presentation by Management (Frederico) from the Lunch Box.
- 4.2. Frederico noted that the Lunch Box is a private company owned by Market Street Limited. This is their third year in CIS and they operate 12 restaurants in Cayman. Market Street has owned and operated in Cayman since the early 90's. Frederico noted that he received feedback after speaking with admin last year and thought it would be a good idea to present today.
- 4.3. Frederico noted that restaurant feedback in a school environment is different compared to the general private restaurant environment. For one, students don't give direct feedback and parents often order for children. There are the children that actually come into the cafeteria; however, their feedback may be opposed to parent's feedback. Every house is different – some houses want healthy options, and other homes complain about kids not eating.
- 4.4. Frederico noted that this venture is different from their other ventures, it is a community. Frederico worked at the school for 2 years. When they were bidding for the contract, one thing they spoke about was to focus on the importance of the lunchtime experience – trying to keep as many people in the school for their meals. They offer breakfast. They want better feedback. They want to do surveys. Frederico noted that they want to get more information to the parents about what the options are and achieve better communication.
- 4.5. There was a question from a family member about what the containers are made of. Frederico noted that there was a community led initiative to use a Styrofoam free container. Frederico and Jim noted that it was a student-led initiative. Jim procured a sample of the container from his office and brought it back to the meeting.
- 4.6. There was a suggestion from an attendee to use Student Leadership groups to receive feedback. Frederico accepted that suggestion.

- 4.7. There was a comment from a staff member in attendance that she has seen firsthand the difficulties of children who eat different things. Frederico noted they are limited in options due to time constraints.
- 4.8. Frederico noted that the Lunch Box will be offering a third option for lunch. For Nov 1 there will be two hot lunch options + 1 vegetarian option. Currently there is 1 hot lunch option + 1 vegetarian option. They hope that that will make it easier for some of the picky eaters.
- 4.9. There was a question about EC service size. One parent online asked whether there was an ability to offer a smaller portion for a less cost as her 3 yo and 10 yo have the same service size. Frederico noted the suggestion. A staff rep noted that EC staff members do track how the children eat. Frederico and staff member noted most EC children bring their own lunch. Suggestion from parents that they include a picture of the service size. Jim mentioned they can include pictures in the Weekly Current.

5. Message from Jim Urquhart

Jim made a presentation of written materials (a copy attached hereto). Presentation included the following highlights:

- 5.1. Student numbers: Students EC- 164; ES- 366; MS- 223; HS- 235; SW- 988. Students 25% Cayman Islands; 24% Canada; 18% UK; 17% USA; 16% from 43 other countries around the world
- 5.2. Staff numbers: CIS' Staff - 185 (more when factoring in supply teachers and third-party services. 67% of teaching staff have ten years or more experience in education. 4.2 years average stay; average retention 84%.
- 5.3. Summer maintenance this year included: Classic Wing D Courtyard Amphitheatre and more refurbishments, General repairs - bathrooms, trip hazards, sand fluffing, fences, Gardening - sightlines, perimeter safety, Painting interior, Power Washing exterior, Vent cleaning, Deep cleaning and floor polishing, Preparation and installation of new equipment, Container arrivals and distribution of overseas orders, CPR and First Aid training, Business and HR Office continuing their work including reconciling accounts, applying for work permits and answering parent / staff queries, and coordinating payroll, Maintenance team engaged in repairs, maintenance, storm preparations and cleaning, Helping new hires orient to CIS and the Cayman Islands, both virtually, email, Zoomily, and in person, Facilities Child Protection Updates and Child Protection Training Updates, Recruiting and Orientation, Summer camps by internal and outside groups, Meetings with our partners of Dart, Camana Bay Sports Complex, and ISS.
- 5.4. Jim presented Academic IB Diploma Data (See attached).
- 5.5. Jim noted the Ministry of Planning, Agriculture, Housing, Infrastructure, Transport & Development (PAHITD) is conducting a crucial survey aimed at understanding traffic patterns and congestion across the Grand Cayman, particularly during school terms. CIS will be participating.
- 5.6. Jim noted SAC will be active this year. Demographic to be confirmed. The first meeting will be at the beginning of October.

- 5.7. Jim noted CIS is becoming the only school outside of the USA to be accredited by NISE (National Institute for STEM Education). Jim also noted that CIS is becoming one of nine AMISA Distinguished Schools.

6. Other Business

- 6.1. Melody Gifford presented on behalf of the AMIS Latin American and Middle and High School Choirs ("**AMIS**"), which is an association within international schools in Latin American and the Caribbean
- 6.2. Melody noted that the association's choir festivals in Latin America and Caribbean are relatively new to the international association. Melody noted that her husband (Cody) has hosted a couple of festivals while they were in China.
- 6.3. Melody noted that there will be a choir festival this year hosted in Cayman Islands by the school. Children will be coming in from 10 international schools. Melody noted that Cayman is an expensive jurisdiction, and as a result AMIS are reintroducing the concept of a homestay experience – which means volunteers hosting international students. Each host will host two or three visiting children. AMIS will be reaching out for volunteers. AMIS will also be looking for sponsors for hotels for staff members and children from schools that don't support homestays.
- 6.4. The concert will happen on the last Sat of March. Hosting will be from Wednesday to the end of the weekend.

Appendix A
Meeting Materials

Presentation from Jim Urquhart

UNDERSTANDING CIS



UNDERSTANDING CIS

- ★ Students EC- 164; ES- 366; MS- 223; HS- 235; SW- 988
- ★ Students 25% Cayman Islands; 24% Canada; 18% UK; 17% USA; 16% from 43 other countries around the world
- ★ 163 new students



SOME STUDENT NUMBERS



- ★ CIS' Staff - 185 (more when factoring in supply teachers and third party services)
- ★ 67% of our teaching staff having ten years or more experience in education
 - 62% of our teaching staff holding a master's degree or higher.
- ★ 4.2 years average stay; average retention 84%

SOME STAFF NUMBERS



- ★ Some examples of what happens at the CIS campus during the summer months include,
- ★ Classic Wing D Courtyard Amphitheatre and more refurbishments
- ★ The Admissions Team, Office Team, Counselors and student ambassadors communicating with new families and prospective families
- ★ General repairs - bathrooms, trip hazards, sand fluffing, fences
- ★ Gardening - sightlines, perimeter safety
- ★ Painting interior
- ★ Power Washing exterior
- ★ Vent cleaning
- ★ Deep cleaning and floor polishing
- ★ Preparation and installation of new equipment
- ★ Container arrivals and distribution of overseas orders
- ★ CPR and First Aid training
- ★ Business and HR Office continuing their work including reconciling accounts, applying for work permits and answering parent / staff queries, and coordinating payroll
- ★ Maintenance team engaged in repairs, maintenance, storm preparations and cleaning
- ★ Helping new hires orient to CIS and the Cayman Islands, both virtually, email, Zoomily, and in person.
- ★ Facilities Child Protection Updates and Child Protection Training Updates
- ★ Recruiting and Orientation
- ★ Summer camps by internal and outside groups
- ★ Meetings with our partners of Dart, Camana Bay Sports Complex, and ISS

SOME SUMMER HAPPENINGS





2024 GRADUATES



Class of 2024

- 47 % of CIS Grade Twelve Students Sat the Full IBDP and 94% of Grade Twelve Students Sat at Least One IB Exam

Demographic	IBDP Pass Rate %	Average IBDP Score	Highest IBDP Score	Average per Course
CIS	87	32	41	5.13
Global	79	30	45	4.90

Class of 2023

- 45 % of CIS Grade Twelve Students Sat the Full IBDP and 92% of Grade Twelve Students Sat at Least One IB Exam

Demographic	IBDP Pass Rate %	Average IBDP Score	Highest IBDP Score	Average per Course
CIS	91	32	39	5.15
Global	79	30	45	4.84

ACADEMIC - IB DIPLOMA DATA



3 Year Average - 2021-2022, 2022-2023 and 2023-2024

- 48 % (64 out of 133) of CIS Grade Twelve Students in the Past Three Years Sat the Full IBDP

Demographic	IBDP Pass Rate %	Average IBDP Score	Highest IBDP Score	Average per Course
CIS	93	33	42	5.22
Global	82	31	45	4.95

5 Year Average - 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024

- 45 % (90 out of 199) of CIS Grade Twelve Students in the Past Three Years Sat the Full IBDP

Demographic	IBDP Pass Rate %	Average IBDP Score	Highest IBDP Score	Average per Course
CIS	96	33	42	5.26
Global	84	31	45	5.03

ACADEMIC - IB DIPLOMA DATA





★ Transportation Survey

- The Ministry of Planning, Agriculture, Housing, Infrastructure, Transport & Development (PAHITD) is conducting a crucial survey aimed at understanding traffic patterns and congestion across the Grand Cayman, particularly during school terms. We kindly ask for your school's participation in this important initiative.

★ Addressing a Concern Reminder

- [Link added to FSA part of webpage](#)

SOME OTHER ITEMS



- ★ **AMIS Choir**
- ★ **SAC - Demographic to be confirmed - first meeting will be beginning of October**
- ★ **CIS becoming the only school outside of the USA to be accredited by NISE**
 - **National Institute for STEM Education**
- ★ **CIS becoming one of nine AMISA Distinguished Schools**

SOME OTHER ITEMS





THANK YOU FOR COMING

