

Supply Supplement

AN INTERNATIONAL SCHOOLS SERVICES PUBLICATION

2019/20 Edition

WELCOME MESSAGE

From Keith Cincotta
Director of School Services



Welcome to the annual ISS School Supply Supplement! At ISS we are always looking for ways to build community and work in partnership with other like-minded organizations. It was with these values in mind that we created the supplement seven years ago. We wanted to better connect our vendors and schools and provide both with valuable information that will help make the school supply process as smooth and worry-free as possible. The ISS School Supply Supplement has become a valuable resource, putting information in the hands of teachers making purchasing decisions at the time of year when schools start to plan their annual orders.

While much has changed over the years, one thing has not: world class schools need world class materials. The ISS School Supply team works year-round through school planning, buying, and receiving phases to ensure the smoothest processes possible for all involved. Our team's 40+ years of experience help us to handle almost every situation possible and we have seen some unusual ones! We've worked with schools and suppliers across the globe, from Mongolia to Mexico and on every continent except Antarctica. We have mastered shipping routes and ever-changing customs paperwork for more than 100+ customs agencies. Beyond all of that, and top of our list, we have developed relationships with our schools. We so value when we can meet a client in-person and spend time getting to know each other better. One thing we've learned from those meetings is that our clients trust that we have their best interests at heart and take seriously our responsibility to be their advocate and partner.

Each of our clients receives a dedicated ISS School Supply Account Representative. Everyone on the team is professional, experienced, knowledgeable, and driven by the mission to help schools provide the best educational program and experience possible for children. This year we added a new account rep, Connie Hu, located in the ISS Asia Pacific office in Shenzhen, China. Connie is available to assist international schools in China with their purchasing needs as well as help new start up schools with their purchase of supplies and equipment. Additionally, she is responsible for managing our relationship with our dedicated Chinese import agency. We are thrilled to have Connie on the team, which will allow us to provide even better service to our schools in China and give ISS the opportunity to focus on a very important market for international education.

Enjoy this year's edition of the Supply Supplement, which features some fun stories and advice from our School Supply team. Please feel free to reach out with any questions you have about ISS School Supply. I look forward to hearing from you.

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As a nonprofit organization, International Schools Services (ISS) works with more than 500 international schools and thousands of educators each year across its suite of services, creating the largest global footprint in international education support. Since its inception in 1955, ISS has launched and managed more than 110 international schools; supported approximately 50,000 job-seeking educators; developed ground-breaking learning programs, such as the World Language Initiative and LEVEL 5 Creativity & Innovation Hubs; processed about 15,000 school supply orders annually; and provided

accounting and nonprofit board management for over 75 schools. With its headquarters in Princeton, NJ, USA and locations in China and Bahrain, ISS currently owns or operates about 20 international schools around the world and promotes innovative best practices for global education through its core services that include: founding and managing student-centered, future-oriented schools; recruiting world-class educators; providing cutting-edge professional learning opportunities; sourcing essential school supplies; and administering school foundations.



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JOAN RAMOS AND 30 YEARS WITH ISS SCHOOL SUPPLY

Just about 30 years ago, Joan Ramos joined ISS. Today, she is a Senior Educational Account Representative with the ISS School Supply team, and after years of connections, is also a trusted resource and friend to many in the international education world. Catch up with her to hear about Supply highlights (including butterfly deliveries and secret trips through the jungle!), advice to newcomers to school supply, and more.

Where are you from, and how did you first come to join ISS?

I grew up in Morrisville, PA. I was working at another company, but the environment wasn't really great or a place I could stay at for a long time. One of my co-worker's mother was working at ISS, so when I started looking for a new opportunity, I interviewed there. The director of the department said to me "You can start today!" I thought it was an interesting company, so I took the job.

And now it's been 30 years! What do you do in your position with ISS School Supply today?

I process the orders for a number of different schools: Independent School Riau, Ambatovy International School, a lot of the startup schools through our school management department. When they're starting up a new school and going to purchase through us, I support the startup orders by working with the Senior Leadership Executive or somebody new on the ground to get the orders together. As a supervisor, I manage a couple people in the Supply department too.

We submit the orders for the schools and consolidate the freight at our warehouse, then make a consolidated shipment to the schools according to their timeline. We do air freight, sea freight, container loads of orders, orders less than container loads. We also prepare all the paperwork for the shipment and work with a freight forwarder so that orders clear customs.

What do you enjoy about your work? Do you have any big projects for this upcoming season?

I like that there's also a lot that's different in my work every day, because of the different countries and needs. The other thing I enjoy is talking to my contacts overseas! We'll chat about their families, where they've been on vacation, or they'll ask if they can friend-request me on Facebook. I have a lot of

friends now that are people I have worked with in the past or that I'm working with now.

This season, I'm working with a lot of new hires at my purchasing schools. When there's somebody new stepping in, I try to be very available for them. They're in a new place and don't know what happened the previous year with ordering, so I'm here to help.

What advice would you offer to an international school or administrator who's ordering supplies for the first time that they might not think of?

Get in touch with us so that you can understand the help we can offer. After that, the best thing you can do is get your school orders in early so that we can

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SCHOOL SUPPLY SUPPLEMENT

2019/20 Edition

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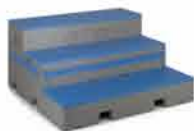
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ISS SCHOOL SUPPLY WELCOMES CONNIE HU



From left: Loredana Lipari, Keith Cincotta, Rose Fioravanti, Connie Hu, Vicki Merlo, Sylvia Butler, Terrie Marino

The ISS School Supply team recently expanded our reach and services by establishing a School Supply Rep in China. Connie Hu now works out of the ISS Asia Pacific office in Shenzhen China. Connie will look after our clients in China and assist with ISS' Managed Schools in the region. ISS Director of School Services Keith Cincotta says of the hire, "We're thrilled to be able to offer even better service and market insight to our clients in China and across Asia by having a dedicated rep in Shenzhen. Connie has great experience and is committed to ISS' mission of empowering international schools." Connie recently spent a week training with the Princeton staff. She also travelled to New York with Sylvia Butler (ISS Senior Account Representative) and LaQuail Scotland (ISS Educational Account Representative), visiting the One World Observatory. Welcome Connie to the team!



LaQuail, Connie, Sylvia at One World Observatory



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JOAN RAMOS AND 30 YEARS WITH ISS SCHOOL SUPPLY

(continued from page 3)

ship early. We want you to have very little on backorder. Also, we can usually get most things, so even if you think your school won't be able to get an item, always ask us!

Any stories or examples of times that you helped schools that were in a pinch? An unusual item that you were able to pull through?

At Riffa Views International School (RVIS), we once worked with a woman trying to order butterfly larvae. When you order bugs or other live material, we usually order them directly from the science supplier and have them ship straight to the school. We can't take live things into our warehouse because of what happened with the frogs. (See Vicki Merlo's article in last School Supply Supplement).

The school had been trying to order the larvae with one of the science suppliers, but it just wasn't working between customs and other complications. So she contacted me and said, "I'm trying to get butterfly larvae! We're trying to do this thing for the great elementary kids and we wanted to have them turn into butterflies, but I can't get them shipped!"

I told her, "That's easy! I'll get it for you." I worked with Carolina Biological Supply and I got the butterfly larvae shipped and delivered. The parents were ecstatic, the kids were ecstatic, the teacher was taking pictures of the butterflies and sending them to us. I didn't even know when I ordered



them, but it was a huge deal to RVIS.

I do have another good story, about when we opened up a new contract school a while back. Now it's less stringent, but at the time, the country was pretty closed and shut down by its government. They were allowing us to come in and set up this international American curriculum school as an exception, since it was being done jointly with someone prominent. But we weren't allowed to tell anybody where the school was. We had a code for the school. Vendors would call and want to know the location, but we weren't supposed to tell them.

We couldn't ship directly to the school, so we shipped to an alternate location. The school didn't want to alert anybody that this container was coming through, so they would pay locals to help with transportation. The shipment was broken down and carried through the jungle, using hundreds of porters, donkeys and mules. I think that's pretty interesting.

Agreed! Thank you for sharing your stories and School Supply journey with us, Joan. Any closing thoughts about ISS and being in this world for thirty years?

There's been a lot of different changes over the years. When we got a fax machine, everybody was excited about this machine that could transmit documents over phone lines. We used to type all of our reports and letters on a typewriter, and now everything's automated. Oh, and Vicki and I used to rollerblade through the office after-hours because Rob Ambrogi gave us his old rollerblades—that was fun.

It's been a really fulfilling job. At the end of the day, you're making sure that the teachers have the supplies that they need to teach the kids, and that kids have the supplies they need to be able to learn. It's a great mission, and one of those companies where you can just come and stay.



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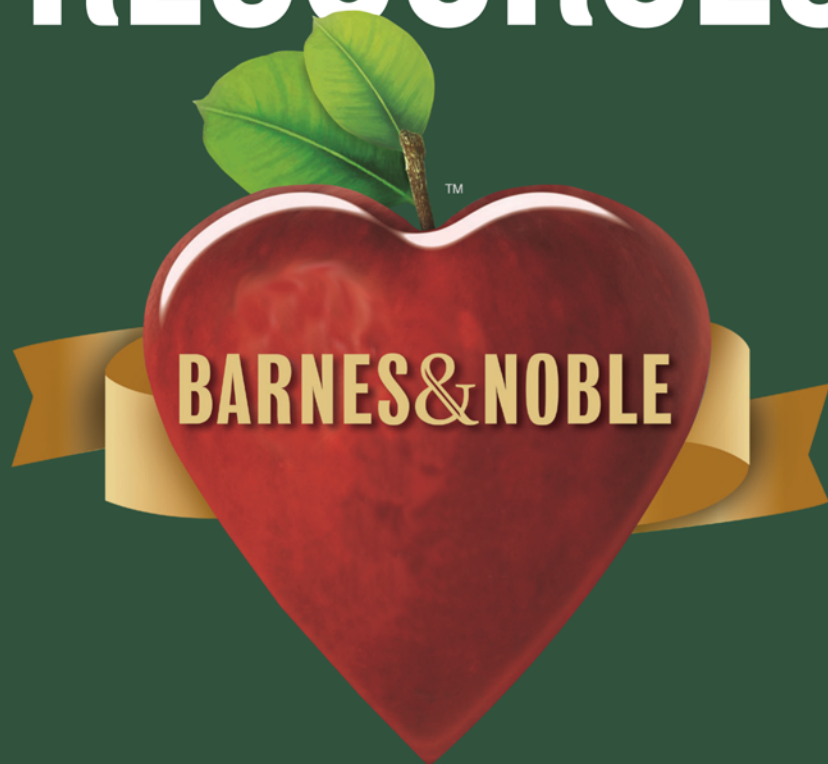
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ISS NAMED LITERACY CHAMPION BY THE AFRICAN LIBRARY PROJECT

The African Library Project coordinates book drives in the United States and partners with African schools and villages to start small libraries. ISS is proud to support this project, and its goals of improving literacy, education, and self-empowerment through building libraries. This year ISS partnered with the Princeton location of Barnes and Noble to donate 1,500 children's books. The books benefited libraries in Ghana: a nursery school and a community library located in Avelebe. The African Library Project named ISS a Literacy Champion.



Donated books



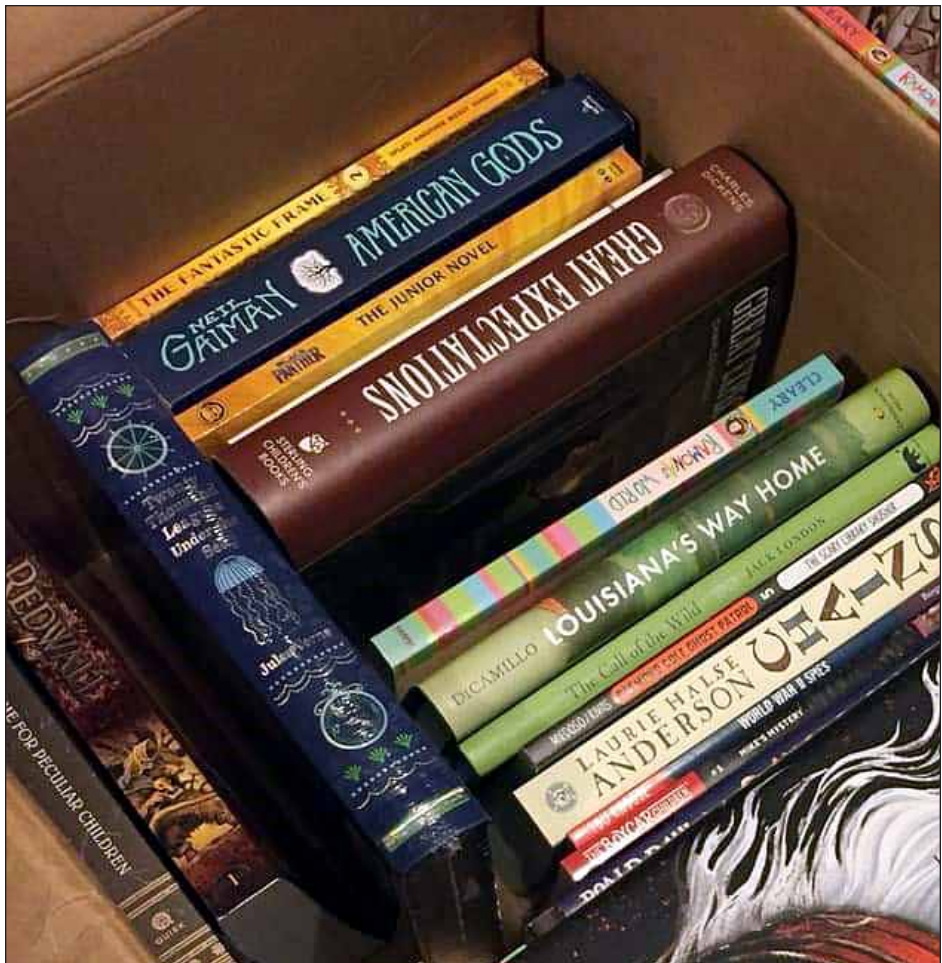
Container on its way to Ghana.



Container arrives in Ghana June 2019



Ghana Community library.



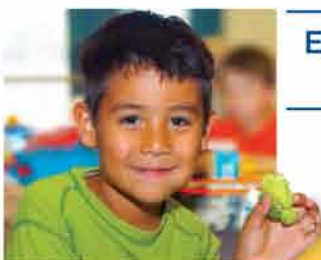
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One of the struggles of being an educator is finding teaching methods that benefit all students. Visual, auditory, reading/writing, and kinesthetic learners all learn in different ways and speeds. Creating a space that can change with the types of learning can help tremendously with student engagement and participation. In an agile or flexible classroom, structures (tables, storage containers or seats) can be moved and adjusted according to activity levels and other requirements. Adaptable seating can transform basic spaces into dynamic learning environments.

ISS partners with several vendors that offer flexible seating for the



Cayman International School, Cayman Islands

classroom, helping teachers move away from rows of neatly aligned desks in favor of adjustable spaces. Students can choose what type of desk and/or seating works best for them. Teachers can also re-configure their classrooms depending on the individual needs of students. Quiet spaces and nooks can be created to benefit students who prefer a more tranquil learning environment.

Flexible seating is the first step in creating an agile classroom. Allowing your students to take some control over their learning space can positively change the way they learn, both individually and with others. If you would like to know more about flexible seating options, please contact your ISS School Supply Rep.



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One of the more recent purchasing trends the ISS team has seen in school supply orders is the implementation of individualized classroom libraries.

Schools all over the world are recognizing that developing readers need to progress and learn with books that are intrinsically interesting and tailored to fit students' specific reading levels. A classroom library provides a go-to space for students to explore new topics at their own pace.

What is a classroom library?

A classroom library is a collection of books, magazines, and other written resources within a classroom. It is an aggregation of age-appropriate texts for your students. Collections can be based on reading level, genre, theme, or author, including fiction and non-fiction, narrative and non-narrative books.

What are the benefits of classroom libraries?

- A diversity of titles and leveled readers to meet the needs of all students
- Leveled book collections that support students throughout the year
- Support individual reading, partnered reading, and group reading/discussions
- Comprehensive, specially selected titles from thousands of publishers allow students to become successful and enthusiastic readers and writers

How do I get books for my classroom library?

There are many ways to get books for your classroom library. A budget-friendly option is donations from friends, family, and even your students. If donations are not an option, local bookstores are packed with books for all ages and reading levels. Of course, ISS is here to help with all your library and textbook needs as well. Contact us today to get started with a supply order.

How many books are in a classroom library?

There is no exact number of books required for your classroom library. It's important to have a plethora of reading options for your students. Be sure to include books of wide-ranging subjects, from science to sports, fiction and non-fiction. Each student progresses at a different speed so having books for



different reading levels will benefit the entire class.

It's worth noting the inevitability of students wanting to read the same book. Having more than one copy of some popular books or topics will benefit your library and your students. With this in mind, having about three books per student will ensure topic and book availability.

How do you organize a classroom library?

Organizing an effective classroom library comes down to the size of your classroom and quantity of books. If you have a lot of space, seating can be bean bag or any other comfortable chairs. In a small space, your classroom library can be a bookshelf or space with books and other reading materials.

When it comes to the books, organization is up to you: theme, subject, year released, etc. It comes down to preference, but you'll want your students to find what they want to read without difficulty. Baskets or milk crates are a great, easy way to organize groups of books. Label each container to make finding specific book categories easy for students.

Many ISS School Supply vendors, including Heinemann, School Specialty, Booksource, Follett, and Scholastic, have worked with literary experts to create diverse classroom libraries that are fun, informative, and interesting. Many of these vendors will work with teachers to develop unique classroom library solutions, customized to fit the individual needs of the classroom and teacher.

Ask your ISS account rep for more information on how to get started or contact us today to start building your classroom library.

TAISM VISITS ISS

School break, holidays, vacations around the world, leisure time, rest and relaxation; these are some of the things that we all look forward to during the summer months.

This summer, Mr. Hemant Dutia, Business Manager at the American International School of Muscat, took time from his school break to visit the ISS Princeton office. During his visit, he met with Loredana Lipari, the TAISM ISS School Supply representative for the past eighteen purchasing seasons.

TAISM has a long-standing relationship with ISS and Mr. Dutia has personally worked with ISS for 35 plus years. Thank you Hemant for your continued support and loyalty to International Schools Services. We look forward to working with you for many more years to come.





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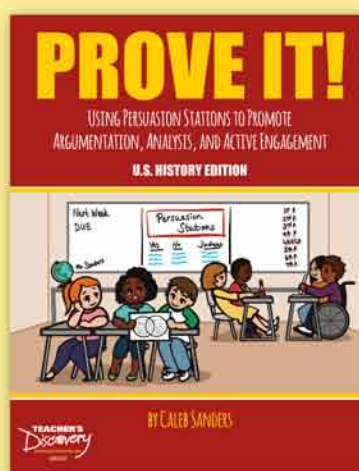
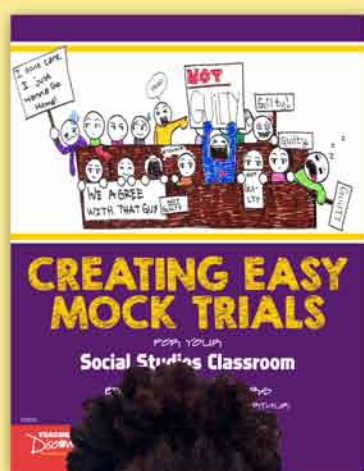
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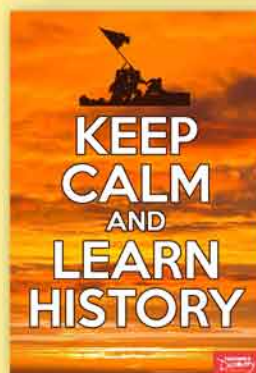
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THREE TRENDS IN PLAYGROUND DESIGN



While flexible seating and agile spaces are being introduced in classrooms to enhance learning, the same ideas are being applied to school playgrounds. Historically, playgrounds were a place of one thing: play. This still holds true today but with a greater emphasis on learning, exploration and discovery. Schools have become more thoughtful and innovative in playground design and installation as they seek to help their students learn and grow. The design of a playground is essential to fostering students' creativity in a fun and rewarding way.

One of the first questions a school asks when they're planning their playground is, "How can I improve my school's playground?" There are numerous options for building or improving a playground and it's important to make the best decision for your students. The goal of playground design is to create an exciting place for children of different grade levels to explore and have fun. These trends in playground design can help you and your school design the perfect playground for your students.

3. Creativity, Risk, 'Loose Parts' and Adventure Playgrounds

Increasingly schools are looking for ways to foster creativity and a maker mentality through outdoor play spaces. Some playgrounds include materials that kids can move and manipulate to build structures or build challenging physical obstacles that stretch kids' capabilities and help them create new ways of solving problems and having fun. Put your students' power to learn in their hands and see what they're able to do. Free, unstructured play is where true learning is.

Your school's playground is another place for your students to learn, and it should reflect the values of your school. We encourage you to be creative when approaching a new playground design, incorporating themes and trends that support this development.

Top and Left Photos: Cayman International School, Cayman Islands
Below: NCIC-Immersion School, China



1. Incorporate Existing Landscape Features

Many schools want to help their students develop a stronger connection to the natural world, and a playground area that integrates existing environment is a good place to start. Is there a pond, stream or rock outcropping on your campus you can take advantage of? Are there hills, tree, or native plants that can be incorporated? For example, the Heckscher Playground in New York City is built into the side of an outcropping of bedrock in Central Park that encourages climbing and exploration (for kids and adults). It's also beneficial to include different surfaces for exploration. For example, if your playground is surfaced with wood chips, including patches of grass or synthetic turf can add another element. Who doesn't like to play in the grass?

2. Collaborative Design

Building a new playground is a great learning opportunity for all ages. Many schools are bringing their students into the playground design process from the start—sometimes with surprising and unexpected results. This process can draw out themes and features that are important to students, while also helping create an engaging play space. These collaborations can lead to more creative and innovative designs. The feeling of ownership and achievement created in the young designers is priceless.



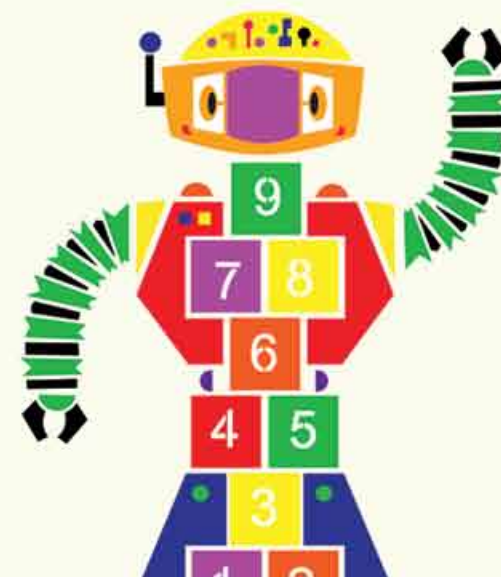


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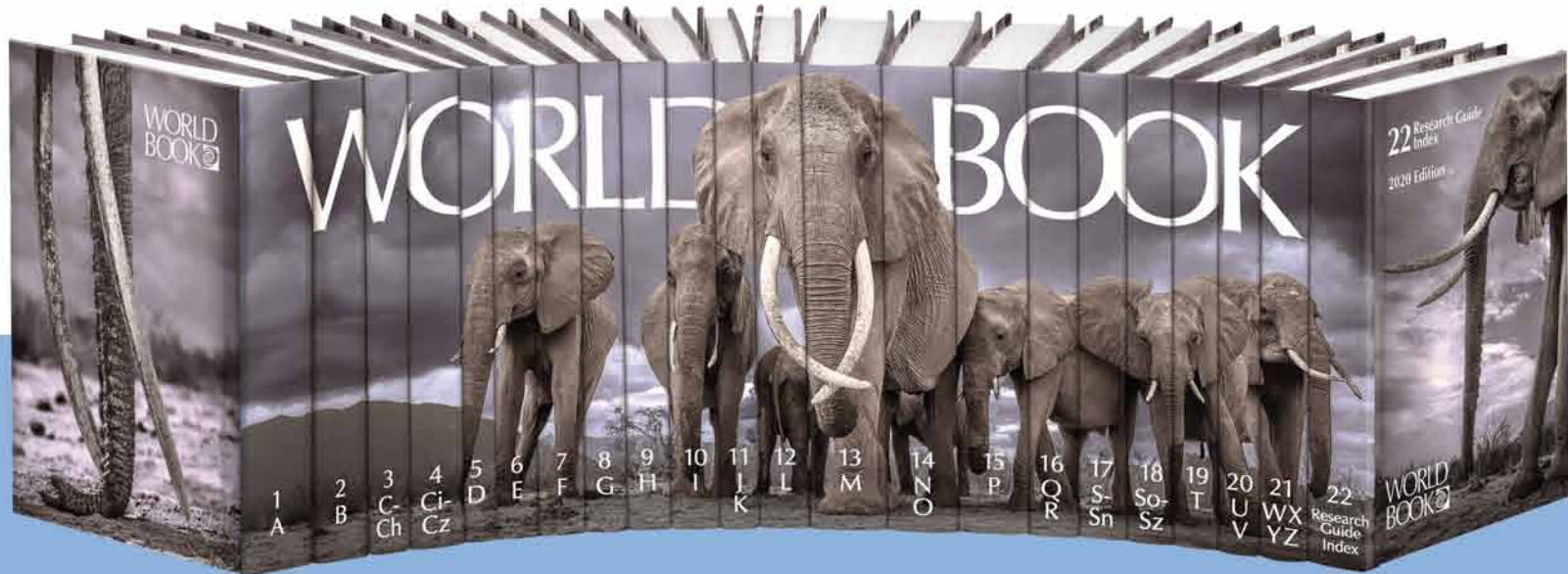
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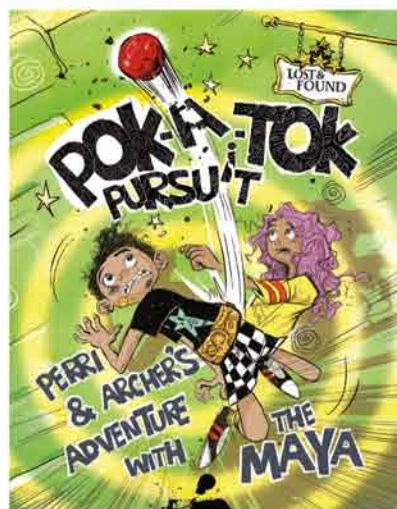
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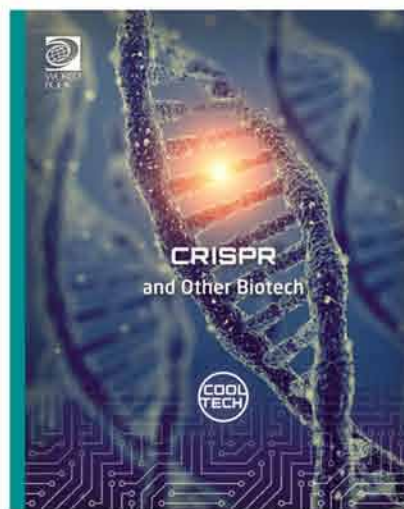
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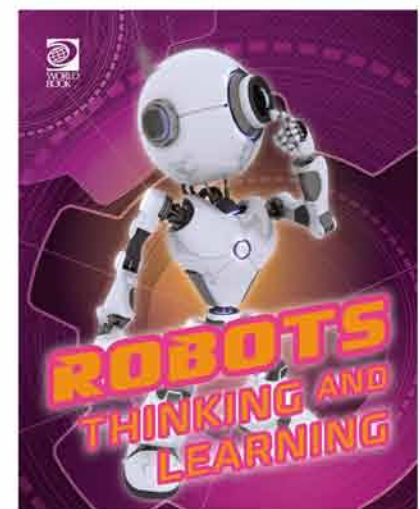
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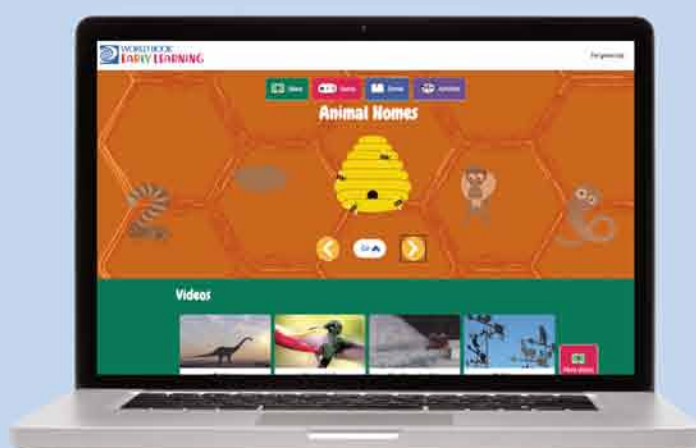


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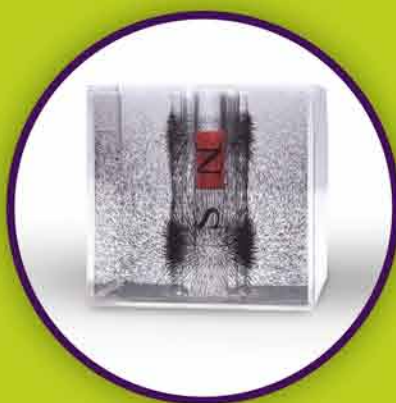
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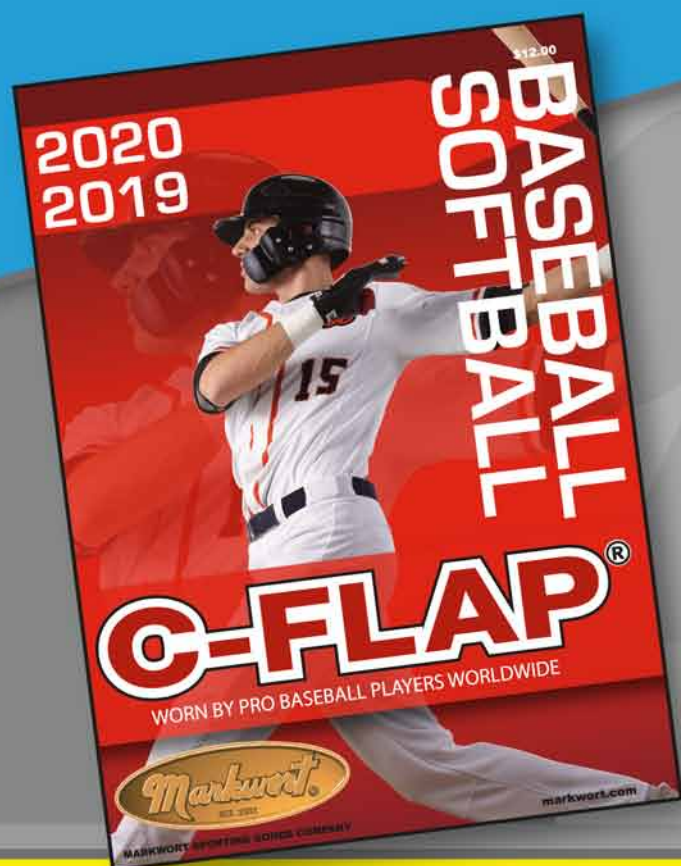
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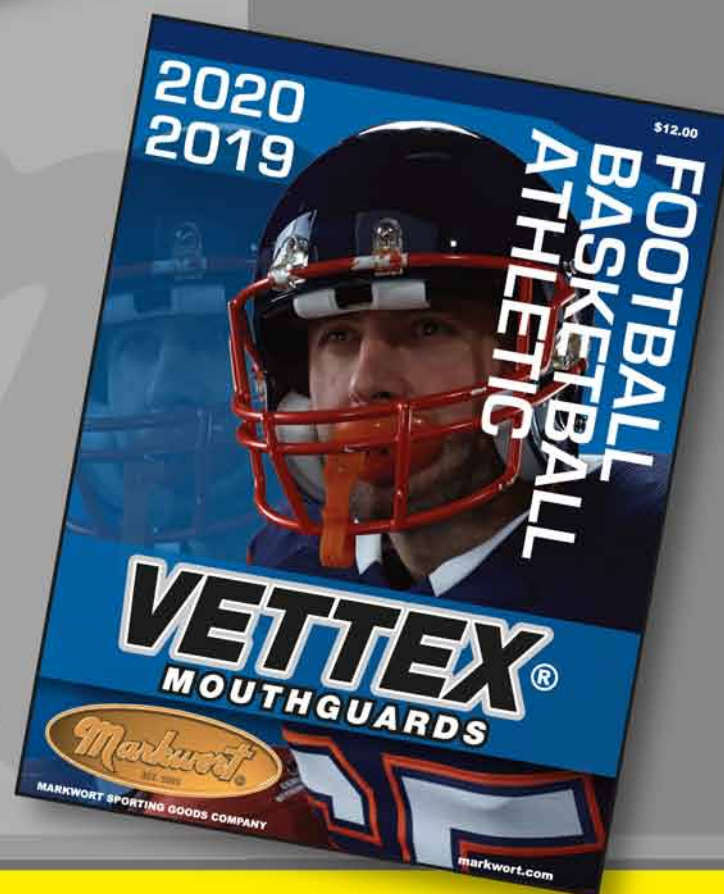
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