

BOARD OF TRUSTEES GERMAN INTERNATIONAL SCHOOL NEW YORK

(a New York education Corporation)

Dr. Michael Teufel, President

Dr. Ronald Frank, Chair

Christian Moeller, Treasurer

Michael Meinert, Secretary



Dear Parents:

On behalf of the Board of Trustees, I would like to welcome you to the German International School New York ("GISNY"). Thank you for entrusting your children to us.

From an educational point of view, GISNY is (i) an official German school abroad which confers the German International *Abitur* on its graduates, and (ii) an independent school in the State of New York which confers the High School Diploma on its graduates. Accordingly, we follow the regulatory and academic requirements of Germany and the State of New York.

From a legal point of view, GISNY is a not for profit education corporation in the State of New York (the "Corporation"), governed by its Board of Trustees. The responsibilities of the Board of Trustees are outlined in the bylaws of the Corporation. The Trustees oversee the financial, infrastructure, academic and personnel planning of the school, while the Head of School is responsible for the day-to-day management of the school. The faculty and the staff of GIS report to the Head of School. Together, we uphold the mission of the school, assure the long-term continuity of GIS and afford our students the best education possible.

The Board of Trustees convenes on a regular basis throughout the school year. Trustees are expected to commit significant time and resources and serve in committees (in line with the needs of the school, their interests and their abilities) such as finance, academic, personnel, building, and marketing & retention. If you are interested in serving our school as a Trustee, please contact our Secretary Ronald Frank or me directly.

At the annual meeting of members, which takes place in November/December, the members ratify and approve the actions of the Board of Trustees from the preceding year and vote on motions that require approval. On that same evening, the members elect five candidates for a term of three years to the Board of Trustees which consists of fifteen members. Any member in good standing can submit a candidacy to the Board of Trustees. However, in order to be listed on the ballot, the candidacy has to be submitted prior to the last regular board meeting before the annual meeting of members (which is held in October), as the formal invitation to the annual meeting of members needs to be approved by the Board of Trustees, and be mailed out in line with the required notice period.

As per the bylaws, membership of the corporation requires the approval of the Board of Trustees. A few years ago, the Board of Trustees decided to actively offer membership to all incoming parents at the time of enrollment. Unless you opt out, you will become a member of the Corporation by signing the enrollment agreement. Should you decide to opt out but consider membership at a later moment in time, please contact Carol Klessen.

We look forward to welcoming you as a member of the Corporation.

Sincerely yours,

Dr. Michael Teufel
President

Dr. Ronald Frank
Chair