

## Summary: Association General Meeting, 19 November 2018

The following represents a **summary of the questions and answers** from the Association General Meeting on 19 November. You can access the AGM presentation on the website [HERE](#). Soon you can access the video recording of the entire evening from on the ICS Website, Board of Governors page [HERE](#). For any questions, clarifications or concerns, please email the Board at [board@icsaddis.org](mailto:board@icsaddis.org)

<b>Opening Remarks</b>	
<b>Agenda overview</b>	
<b>Chair Report</b>	
<b>Treasurer's Report</b>	Q: once you have a strategy in place, will you share it with the association? Yes, of course, that is a function of the Board.
<b>ES Learning Hub</b>	Q: what are the security measures? <ul style="list-style-type: none"> <li>- Walls against the exterior wall are hard concrete with no windows.</li> <li>- Reviewed egress points</li> </ul>
<b>Governance Committee</b>	<ul style="list-style-type: none"> <li>- Q: Are parents allowed to participate in changing the Statutes and Bylaws.</li> <li>- A: Yes, anyone can share their suggestions/recommendations or concerns with Governance Committee. You don't have to be on the taskforce to contribute your input.</li> <li>- Q: When presented to the association is it a board meeting or will it be sent around via email?</li> <li>- A: Not decided yet, but you are welcome to provide your input. When the board recommended changes are shared with the Association, there will be a side-by-side comparison and rationale. At that time you are again welcome to share comments, but we recommend that if you have concerns about the Statutes and Bylaws to share them now and your suggested edits. It is the Board's responsibility to do the work of refining governance documentation.</li> </ul>
<b>Timeline for HoS Evaluation Framework shared</b>	<ul style="list-style-type: none"> <li>- Q: How can parents provide feedback?</li> <li>- A: Feedback will be taken into consideration through potential surveys, focus groups and interviews.</li> <li>- Q: Why did you chose parents and not teachers?</li> <li>- A: The parents we have chosen have the knowledge to make a framework and using faculty could create a conflict of interest as the HoS is their boss.</li> <li>- Q: How were the parents selected. You need to advertise more and not select your friends, the process needs to be more transparent.</li> </ul>

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	<ul style="list-style-type: none"> <li>- A: Yes, we understand we need to improve the clarity of how we use taskforces. However, we did not pick our friends, but those that expressed criticisms to us in the past of the process or have professional experience in the area. Yes, we made a misstep in how we handled the taskforces, and we acknowledge that we may have done it too quickly.</li> <li>- Q: So it will be changed?</li> <li>- A: Yes, as we further develop and refine the process, we will reconsider how we use and select for taskforces in future. We will not go back and reassemble existing taskforces.</li> <li>- Q: Can you tell us who is on the task force? Not just here but list and send it out to all the association.</li> <li>- A: Margot and Hannah are on the HoS Taskforce. We will to share this information.</li> <li>- Q: Can you add teachers and faculty feedback?</li> <li>- A: Yes, we are looking at a 360 evaluation for the Head of School.</li> <li>- Q: How did you find the outside consultant for the HoS Evaluation?</li> <li>- A: We haven't done this yet.</li> </ul>
<p><b>Nomination &amp; Appointment Process</b></p>	<p>Task force includes Diana and Glen</p> <p>Q: How were the parent volunteers selected?</p> <p>A: Same as before and we acknowledge that we could have done it better and we will going forward.</p> <p>Q: Are you going to stop this process and re-select the task force transparently and re-start?</p> <p>A: No. But you can send your concerns or recommendations to the board.</p> <p>Q: How do I engage with the Board and be on a taskforce? If I send an email, will I be contacted to have a meeting?</p> <p>A: Yes, send the board an email, you will get a response and if you ask for a meeting, we will schedule a meeting. If you would like to be on a taskforce we will contact you once our taskforce selection process in fully developed. Meetings don't have to be a 1:1 meeting, but can be meeting with as many people as you'd like.</p> <p>Q: How does the board communicate with parents and how frequent? The last email I have received was Feb 2018.</p> <p>A: The Board Chair has sent 2 emails since the beginning of the school year and we have updated the website. The Chair monitors and answers the Board email ID. We will communicate through the ICS Weekly and you can always contact us with any questions or concerns for the Board through email.</p> <p>Q: There needs to be a public sharing of what you are recommending and a public comments/responding to. It can't be one-on-one.</p> <p>A: Your point is well made. We take on that we do need to be more transparent in how we do things. Here and now at the AGM, we are publicly sharing our role, strategies, work to date, task forces and things to come. If interested, people can come to the AGM or they will have access to the video and minutes.</p> <p>Q: 1) Can the governance committee identify the task forces that are needed and how to create the taskforce? 2) How can the parents engage with the board?</p>

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	<p>A: Yes, in the presentation that we just shared, we mentioned there are currently two taskforces. One for the Board nomination process and one for the Head of School Evaluation Framework. On the school website on the Board page, there is more description of what a task force is and how it functions. As the Board further develops the task force selection process with tonight's feedback, we will share that with the Association as well.</p> <p>A: As mentioned earlier, to engage with the board and share your interest in being involved, please send us an email at <a href="mailto:board@icsaddis.org">board@icsaddis.org</a></p>
<b>In Progress: Overview</b>	<p>Parent Comment: This board is trying to get going in the right direction. They have been on the board for 2 months, we need to cut them some slack and let them make progress.</p> <p>Q: Help us understand how you are improving, we need more communication from you.</p> <p>A: In addition to what we have shared tonight on what we are working on and how to engage with the board, we are looking at other means of communications, using the ICS Weekly, more email communications, be at ICS and PCL events and considering a Board coffee morning, quarterly or monthly.</p>
	<p>Q: I didn't know I was part of the Association. What about others?</p> <p>A: There is information on the website and in past emails. It is also covered in the Statutes and Bylaws on the website. But I take your point and we will look to make people more aware.</p>

Question & Answer Session	
What were the improvements to the federal guard house?	<ul style="list-style-type: none"> <li>- Guard house that we made for the federal police as our partners. At any given time we have up to 9 federal police, patrolling the perimeter of the campus and the neighborhood and collaborating with our security team.</li> </ul>
There is a big misconception of what the board does. There needs to be clear communication and understanding and objectives.	<ul style="list-style-type: none"> <li>- Yes, we agree. Through meetings like the AGM and information on the website, and through other communication means as listed above, we hope to better inform the Association.</li> </ul>
Question for the Association: Do you think there is a need to have the board create coffee mornings with or in addition to the PCL mornings?	<ul style="list-style-type: none"> <li>- It doesn't hurt to try.</li> <li>- Yes, it is necessary.</li> <li>- What about the working parents? How can the Board reach them? A: We can have evening events like this AGM. Tonight 30 parents have come.</li> <li>- Please consider: an online forum or video conference? Chat room?</li> <li>- This is an evening event and this is how many people show up.</li> <li>- Instead of reaching out to all the constituents, have them reach out to the board.</li> </ul>

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	<ul style="list-style-type: none"> <li>- You must try different ways to reach all the constituents. A: Yes, we will try our best, but at the same time, parents need to actively seek out information that is given to them, through email, the school website, the ICS Weekly, and at events. Communication is a two-way process.</li> </ul>
<p>If anything happens, what is the school's plan? For evacuation from the school...how would the students be picked up?</p>	<ul style="list-style-type: none"> <li>- The Board is working with the Administration to develop and refine Risk and Business continuity plans. This would fall under that category.</li> <li>- The school does have plans for emergencies and the best option at the moment is to keep kids on campus. We do have enough food and water to have an extended day lock down, in the event of an extreme emergency.</li> <li>- Preparedness, many drills are practiced, safe havens and then communications with parents.</li> <li>- Provided some details about how we go about it.</li> <li>- Suggest-drill with parents and how to pick up children.</li> <li>- This process is not yet detailed in a single consumable package for parents yet.</li> </ul>
<p>Do we have an Endowment?</p>	<ul style="list-style-type: none"> <li>- Not yet, as we have a few priorities to accomplish first, but yes we do want to consider having one and it is part of our long-term planning.</li> </ul>
<p>What is the thinking around tuition? Last year there was a 6% increase, is there a chance of it going down?</p>	<ul style="list-style-type: none"> <li>- Unfortunately, not likely. The cost of living alone increases around 10% minimum.</li> <li>- The Board will announce the tuition fees in March of 2019.</li> </ul>
<p>Accommodation for teachers - Has the board considered purchasing land to build housing?</p>	<ul style="list-style-type: none"> <li>- Yes, we have and we are looking at many options to house our staff.</li> </ul>
<p>Can the Association change the statutes and bylaws</p>	<ul style="list-style-type: none"> <li>- Yes. The Association must vote to make changes; the statutes and Bylaws require a 2/3 majority of the Association to make any changes.</li> </ul>
<p>Who is in the Association? It needs to go out to the general public.</p>	<ul style="list-style-type: none"> <li>- We are stating publicly now, and it will be reflected in the available minutes and video, that the Association is automatically made up of parents of enrolled students, professional staff (teachers &amp; administrators) and teaching assistants.</li> <li>- The Statutes and Bylaws document is published on the ICS website</li> <li>- There are currently 1391 members, with about 230 being employees of the school. This number fluctuates, depending on exact enrollment.</li> </ul>
<p>When revising the Statutes &amp; Bylaws the Board needs to solicit views from the Association.</p>	<ul style="list-style-type: none"> <li>- The Board has hired an expert consultant to help refine the Statutes &amp; Bylaws.</li> </ul>

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<p>There seems to be a need for an organized body of parents that communicates with the board and this body is charged to communicate with parents. A specific parent organization so that parents have a voice and could represent the parent body.</p>	<ul style="list-style-type: none"> <li>- That is what the ICS Association is, and what you are all already a member of. The Board represents the Association, not just the elected board members, but the full board.</li> <li>- The Association is the official governing body and the board represents the Association.</li> </ul>
<p>We used to have a PTA, that was a voice for the parents. Why can't we bring that back?</p>	<ul style="list-style-type: none"> <li>- The PTA was never a governing body or used for parent representation. We are happy to share the bylaws and statutes of past ICS PTAs. The PTA was replaced by the PCL, but continues with the exact same mandate and objectives as the previous PTAs.</li> </ul>
<p>We need a better representation of the parent body and the parent interests. We do appreciate the work that the Board has done and I represent a group of concerned parents. But where do parents go, as a group, to discuss operational and board level concerns? There is no avenue for this and that's why we need a parent association.</p>	<ul style="list-style-type: none"> <li>- There is an avenue and always has been.</li> <li>- As individuals or as a group you can go directly to me, the Board Chair or to the full board. You can set up a group or individual meeting, you can write an email, you can set up phone call.</li> <li>- You as individuals or as a group can go directly to the Head of School with your concerns, issues and suggestions. You can set up a group or individual meeting, you can write an email, you can set up phone call.</li> <li>- You as individuals or as a group can go directly to your division Principal or Deputy Principal with your concerns. You can set up a group or individual meeting, you can write an email, you can set up phone call.</li> </ul>
<p>Head of School Comment</p>	<ul style="list-style-type: none"> <li>- Please reach out and engage with me and the leadership and come to the HoS Parent Forum.</li> </ul>
<p>City transportation is very difficult and it needs to be considered in security and safety process. School day schedule and half days, please consider traffic, specifically on the one day school resumes in January.</p>	<ul style="list-style-type: none"> <li>- Thank you for your suggestion.</li> </ul>
<p>Parents Comments</p>	<ul style="list-style-type: none"> <li>- I appreciate the candid conversation that we are having and I appreciate the board</li> <li>- The experience of the experts should be respected.</li> <li>- Allow for the exchange of information. The board should hear the voice of all diversity and all cultures here at ICS and not just a small minority.</li> <li>- We like the diversity and Cathy representing the Asia voices.</li> <li>- Remember the non-native English speakers</li> <li>- A: The Board is happy to meet on smaller basis with translators.</li> </ul>

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<p>There are a lot of parents with a lot of questions or issues; how do we engage with the Board, there are a lot of changes we want to express. I want the board to be open to what parents want to raise.</p>	<ul style="list-style-type: none"><li>- Yes, and we do want to hear your concerns. As mentioned earlier, come and talk to us. Send an email, set up a meeting. We are here to listen.</li><li>- Just to be clear, we do take all parent feedback into consideration, but must also balance the needs and concerns of the entire 1391 members of the Association today and the members in the years to come.</li></ul>
<p>Patrick Board Chair: Closing remarks</p>	<ul style="list-style-type: none"><li>- I want to say again that the Board is in full and enthusiastic support of the ICS Executive Leadership team; the strategic direction of the school, and the efforts of ICS teachers to provide our kids with an excellent education.</li><li>- Reach out to the administration, reach out to the board. If you want your questions heard and answered, ask the question of the right person and not of each other.</li><li>- I'm hearing your feedback; communicate with the board, please know that your children are in an outstanding school and your kids are learning in an excellent educational program.</li><li>- Thanking you for coming.</li></ul>