



International School of Ulaanbaatar
Улаанбаатар Дахь Олон Улсын Дунд Сургууль

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Mongolia-17032

Minutes of Board of Trustees' Meeting
8 September 2011
Grand Khaan Irish Pub

Attendees:

Shane Rosenthal
Helge Reitz
Nalin Sharma
David Reiner
Hulan Dashdavaa
Oddvar Adnanes
Charles Bouldin
John Karlsen
Charlotte O'Connell
Mungtsetseg Chultem
Robert Stearns
Tuul Arildii

Chairperson
Treasurer
Secretary
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee
Director
Deputy Director

Absent:

Burak Inanc

Trustee

The meeting was called to order by Shane Rosenthal at 12:25 pm. The Chairperson welcomed trustees and the Director and Deputy Director to the first meeting of the new school year.

Director's Report

1. Enrolment stands at 292 students. The Director will provide information to the board on percentage of students with English proficiency.
2. There are total of 39 staff. An English-as-an-Additional Language teacher, a Teacher's Assistant, and a school nurse remain to be hired.
3. The Director proposed that, as the Board considers ways to strengthen Board-Staff communication, that is revisit the Teacher Representative position which may be of limited efficacy. The Chairperson supported the suggestion and noted that any change to the Teacher Representative position should be considered at the Annual General Meeting (AGM) of the Association of ISU.
4. The Director will develop an annual Operational Plan in advance of the Board's November meeting.
5. The Director summarized a new procurement policy which is aimed at ensuring the most efficient use of school resources. The Chairperson noted that, to give Trustees time to review and comment, the proposed policy would go to a vote by email. [Procurement Policy (attached) was subsequently approved by the Board on 15 September by email]
6. The Director noted that regular financial statements would be made available to the Board if required



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The Chairperson requested the Treasurer to work with the Director and Deputy Director discuss financial reporting to the Board, advise the Director and Deputy Director on use of USD and MNT accounts, and report to the Board on outcomes at the next meeting.

7. Ms. Dashdaava requested information regarding university matriculation of graduating students. The Director indicated he would include this in his October report to the Board.

Facilities and Forward Planning

The Chairperson informed the Board that installation of artificial turf would commence within two weeks and the area near the school cafeteria should be completed before the AGM .

Executive Committee

8. The Chairperson noted that Board meetings would be centered on reporting and recommendations from Board committees. Committee chairs are:
 - i. Education – Charles Bouldin
 - ii. Personnel – Nalin Sharma
 - iii. Facility and Grounds – Burak Inanc
 - iv. Admissions and Marketing – Hulan Dashdaava
 - v. Executive Committee – Shane Rosenthal
 - vi. Finance – Helge Reitz

Mr. Rosenthal encouraged Trustees to actively participate in the committees' work, which will focus on the achievement of the goals in the Strategic Plan.

9. The AGM for the school will be held in November, 2011. The Board will discuss details at its next meeting.
10. Six seats are open for election this year. All but one of the affected members, have indicated that they will stand for re-election.
11. Board training for trustees will take place after the AGM but before the end of the year.

The Meeting was adjourned at 2.20 p.m.

Shane Rosenthal
Chairperson