

The International School of Charlottesville
Board Meeting Minutes
December 10, 2008

Board Members present:

Maite Brandt-Pearce – Chair
Veronique Siebenmann – Teacher Representative
Laura Rydin – Parent Representative

Board Members absent:

Marcela Carlock – Teacher Representative
Christina Hendricks- Parent Representative

Others Present:

Kate Redding-Brown – Director of Admissions and Outreach
Luisa Assink – Office Manager

Minutes from November 12, 2008 were approved.

Action items were reviewed:

- Veronique reported all the ideas that teachers gave to her about what will be a nice incentive program for them.
- Maite reported that it wouldn't be a conflict of interest if the Treasurer is a staff member of ISC.
- The relocation committee visited a vacant space that could be an option to lease, and relocate the ISC's campuses.

New Board Business

Tuition for next year

After reviewing the budget and needs of the school, in order to offer an excellent service and meet the staff needs, the board members decided on a tuition increase of 4% for the 2009-2010 School Year. After care service will be \$13 for nap (1:00pm – 3:00pm) and \$13 for after care (3:00pm – 5:30pm). Morning care stays the same \$5 (8:00am – 8:45am).

Maite made a motion to approve the tuition increase, Veronique seconded and everybody agreed.

Faculty and Staff bonuses

The board members agreed to give Christmas bonuses of \$250 to full-time employees, and \$150 to part-time employees.

Ad Hoc Committee on Salary Scale

The proposal for the Salary Scale for next year has been finalized. Maite presented it, the board members reviewed it and everybody thinks that it is fair and covers every variable that affects it.

Laura made a motion to approve the scale. Veronique seconded and everybody agreed.

Administration

Director's Report

The school's calendar is on track. Teachers and students are preparing for their Winter Party. They are going to make Christmas cards for the kids at UVA Hospital.

The Thanksgiving feast was a nice event, and there was a lot of parent participation. Everybody contributed with food and enthusiasm.

The French and Spanish Pre-Kindergarten took a field trip to the City Hall, and all went well.

Director of Admissions and Outreach report

Kate is working on the Annual Campaign letter. She is planning to send it before the break.

The Intent to Re-enroll forms are going to be distributed on December 18th.

Kate is preparing the Open House and the Annual Report.

Old Business

The incentive program will be reviewed at the next Board meeting.

Action items

- Marcela will ask the teachers at Belmont Campus what would be a nice incentive program for them.

Closing

The next board meeting will be on January 14, 2009 at 7:00pm.

Respectfully submitted,

Luisa Assink
Office Manager