



REDEEMER INTERNATIONAL SCHOOL THAILAND

January 11, 2010

RIST 618: 9:00-10:00 am

Minutes of the Meeting

Present:

Members of the Board of Directors

Rev. Father Somphong Teowtrakul, C.Ss.R

Rev. Father Thanu Kratong, C.Ss.R

Rev. Father Pattarapong Srivorakul, C.Ss.R

Rev. Father Sukhum Thanasingha, C.Ss.R

Rev. Father Sirichai Laokobkul, C.Ss.R

Mr. Chana Kuptanond, School Advisor

Participants:

Mr. Mike Booton, Principal

Mrs. Sudarat T. Attanawin, Assistant Principal

Mrs. Niramol Kevallee, Finance & Accounting Assistant Manager

Report from the Principal

A. Enrollment Status & Staffing for 2010-2011

The reduction of enrollment from the first semester to second is accounted for mainly by early graduation. Eighteen students graduated. Another factor might be the current economy that resulted in relocation of the Japanese community. It was predicted that the number may further decline next year due to students transferring to RIS & negative publicity in recent months.

Factoring in the impact of the issues stated, the administration recommends a precautionary measure to hire conservatively. In summary, RIST will possibly need a science/English teacher and a part-time music teacher. Ms. Miho Katsumata can assume the role of School Counselor with support from RIS especially in Thai college counseling. Ideally, it would be cost-effective to share professional staff resources with RIS. If enrolment increases for the 2010-2011 academic year, teachers can be recruited later.

Board Decision:

The Board approves the staffing proposal for 2010-2011

B. WASC Action Plan

- RIST Year 2 Revised Action Plan, which had been reviewed and approved by the parents and faculty members, was presented to the Board for approval.
- Mr. Mike called the attention of the Board to two specific goals in the Revised Plan that need immediate action; review and revision of the Policy Manual and development of the Administrator and Board Evaluation System. To ensure completion of these important tasks recommended by WASC, Mr. Mike suggested that he be responsible for coordinating the completion of the Policy Manual and developing the Administrator and Board Evaluation System, both to be approved by the Board.

Board Decision:

The Board approves that RIST Year 2 Revised Action Plan be adopted and endorses Mr. Mike's initiative on the Policy Manual and the Administrator and Board Evaluation System.

C. Curriculum Recommendations

- Mr. Mike reported to the Board the recommendations of RIST Curriculum & School Development Committee. The discussion focused on tracking math in high school. To enable teachers to focus on the needs of students, the math department proposed two levels of math for grades 11-12 students for next school year; one equivalent to IB Standard Level and the other equivalent to IB Math Studies. These courses were proposed after discussion with the RIS math department. The Japanese parents supported this proposal.
- RIST Curriculum Purchase Requests were presented to the Board. The total purchase for the academic year 2010-2011 is 1,104,348 Baht.

Board Decision:

The Board supports recommendations of RIST Curriculum & School Development Council and the Curriculum Purchase Requests

D. Technology Budget 2009-2010

- Mr. Mike gave an update on RIST Budget for 2009-2010 and informed the Board that RIST has been very cautious about spending money and makes every attempt to save where possible.
- Technology plays an important role in teaching and learning at RIST. It has become an indispensable tool for curriculum delivery and support. In order to

maintain and expand our technology program, the administration proposes 500,000 baht technology for the school year 2010-2011. Mr. Mike also requests that the original proposal of 400,000 baht for the school year 2009-2010, which was reduced to 180,000 baht, be reinstated due to high cost of maintenance and replacement.

Board Decision:

The Board suggests that the administration develop a Technology Plan with projected budgetary implications and submit it to the Senior Administrators for consideration.

E. Publicity & Marketing

- In order to increase student enrollment, the administration has been consistently networking with both local and overseas educational agencies, one of which is Globalmakers head office in Korea. A draft of business proposal between RIST and Globalmakers was presented to the Board for a review.
- Although RIS Admission Office has done a great job in recruiting students for RIST, the administration feels that the school would benefit more from having its own marketing and public relation staff.

Board Decision:

- The Board approves the draft business proposal between RIST and Globalmakers.
- The Board asks that the administration continue to advertise RIST in Japanese and Korean newspapers in Bangkok.

F. Tuition Fee Increase

To ease the burden of the parents, it was suggested that the increase of tuition fee for 2010-2011 is 4% in ES, 4% in MS and 7% in HS instead of 5%-5%-8% as planned.

Board Decision:

The Board approves the tuition fees for 2010-2011.