

FROM THE BOARD OF GOVERNORS



MONSOON UPDATES

Greetings to Calcutta International School Society members!

In the pages that follow, you will find key updates from the Board as well as the sub-Committees.

As always, please email us at pabog@calcuttais.edu.in with any questions or comments.

Board of Governors

Atul Almal
Deven Patodia
Anurag Mohta
Abhi Chakrabarti
Adhiraj Thirani

Karan Samtani
Jai Vardhan Kejriwal
Harshvardhan Modi
Joyita Majumdar
Tanya Kumar

Upcoming Events

- **17 July 2025**
FY 2024-25 Annual Report Finalization
- **29 July 2025**
BOG Meeting

- **14 August 2025**
New Website Launch
- **12 September 2025**
Annual General Meeting

Standing Strong Together: A Reflection on the June Bomb Threats

On June 25th at 10:46 in the morning, our school received an anonymous bomb threat via email. A day later, on June 26th at 3:40 pm, another email came in. In those moments, our priority was crystal clear: the safety and well-being of every child, teacher, and staff member on campus. Evacuations were swift, parents were informed with transparency, and the local police worked hand in hand with us to secure every classroom, every corner, every bag left behind in the rush. These two bomb threats tested us. But they also reminded us that when trust is built brick by brick over years, it holds strong under pressure. We thank all members of the society, for their unwavering support and help, through such a period.

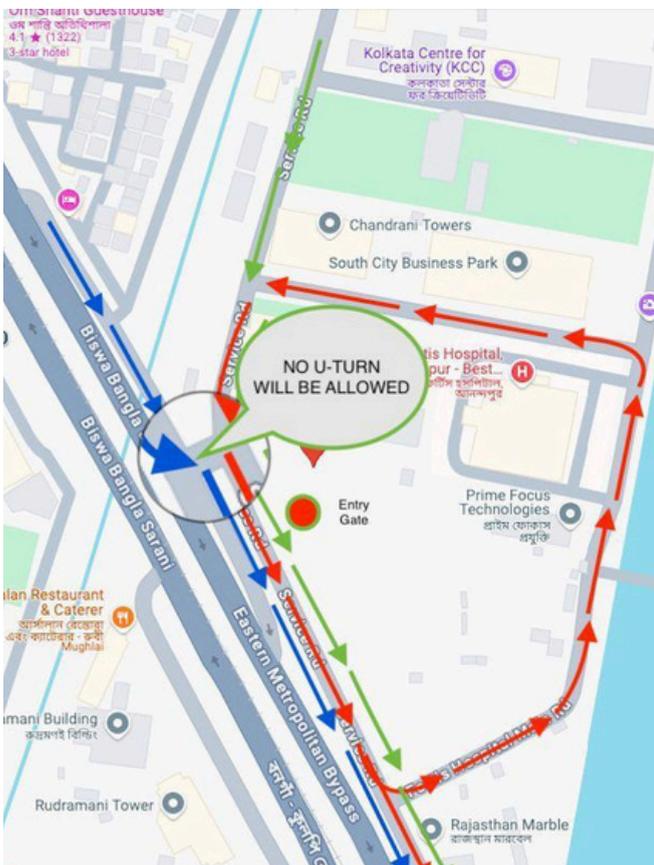
Alighting Zone

To streamline traffic movement and enhance the safety of our students, we have introduced important adjustments to the drop-off process near the school gate.

A section of the barricades on the right side of the school gate has been removed to create a designated alighting zone along the pavement (highlighted in green in the attached image). We request all parents and chauffeurs to strictly use this zone for dropping off students. Key guidelines to follow:

- No U-turns are permitted in front of the school gate. Vehicles must follow the directional route as shown in the Google map image.
- Cars should move forward along the service lane and stop only briefly in the green-marked alighting zone to drop off students.
- Drivers must not linger in the drop-off area. Quick movement is essential to avoid congestion.
- Children should be ready to alight immediately, with their bags, bottles, and belongings in hand, before reaching the drop-off point.
- Students must use the pavement as a safe walkway to approach the school gate from the drop-off zone.
- Due to ongoing construction, only one gate is operational and accessible for entry. Kindly ensure your children are guided to the correct entry point.
- Vehicles are not allowed to enter the school premises. Drop-offs must happen outside the gate.

This initiative has been implemented in the interest of safety and efficiency. We sincerely appreciate your cooperation in ensuring a smooth and secure arrival process for all students.



BOG

It's been a groundbreaking few months for the CISS BOG.

April 11, was a special day for CIS. We came together as a community, with every student, every teacher, every member of staff, and parents, to mark the occasion of groundbreaking for our new infrastructure project. We stood shoulder to shoulder as partners in a shared vision. That's what makes CIS unique, everyone has a voice and a role in shaping CIS.

Another meaningful step forward: for the first time ever, the Board was part of orientation for new parents in both Junior and Senior Schools. Until now, families joining CIS often didn't know what the Society is, what it does, or how it supports the school. We've changed that. By hearing directly from the Board at the start, parents get a clearer picture and a stronger connection to our community - from day one.

We've also made real progress on governance. This May, the Board officially adopted CIS's first comprehensive Academic Policy. While individual policies have existed, this full framework - developed closely with the Principals - has been more than a year in the making. It lays out how we approach learning, academic expectations, and support across the school. We're now putting the finishing touches on formatting and footnotes, and soon, you'll be able to view it all on EduNext.

Whether it's shaping the policies that drive CIS, inviting you to be part of the groundbreaking, or presenting at new parent orientations, each step reflects our commitment to transparency, and strengthens the foundation of trust, collaboration, and excellence that defines our school.



Ground breaking Event

Acad Com

Improving Student Behaviour and Discipline:

This quarter, the Academic Committee focused on identifying measures to improve student behaviour and classroom discipline. With inputs from section heads, HODs, and principals, the committee is working on updating the disciplinary approach amongst students across the school. Academic rules were also reviewed and updated, especially around being on time, completing assignments, and taking leave. The school diary was revised to include the updated school vision, rules for parents, and correct details about special education and fee information.

Access to Answer Sheets for Grades 9-12:

To help students learn better, students from Grades 9 to 12 will be allowed to take home their reviewed answer sheets (except for Term 1 and 2 exams) starting June. This will help them understand their mistakes and improve. The committee also plans to form a task force of parents to work with the school on academic improvements in the senior school, based on recommendations from an upcoming audit report.

Board Exams and Logistics Arrangements:

The Board exams were held in May and June. Due to the piling work for the new building during this period, extensive preparations were made to hold the exams at a nearby off-site location.

New Predicted Grades Policy:

A draft of a new Predicted Policy was introduced at the Board level. The goal of this amended policy is to ensure fairness, transparency, visibility, and timely dispensation of the Predicted Grades, to the students. A review of this policy has been a long-standing request of society members.

Admissions Process Redesign:

The Committee had appointed Hearth Advisors to help the school formulate an updated Admissions Process redesign. The report was submitted at the beginning of June. Based on the reports and findings, certain immediate steps have been taken to incorporate the findings. The redesign will continue through the next few months, and changes will be incorporated into the admissions process for the senior school. By the next Admissions cycle, the Board will implement all required changes, after internal discussion, with the principals.

Exploring Bus Service Options:

Bus Service has been a popular request of many society members. The committee has been talking to vendors to put together a proposal for the same. Details will be shared later this month, via a separate email to the society members.

Facilities Com

The Facilities Committee worked on improving school infrastructure and making daily operations smoother. Over the summer, several repair and upgrade projects have also begun and completed.



Installation of New Fire Door



Donated CIS Desks

- The work of new flooring in the Nursery has been completed.
- The renovation of the Admissions area has been completed.
- The upgradation of the Infirmary has been completed.
- The IGR Room renovation is complete, and Grade 7 has been shifted to the second floor so that the entire Middle School is on the same floor.
- The renovation of the Atrium is ongoing and nearing completion.
- The renovation of the SEN Room is ongoing and nearing completion.
- The installation of new metal and fire doors has been completed over the summer.
- Biometric attendance machines has been installed in
 - security gate which will be used to track vendors and maintenance staff and
 - all classrooms to assess teacher attendance for classes and track proper maintenance.
- All school items and equipment are being tagged with RFID for better tracking.
- Safety drills have been verified, and CCTV cameras are being renamed and installed in important areas to improve security.
- CIS donated 48 desk benches & chairs to Dakshin Calcutta Arya Vidyalaya School, who expressed their heartfelt gratitude for the support.
- Additional donations were also extended to Lotus and All Bengal Women's Union.



Atrium

Facilities Com



Atrium - Before renovation



Atrium - After renovation



New Flooring of Nursery Rooms



New Flooring of Nursery Rooms



Renovated Admission Room



New Poster in Infirmary

FinCom

During the quarter, the Finance Committee reviewed and made changes to the school's Finance policies with regard to improving the budgeting process, better defining operating and development revenue expenses, revising the late-penalty waiver process, and simplifying the calculation of exam fees.

Another significant step was the successful implementation of the Edunext app and payment gateway for collection of fees. This allows fees to be paid using Web, iOS and Android. The app has a host of features and information, and will significantly reduce the accounting entry workload.

HRCCom

Over the past quarter, the HR Committee has worked on improving internal systems, finalizing hiring plans, and making policies more employee-friendly and efficient. The hiring budget for the upcoming academic year was reviewed in detail, with approvals granted for key teaching and administrative roles across both Junior and Senior Schools. This included positions like subject teachers, a floater teacher for the Junior School, a full-time GP teacher, a full-time Spanish teacher, and new admin roles like Student Development Officer and Marketing Associate.

In terms of staff well-being and engagement, a number of updates were made. A Personal Accident Insurance policy for all staff was approved, and breakfast allowances for support staff were increased. A revised Employee Referral Program was launched with attractive incentives to encourage staff to refer quality candidates. Long-serving staff with over 10 years at CIS will be recognized through sponsored off-site training programs. Sub-staff operations are being streamlined with rota shifts and task-based planning. All biometric records are being brought up to date, including temporary support staff, and a rule has been implemented that everyone—permanent or temporary—must be registered in the system.

Performance reviews for the year were also addressed. The HR Handbook is being updated with new policies including the revised referral scheme and will be shared with all staff annually. Updates were also made to pay and salary structure policies to bring parity and improve compliance with social security requirements.

Finally, several operational matters were also reviewed, such as grievance mechanisms, training needs, and the use of Edunext for better HR process automation. Training for both teaching and non-teaching staff continues to be encouraged, and departments have been asked to assess and report the effectiveness of these training sessions in the performance review cycle. The committee is also looking at enhancing CIS's online presence through regular HR-led LinkedIn updates.

TechCom

This quarter, the Tech Committee made steady progress across major digital initiatives.

Website Revamp:

The redesigned website received positive feedback from members and principals. Final deployment is underway, and the site will soon go live with added features and functionality.

Edunext Implementation:

- The Fee Module is live, with parents now paying fees via the app.
- The Communication Module is being streamlined with clearer categorization and clean-up of older data. The mailbox is now visible on the app easing communication.
- TC issuance, Leave requests, and Admissions automation are progressing steadily.
- Society number should soon be visible on the app.
- Whatsapp with chatbot integration is being explored for Edunext.
- A form is being created for prospective parents to request school visits.

Hardware & MIS Oversight:

A review of unused laptops is underway. A monthly MIS covering IT systems and ensure student data is regularly updated with clear SOPs. A similar weekly MIS is being implemented to ensure proper uptime of the CCTV network.

Systems & Contracts:

The Vendor Management System is active and being refined to align with the DOA. A donation ERP is also being integrated into the website.

With Edunext and the website nearing completion, we are focused on building systems that enhance transparency, efficiency, and user experience.

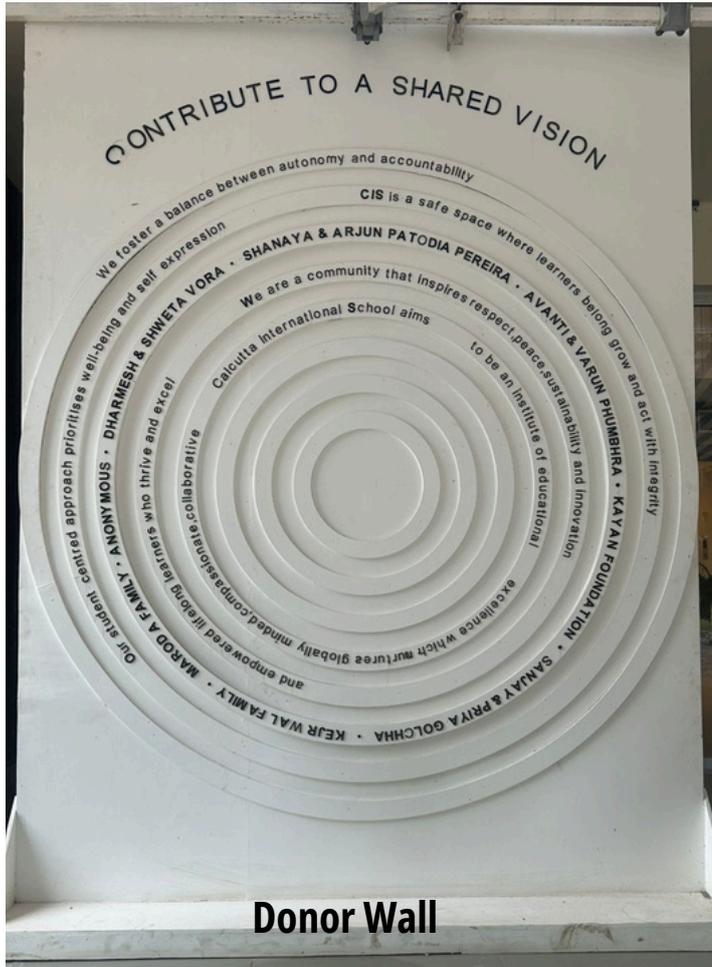
ECAM

ECA is now CCA!

“Extra” implies something optional or outside the core experience. But our CCA program is designed to go hand-in-hand with the academic curriculum — building confidence, leadership, creativity, resilience, and teamwork. That’s why we are now calling them Co-Curricular Activities (CCA) instead of Extra-Curricular Activities (ECA). The Committee has helped tie together the CCA program to make learning more robust and create forums for students to showcase their learnings throughout the year.

On the marketing side, the Committee has overseen the completion of the school’s official brand guidelines and creation of an annual marketing calendar. In the coming months, we will shift to execution, putting out engaging content that really highlights the strengths of our school.

Fundraising Efforts - Be a Part of the Legacy! The Donor Wall is coming to life!



Donor Wall

The Fundraising Team has been hard at work shaping the fundraising story for CIS - this isn't just about raising money, it's about recognizing our place in something bigger. CIS is a pillar of Kolkata, delivering a global education to a vibrant, diverse student body. In doing so, we help strengthen the city's identity as a hub of learning, creativity, and community.

The fundraising team helped put together the Vision CIS groundbreaking event - where students, teachers, and parents marked the start of our new building construction and celebrated the strength of our community. Join us! - We're looking for passionate volunteers.

Contact us at -

cisvision@calcuttais.edu.in



CIS Vision Team

A Grateful Farewell to Our Outgoing Chairperson – Mrs. Shannon Jhunjhunwala

On behalf of the Calcutta International School Society, we extend our deepest gratitude to Mrs. Shannon Jhunjhunwala, who stepped down as Chairperson of the Board of Governors on 29th April 2025, after six years of dedicated service and leadership.

Since joining the Board in 2019, Mrs. Jhunjhunwala has served in several key roles, including Secretary, Chair of the HR and ECA Committees, and ultimately as Chairperson from September 2023. Her tenure was marked by significant milestones, including comprehensive revisions of the Policy Manual, the long-awaited update of the Memorandum of Association, and the initiation of the new school building project.

Renowned for her discipline, attention to detail, and commitment to institutional excellence, she led with professionalism, compassion, and an unwavering belief in CIS's mission. Her contributions to strengthening school governance, enhancing branding, and building alumni connections have left a lasting legacy.

Known for her precision, Shannon's eye for detail, insistence on meeting deadlines, and emphasis on creating clear Standard Operating Procedures (SOPs) set a benchmark in Board functioning. Her punctuality and professionalism were matched by her tireless energy — always on the move, juggling her professional responsibilities and personal commitments with grace and drive.

Thank you, Mrs. Jhunjhunwala, for your exceptional service. Your leadership will continue to inspire us in the years ahead.

