

# TISPA – Dec 8 2015

## Head of School Report

### THANK YOU

A special thank you to all of the TISPA and parent volunteers who helped to make our Winter Wonderland and Community Day so successful. Parents were also very valuable in assisting with the photographers last week. We hope families enjoyed the Helper Appreciation Tea and we hope to make it an annual event.

### Annual Report

The report for 2014-2015 has just been published and sent home with the eldest child. Very pleased to see the continued performances levels in academic achievements and survey results. As you know, we are continuing to implement new strategies to increase communication and parent engagement.

### Communication and Engagement

The Insight Online newsletter and classroom blog subscriptions has been launched – any feedback?

TIS App – we are evaluating companies but plan to launch for CNY.

Let's Chat campaign launching in January

### PreK Registration

The DSEJ has implemented an online PreK registration system. As a result, we must interview all children that apply to our school. We are changing from 1 on 1 interviews to group interviews in order to accommodate the expected increase from 300 applications to 1000 applications. There are 90 PreK spots and 48 siblings have already been in contact with us.

### Proposed Tuition Increase

The board is considering the following tuition increases (approximately 4%). As a non-profit school, they are keenly aware of the investment that parents are placing in their children's education and try to balance this with the increasing costs of operations.

	2015-16	Increase	Proposed 2014-15
Kindergarten (1/2)	51,000	+4000	55,000
Kindergarten	67,000	+4,000	71,000
Grade 1-3	85,000	+3,000	88,000
Grade 4-6	90,000	+4,000	94,000
Grade 7-9	95,000	+4,000	99,000
Grade 10-12	101,000	+4,000	105,000

1. Tuition increases are the primary way of increasing staff salaries. Given some internal efficiency, we will be able to increase staff salaries by 4%. Typically, only 70% of a tuition increase can go to salaries. For reference, the last 2 year's tuition was increased 9% and 6%. Inflation level is around 4.5%
2. We anticipate that an increase in the government subvention to parents will cover 50% of the tuition increase.
3. This increase will also enable us to provide more support in the area:
  - a. Kindergarten English Language Support and Mandarin (Dual Language).
  - b. Increased coordination and emphasis on fine arts.

- c. Continued school development projects despite a significant decrease in DSEJ funding.
4. Student tuition is not being used to fund Phase 2. However, we expect some additional operational costs due to increased utilities, cleaning, security and outfitting during and after construction.
5. Increased funding in Inclusive Education has allowed us to hire more teaching assistants and to provide additional services such as speech therapy, counseling services and physiotherapy.

### **Tuition Payment Schedule**

DSEJ is recommending that we change our current payment schedule from 1 month deposit, 4 month payment and 5 month payment. They would like us to use a set amount for the deposit (ie. \$5000). The difference would be made up in the second payment.

### **2016-17 DRAFT School Calendar**

The DRAFT 2016-17 school calendar is attached. Some factors that were considered:

- DSEJ's requirement of 195 school days after Sept 1 (still short 1 day)
- Adequate # of instructional days in Semester 1 to be prepared for exams
- Maximizing family time by combining holidays with PD days
- Additional day in Jan to allow for travel after New Years as the 2<sup>nd</sup> is a Monday
- Potential conflict with CNY and 2 AB ED Grade 12 exams
- Spring break tied to Ching Ming not Easter

### **Alberta Accreditation Inspection and DSEJ Inspection**

Attached is a summary of AB ED inspection from last year. They highlight the School's distributed leadership, academic performance, student-centred environment, staff handbook and our culture of collaboration. Areas for growth were consistent communication and engaging parents.

DSEJ's unofficial feedback has been mixed. Most are very pleased with our community culture, access to technology and learning strategies. Some have expressed that our curriculum is not rigorous enough. All are impressed with how hard working our teachers are but do not understand the use of generalist teachers in elementary. A written report shall follow later this year.

### **Phase 2**

The Phase 2 has undergone the tendering process and a builder will be finalized before the break. We anticipate starting construction in January. We expect that there will be extensive disruption to traffic and parking during construction. We will work with the builder and MUST to seek suitable solutions.

## **Staffing**

We are currently in the recruitment season for 2016-17. We are finalizing internal transfers and will then begin external hiring. We are only opening one new class (grade 4).

I am very pleased to be able to share some recent developments in the Admin team for next year. In addition to the Secondary Principal search, we have also been busy reviewing our leadership team in light of Phase 2 opening and the continued growth at TIS.

### **Secondary Principal**

I am pleased to confirm that Chris Coates has accepted a 3 year contract starting next year. He will also be assuming the Student Services Dept Head position from January to June filling a vital role when Jennifer Camulli leaves at Christmas and providing an excellent opportunity for adequate transition with Dave.

Christopher Coates has been an educator for over two decades. He served in the public, independent, and international school systems in Canada and Hong Kong. He spent the past 13 years at the Canadian International School of Hong Kong where he worked as a teacher, grade leader, and most recently as Upper School Vice-Principal. He has a Master of Education degree in Educational Management from the University of Bristol (England). Previously, he studied at Carleton University (Ottawa), University of Toronto, and York University (Toronto) earning degrees in Psychology, History, and Education. He brings extensive experience working with a provincial curriculum (Ontario), as well as the International Baccalaureate (IB), specifically with the Middle Years Programme (IB MYP) and Diploma Programme (IB DP).

### **Early Childhood Education Coordinator**

Karen Holmes will be leaving her coordinator position at the end of the year. Karen has been instrumental in developing our kindergarten program over the past few years. Fortunately, she will continue to share her expertise as she will be involved periodically at TIS. I am pleased to report that Nick Chignall will be assuming the Coordinator position. Nick has been with us for a number of years and has proven his leadership skills throughout his time with TIS.

### **Elementary Vice Principal**

Amanda Kiat will expand her role from the Gr 4-6 Division Coordinator to the Elementary School Vice Principal (Gr 1-6). Given Sandi's retirement, we have thought very carefully about how to best meet our elementary students, teachers and staff needs. We have decided that a full-time VP is the best option.

### **Elementary and Secondary Division Coordinators to Become Vice Principals**

I really appreciate the leadership given by our Division Coordinators. Their responsibilities have grown in scope and depth considerably since we first implemented the positions a number of years ago. The Board of Directors have agreed on renaming the positions to Vice Principals to better reflect the responsibilities being performed. We have been allocated 1 FTE (full time equivalency) for elementary and 1 FTE for secondary. The admin team is given the discretion of how to use the time given the context of each school and division. For next year, we have decided to have 1 FTE Elementary Vice Principal but to split the secondary position into two 0.5 FTE VP positions. One for middle school and one for high school. It is important to note that the VP positions are not new positions, but are a re-naming of the elementary and secondary division coordinator positions.

### **Mid Year Changes**

As a responsible school, we must adapt our staffing as student learning needs change and as staff issues develop. Chris Fortner has accepted a new position as an Inclusive Education Teacher and Maikala Harris has stepped in to fill his Grade 2 position.