Board Meeting Minutes
Monday, August 11, 2008
ISM Library
1720 Yosemite Street, Seaside, CA 93955

6:00-6:05 1. OPEN SESSION (6:00PM)

6:00 1.1. Call to order and roll call
☒ Plasha Fielding Will (PW) ☒ Paul Gaucher (PG)
☒ Sean Madden (SM) ☒ Grant Miles (GM)
☒ Joanne Storkan (JS) ☒ John Tilley (JT)

Boards:
☒ Bobbie Infelise (BI) ☒ Robert Lee (RL)
☒ Alastair Rodd (AR) ☒ Chris Steinbruner (CS)

6:05-6:45 2. CLOSED SESSION
In accordance with Government Code, Sections 54950 - 54962, the Board must disclose the items to be discussed in closed session. This may be done by referring to the closed session agenda items as listed on the closed session agenda or by number on the agenda. After closed session, the Board shall report out actions taken in closed session as required by law, including members' vote and abstention.

6:05 2.1. Public employment

6:15 2.2. Public appointment

6:20 2.3 Conference with real property negotiator, Lou Perske, regarding property at 1720 Yosemite Street, Seaside

6:45-8:00 3. OPEN SESSION (6:45 PM)

6:45 3.1. Call to order and roll call
☒ Lauren Cohen (LC) ☒ Plasha Fielding Will (PW) ☒ Paul Gaucher (PG)
☒ Robert Lee (RL) ☒ Sean Madden (SM) ☒ Grant Miles (GM)
☒ Joanne Storkan (JS) ☒ John Tilley (JT) ☒ Chris Steinbruner (CS)

Administators:
☒ Eric Perlstein (EP) ☒ Lou Perske (LP)

6:47 3.2. Report of action taken in closed session
• Public Appointment: Unanimously approved appointment of Lauren Cohen to the ISM Board of Trustees.

6:50 3.3. Hearings and petitions
The public may comment on items within the Board's jurisdiction but not on the agenda. The Board may not respond except to ask clarifying questions. The length of comments may be limited to 3 minutes by the Chair and total time allotted to non-agenda items will be limited to 15 minutes. The public may comment on agenda items at the time each item is considered by the Board.
• Presentation on student services by Neli Volante, counselor (attached).

7:05 3.4. Consent

3.4.1. Approval of minutes from July 21 monthly meeting
• Moved PG. Seconded SM. No discussion
• Approved 7-0, LC and JT abstaining

7:10 3.5. Correspondence
• Letter from Mr. Robby Fabry requesting approval for the dates of a planned extra-curricular ski-trip. Discussion followed with respect to liability exposure for the school on extra-curricular activities. Board requested additional information from Mr. Fabry on transportation and insurance coverage, before providing final approval for the activity.

7:15 3.6. Action items

3.6.1. Revision of benefits offerings and policies: part-time benefits, cash in lieu of coverage/leave
Tabled discussion from June 2008 meeting.
• Tabled until September

3.6.2. Filling of Board officer vacancy for the 2008-2009 year
• BI nominates and PW seconds PG as Vice Chair
• Approved 8-0, PG abstaining

3.6.3. Procedural clarification regarding admitted and enrolled students professionally assessed as not being prepared to matriculate to the anticipated grade level.
• Administration seeks clarification on Charter enrollment policy with respect to situations where the school makes a determination on the enrollment status of students. Due to the specific nature of this clarification, the discussion was passed to closed session.
7:30  3.7. Information/discussion items

3.7.1. Administration reports
• Attached

3.7.2. Board committee reports
• Attached

3.7.3. ISM Foundation report
• Agreed to remove Mandatory Meeting and make short presentations at various school functions including Back-To-School Night

8:00  3.8. New business
• None

8:25  4. CLOSED SESSION

8:45  5. OPEN SESSION (6.45 PM)

5.1. Call to order and roll call
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✓ Lauren Cohen (LC)  ✓ Plasha Fielding Will (PW)  ✓ Paul Gaucher (PG)  ✓ Bobbie Inelise (BI)  
☐ Robert Lee (RL)  ❏ Sean Madden (SM)  ☐ Grant Miles (GM)  ☐ Alastair Rodd (AR)  
✓ Joanne Storkan (JS)  ✓ John Tilley (JT)  ✓ Chris Steinbruner (CS)  ☐ Lou Perske (LP)  

Administrators:
✓ Eric Perlstein (EP)  

5.2. Report of action taken in closed session
• The Board exercised its responsibility according to Article 9, Section 15 of the Charter to determine the fairest method for resolution of a specific enrollment issue and authorized the Director to act accordingly.

8:46  ADJOURNMENT

Next regular meeting: September 8
ANNEX 1: SITE COMMITTEE REPORT

Site Committee report for 8/11/08

1) Mr. Lou Perske reports that as of 3:17 PM 8/8/08 ISM has been given the okay to move our 8th grade into the Manzanita classroom #4 from Mr. Dan Albert of MPUSD. Fees will be that same as our current lease rate. Renovation on the rest of the pod will commence immediately and we will have to move the 8th grade to another space in the pod at some point this year.

2) Further conversations with MPUSD regarding the Hayes Campus are in process.

3) MPUSD has moved students from the Monterey County office of education special education department onto the Manzanita campus. No notice was given to ISM administration, they just arrived.
ANNEX 2: PROGRAM COMMITTEE REPORT

Committee will meet monthly with Lou on dates TBD

Annual Goal: Articulate progress to date by school staff on ISM program goals and the curriculum components of the Strategic Plan

Have Board review ISM 2008-09 School Plan
Calendar ISM program events supporting program goals
Develop E-News about academic program highlights:

Grants:
Research and expand upon current Grants that support professional development for staff and program resources.

International Community Outreach:
Research and expand upon current local and international partnerships that support professional development for staff and program resources.

Special events:
Research and expand upon current special events that add value to student learning and program development of resources, including County Science Fair, History Day, etc.

Administrative Support
Review and report the collaboration of staff and school community in acquiring program resources to support student learning.
The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world.

ANNEX 3: DEVELOPMENT COMMITTEE REPORT (STRATEGIC FUNDRAISING PLAN)
ISM Development/Foundation Committee
Annual Fund Strategic Plan

Committee will meet monthly on the 1st Saturday of each month at 9AM

Annual Goal: $1500/student x enrollment

Family Share Program (Foundation)

Direct Calls:
3 call times/year
  1st Call time: Previous givers
  2nd Call time: 100% participation/grants
  3rd Call time: all outstanding commitments, last cleanup effort
Assign specific group of families to each caller for year to follow all the way through
Caller is responsible for all follow up including letter stating commitment with remit.

E-Newsletters:
Submitted monthly
Include donor profiles (matching grants, new giver, creative giver, corporate matching, grandparent giving, etc)
Standard template with link to contribute in the email as well as link to website
Publishing of names
  Philanthropist: $1501 and above/student
  Family Share Holder: $1500/student
  Participant: ($1-$1499)

Classroom Champions (may be same person as Foundation):
Assign one classroom champion per class
Responsibilities include:
  1. Communicate to classes at back to school night
  2. Point of contact for all families for information
  3. Communicate % participation by classroom
  4. Update room thermometers

Solicitation Letters:
2 letters to families/year
Incoming families and returning families prior to start of school year & again in February when new applicants are accepted for following year.

Grants: (Administration)
Research and expand upon current Foundations and Grants. Compare what we get versus what other schools receive (Santa Cruz Charter School, other charters in the area, York, Stephenson, Catalina)
Research international organizations that may give
Research co-granting opportunities

Gala: (Foundation)
Who attends events of other schools (Chartwell)
Reach out to broader international community
Honored guest that can act as a draw
Invite waiting list & potential trustees

Alumni Association: (Foundation)
Year One: Collecting alumni information and success stories. One informational letter drafted.
Year Two: Solicitation of alumni folks to be followed by annual solicitation letter.

Grandparents Association: (Foundation)
Revise application to include grandparent contact information.
Collection of any grandparent information.
One event in September to coordinate with National Grandparents Day.
One solicitation letter in November to follow up upon event.

**International Community Outreach: (Administration)**
Annual letter with remit
Invitation to Gala
  Peace Corp/Returned Peace Corps Organization
  Peace Community
  MIIS
  DLI
  NPS
  Language Capital
  Center for Non-proliferation

**Special events: (Foundation)**
Summer picnic/Pool party
Back to school night
Mandatory Meeting
BSIM
Salinas Airshow
AT&T
Artichoke Festival

**Board Contributions: (Development Committee)**
Follow up with Board to contribute at beginning of school year and demonstrate a successful start to annual fundraising.

**Administrative Support**
Re-defining role of administration in fundraising support. Ongoing process to strengthen the communication between the Administration and the parents regarding school funding.
Managing the ask that is happening in classrooms (school supplies, pizza lunches, field trips). Discussion around classroom allowance being included in the budget.
ANNEX 4: STRATEGIC PLAN REPORTS –

HEAD OF SCHOOL-STRATEGIC PLAN REPORT

1.1.2 Analysis of IB Program

Completed May, 2008. Decision made not to pursue IB program enrollment at this time.

1.5.2 Designate Curriculum Responsibility

In process in coordination with new curriculum coordinator (Associate Director). To be completed by Sept. 30, 2008.

2.2.2 Develop Grant Solicitation Plan

In process in coordination with Business Manager. To be completed by Sept. 30, 2008.

2.5.1 Document Staff Recruitment Plan

In my head. Will get it written out by Sept. 30, 2008.

3.2.1 Review Current Administrative Structures and Roles

In process, to include calendar of deadlines for reports and Board approvals. Job descriptions completed. Report completed by October 31, 2008.

4.6.1 Develop Partnerships with local institutions that have an international focus

On going. Already have attended meetings with John Tilley at Monterey Capital Language Association, a working group of local institutions whose mission is to promote Monterey as the language capital of the world. Have met with Sunder Ramaswamy, incoming President of MIIS, Susan Wolf, Manager of Foundation and Corporate Relations, MIIS, Dale Hansman, Manager of Language Line Services, Alan Richmond, Director of Communications and Marketing, Naval Postgraduate School.

BOARD-STRATEGIC PLAN REPORT

1.1.1 Define internationalism and what it looks like in action at ISM.

- Current status
  - Council of International Schools “Defining Internationalism Through Standards” draft recommended
  - Final CIS version due summer 2008
- Next steps
  - Continue communications with CIS
  - Review final version, revise/add if deemed appropriate, officially adopt, and disseminate to the ISM community as a whole
- Completion target
  - October 1, 2008

3.1.3 Complete the 2008-2012 ISM Strategic Plan, distribute it to all stakeholders, and ensure that other school plans, policies, and procedures appropriately reference and reflect the school identity and strategic commitments, outcomes, and priorities in the strategic plan.

- Current status
  - Initial plan completed
- Next steps
  - Complete conversion from PDF to HTML on the ISM website
• Initiate 2008-2009 refresh plan
  • Broadly distribute the School Identity piece of the plan
  • Completion target
  • Ongoing

4.1.1 **Establish family volunteerism as a core value.**
  • Current status
    • Family Association manages volunteer involvement
    • Annual State of the School address emphasizes importance
  • Next steps
    • Board executive committee meet with Family Association
    • Plan 2008 State of the School address for fall 2008
  • Completion target
    • Ongoing

4.3.1 **Encourage every Monterey Peninsula Unified School District and Monterey County Office of Education board member to tour ISM and review information about the school.**
  • Current status
    • All current board members have been invited, and most have toured the school
  • Next steps
    • Repeat invitations to those who have not yet visited the school
    • Explore the possibility of a board-to-board function
  • Completion target
    • Ongoing
**Strategic Priorities Dashboard August 2008**

<table>
<thead>
<tr>
<th>COMMITMENT OUTCOME</th>
<th>PRIORITY</th>
<th>OVERSIGHT</th>
<th>LAST REPORT STATUS</th>
<th>NEXT REPORT MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>Define internationalism and what it looks like in action at ISM.</td>
<td>Board</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Conduct a cost-benefit analysis of alternative curriculum models (e.g. International Baccalaureate Primary Years and Middle Years programs), then adopt the appropriate program(s).</td>
<td>Head of School</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Ensure that the curriculum addresses character development and conflict management to promote a positive school climate.</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>1.4.1</td>
<td>Strengthen the Spanish program.</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>1.4.2</td>
<td>Strengthen the science program.</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>1.4.3</td>
<td>Strengthen the reading program.</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>1.5.1</td>
<td>Document a K-8 curriculum that integrates and articulates all subjects (language arts, mathematics, science, social studies, Spanish, the arts, and technology).</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>1.5.2</td>
<td>Designate who has responsibility for coordination of each component of the curriculum.</td>
<td>Head of School</td>
<td></td>
<td>Aug</td>
</tr>
<tr>
<td>2.1.1</td>
<td>Create a clear, inclusive budget process that allows input from all levels of staff and aligns with the curriculum and strategic plan.</td>
<td>Finance Committee</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Maintain cost controls by establishing a budget model that uses ADA (average daily attendance) as base.</td>
<td>Finance Committee</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>2.2.1</td>
<td>Develop a strategic communications plan for the annual family fair share campaign that details appropriate messaging, progressive communications, and supporting materials.</td>
<td>Foundation Board</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>2.2.2</td>
<td>Develop a grant-solicitation plan that details roles and responsibilities, and an annual timeline.</td>
<td>Head of School</td>
<td></td>
<td>Aug</td>
</tr>
<tr>
<td>2.5.1</td>
<td>Document a plan for attracting, hiring, and retaining quality faculty and staff.</td>
<td>Head of School</td>
<td></td>
<td>Aug</td>
</tr>
<tr>
<td>2.8.1</td>
<td>Establish in-house mentoring to improve instructional quality and assist with integration of the curriculum.</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>2.8.2</td>
<td>Articulate, fund, and execute a professional development plan that addresses teaching and learning needs.</td>
<td>Curriculum Committee</td>
<td></td>
<td>Sep</td>
</tr>
<tr>
<td>3.1.1</td>
<td>Establish policies and procedures for safety and crisis management.</td>
<td>Safety Committee</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>3.1.2</td>
<td>Effectively communicate and enforce the student conduct and discipline policy.</td>
<td>Associate Head</td>
<td></td>
<td>Sep</td>
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<tr>
<td>3.1.3</td>
<td>Complete the 2008-2012 ISM Strategic Plan, distribute it to all stakeholders, and ensure that other school plans, policies, and procedures appropriately reference and reflect the school identity and strategic commitments, outcomes, and priorities in the strategic plan.</td>
<td>Board</td>
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<td>Oct</td>
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<td>3.2.1</td>
<td>Review current administrative structures and roles, redefining existing roles and adding new roles as appropriate.</td>
<td>Head of School</td>
<td></td>
<td>Aug</td>
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<tr>
<td>4.1.1</td>
<td>Establish family volunteerism as a core value.</td>
<td>Board</td>
<td></td>
<td>Oct</td>
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<td>4.3.1</td>
<td>Encourage every Monterey Peninsula Unified School District and Monterey County Office of Education board member to tour ISM and review information about the school.</td>
<td>Board</td>
<td></td>
<td>Oct</td>
</tr>
<tr>
<td>4.6.1</td>
<td>Develop partnerships with local institutions that have an international focus.</td>
<td>Head of School</td>
<td></td>
<td>Aug</td>
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