

## **Minutes – August 21, 2013**

Board Members Present: Barksdale English, Remi Taillefer, Ricardo Sanchez, Bertrand Hazard, Sophie Cano, Dina Sherzer, Liz Wiley.

Visitors: PTO President, Kate McCarthy.

Absent: Sujiro Seam, Patrice Vanoni.

Quorum present: Yes.

Resource persons: Christophe Bonnet, Head of School

Meeting opened at approximately 7:00 pm

### **Proceedings – Public Session**

#### **1. Board meeting dates**

- a. November meeting date will move to November 6.

#### **2. Greenlights Non-Profit Summit**

- a. Liz Wiley and Sophie Cano will attend some of the sessions.

#### **3. Enrollment**

- a. Christophe reports on status of enrollment (186), and potential new admissions (3-5).
- b. This is 1% decrease, if the 3 potential new admissions enroll.
- c. Discussion of (i) number of students (10) who will have to leave due to loss of the bourse program and (ii) response and planning for this occurrence.

#### **4. Development**

- a. Christophe discussed work on an Annual Report, which will be used for marketing and capital campaign.
- b. Board can expect development report from AIS staff at next meeting.

#### **5. Premises**

- a. Progress report on installation of new fiber optic connection and how will improve education program and teaching environment for teachers
- b. Report on other premises improvements: rock removal; carpet replaced.

#### **6. NAIS Accreditation**

- a. Status update: application has been sent to trigger the process.

- b. Discussion of value to school in working through the requirements given progress made already.

#### **7. Financials**

- a. The year is closed out. Remi to meet with Janet following day to go over the books and financials.
- b. Financial shape is good; ahead of projections and under budget.
- c. Discussion of ensuring every item accounted for in financials to ensure Board can be assured of accuracy of current financial status

#### **8. Reports on First Day of School**

- a. Kate McCarthy reports success from parent perspective with improved procedures and programming.
- b. Discussion of growing PTO membership, including increased good morale and community-building.

#### **9. PTO Report**

- a. Discussion from PTO on working together with the Board.
- b. Status of PTO membership: 66 and will grow.
- c. PTO to work closely and communicate more frequently with Christophe.
- d. Discussion of Board oversight role for PTO and financials: those fiduciary obligations extend to PTO and financial matters; PTO will present a budget for review.
- e. Board commended PTO for sending out parent information in French and English.

Break: 8:00 pm

Resume: 8:08 pm

- Sophie Cano moved to approve the June minutes. Bertrand seconded the motion. The minutes are approved unanimously.

#### **10. Middle School Report**

- a. Discussion on issues at retreat and timing for Middle School for 2017.
- b. Discussion of nature of expansion still required in light of growing enrollment and improved attrition rate.

#### **11. Current Events**

- a. Discussion about Mr. Alex Torres and court documents AIS has on file for court orders concerning pick-up and drop-off rights.

- b. Discussion to ensure proper procedures enforced for pick-up routines as authorized in documents on file with AIS.
- c. Discussion of general procedures at reception area and status of sign-in procedures; immediate action items to be undertaken for review of improvements to this sign-in process from security perspective.
- d. Report from Christophe on lockdown procedures in place on campus as developed with Austin Police Department; procedures reviewed again as well as training.

9:28 pm Christophe leaves as Board would be going into Executive Session.

Recess: 9:28 pm

Resume: 9:35 pm

### **Executive Session**

10:47 pm Executive Session concludes.

#### **12. Potential new board member Feben Gobena.**

- a. Agreed will invite her to next meeting.

#### **13. Election of Officers**

- a. Discussion of election of officers and how to treat the bylaws in terms of when officer terms begin.
  - b. Conclusion: Agreed that the terms for Barksdale and Remi will begin as of August 2013.
- Dina moves that the officer terms in office begin August 2013; Sophie seconds that motion. Vote taken, with Barksdale and Remi abstaining. The motion carries.
  - Barksdale moves to elect Liz Wiley as Secretary; Bertrand seconded. With Liz abstaining, the motion carries.
  - c. Discussion about the Vice President role. Issue tabled given need for review of this position and its role in school governance.

#### **14. Committees assignments**

- a. Discussion of current assignments; how to use committees more efficiently, including use of outside persons for service on committees.
- b. Discussion concerning Advancement and Governance as priorities for recruitment.

**Governance** – Chair: Sophie. Dina: member.

**Advancement** – Chair: Bertrand. Ricardo: member.

**15. HOS evaluation**

- a. Draft reviewed of evaluation D
- b. Discussion about the bonus and process for HOS and timetable.
- c. Discussion of Action Plan for the HOS for 2013-2014 School Year and how the evaluation went.
- d. Board to reconvene the next week for review of the as-drafted action plan.

**16. Next Board Meeting**

- a. September 11, 2013

**Adjourned: approximately 11:47 pm**

*Approved 11 sept 2013  
Liz Wiley*