

**Minutes of the Regular Meeting of the Board of Directors of  
Austin International School  
September 11, 2013  
6:30 pm; Adelphi Campus**

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**Board Members Present:** Barksdale English, Dina Sherzer, Bertrand Hazard, Sophie Cano, Liz Wiley, Rémi Taillefer (arrival at 6:46 pm)

**Absent:** Sujiro Scam, Patrice Vanoni, Ricardo Sanchez

**Quorum:** Yes.

**Visitors:** Feben Gobena (Board candidate); PTO members: Marcus Simpson, Antonio Ansede, Antoine Saene, Carol Ann Browning, Shachor Leaf, Kate McCarthy

**Resources:** Christophe Bonnet, Head of School ("HOS")

The meeting opened at 6:40 pm

- Sophie Cano moved to approve the August 21, 2013 (public and executive session minutes) and September 2, 2013 (executive session only) minutes. Bertrand Hazard seconds. The motion carried unanimously.

### **Proceedings – Public Session**

#### **1. HOS report to Board (attached)**

- Discussion of enrollment update and potential new students.
- Security: APD assessment was that reasonably safe compared to other schools; discussion of options based on meeting with outside security consultant; addressing drop off and check in routines; improvements to enforce verification routine when visiting in place.
  - ACTION ITEM: Request from Board that HOS (i) provide list of issues consultant proposed, with cost for each and (ii) consult with one more consultant for what other approaches available.
- Academics
  - New parent orientation held
  - First assembly held; these will be held monthly. First one welcomed all grades; community rules addressed
  - NAIS will review our application on November 3
- Marketing
  - Updates on communication matters such as screen at reception for pictures of school events; communication of events.

- Discussion of status of beginning the Annual Fund
- Consul visit on September 27, 2013: Board participation requested

## 2. PTO Report (Kate McCarthy)

- a. 2013-14 Budget presented for Board review
- b. Discussion of PTO's increasing its gift to school to \$12,000 from \$8,000.
- c. PTO budget will be put on the same platform as AIS financials (QuickBooks); will obtain appropriating licenses.
- d. Board commends activity and transparency of PTO with budget and its activities
- e. Discussion of income statement of PTO in Annual Report.

## 3. Marketing

- a. Discussion of process to date on developing and communicating message by Steel
- b. Board to receive e-version of reports generated by Steel on the three phases.

## 4. Committee Reports

### a. Audit Committee

- i. RESOLVED: Board Chair Barksdale E. will serve
  - ii. ACTION ITEM: Auditor will be secured through Barksdale working with HOS on this matter; report will be made to Board; process to be done by November 1
  - iii. Discussion of timing of executing the Form 990.
- Sophie C. moves to authorize Barksdale E. to enter into engagement and sign contract with auditor, with understanding of \$6000 out of the budget item for contingencies. Bertrand H. seconds. The motion carries.

### b. Governance Committee (Sophie Cano)

- i. Committee commits to meet before the next Board meeting.
- ii. Discussion of membership to include of persons outside Board.

### c. Finance Committee (Rémi Taillefer)

- i. Discussion of spreadsheets profit loss prior year comparison document; budget variance document; and balance sheet showing 3-month trend.
- ii. Discussion about plans to pay down principal on the loan and ideal of having more restricted funds to demonstrate strategic plans and purpose for AIS monies.
- iii. Discussion of loan loss reserve possibility to have dedicated restricted funds.

Break at 8:34 pm, concluding public session of Board proceedings.

Approved on October 9, 2013

Signed: 

## **Report to the board of directors**

**September 11, 2013**

### **Enrollment**

We have currently 188 students.

We have potentially 3 students joining PS between now and December. One family will join and relocate from Washington in October.

### **Security**

The consultant on security sent us a proposal for \$12,000 to guide us thru the process and advise on what security updates we might want to consider.

### **Academic life**

We had our new parents' orientation night that was well attended with an after-hour party sponsored by the PTO that was well attended as well.

The BTSN night was extremely well attended included the first part. That meeting was preceded by a short meeting with the room mothers, their liaison to the PTO and Kate. It was a very productive meeting.

We held also our first student assembly on Monday September 9, 2013 to briefly talk about safety and security and on the importance of establishing and following a common set of rules when we live in a community.

### **Marketing and Development**

The TV screen is back! Suzanne will post on a regular basis pictures of our community and make announcements.

We are working on installing a board under the portico for similar purposes.

The first push for our ANNUAL FUND starts on Friday September 12, 2013 with a "thanks a latte" event.

The community has access to our annual report.

### **Other**

The ISASW board will review our application on November 3<sup>rd</sup> and let us know if we can proceed with the full accreditation process.

The new French consul will visit the school on Friday September 27, 2013 around 2pm.



AIS PTO Budget Plan for 2013-2014			
<b>Beginning Balance</b>		\$12,540.00	Currently in the bank (8/18/2013)
<b>Income</b>			
PTO Membership		\$2,000.00	80 of the 125 families joined (64%)
Pizza Friday		\$20,000.00	135 of the 190 students joined (71%)
T-Shirts		\$900.00	75 shirts already purchased - assume 15 more
Magnets		\$60.00	Since many were given out for membership, don't plan on too many more sold
Bags		\$160.00	This is new, so I am unsure - assuming 20 bags
Teacher Appreciation Flowers		\$2,000.00	Keeping it flat from last year
<b>Total</b>		<b>\$25,120.00</b>	
<b>Expenses</b>			
Pizza for Pizza Friday		\$13,000.00	Around the same from last year
Fruit for Pizza Friday		\$1,000.00	Roughly the same from last year
T-Shirts/Magnets/Bags		\$1,000.00	Rough number from last year
Childcare for PTO Meetings		\$750.00	Rough number from last year
Childcare for Meet/Greets		\$500.00	Rough number from last year
Community Activities		\$500.00	Flat from last year
Background Checks		\$100.00	Flat from last year - only needed per volunteer every other year
Teacher Appreciation		\$1,000.00	Lunches, snacks, flowers
Miscellaneous School Functions		\$1,500.00	Gala tickets
End-of-year Party		\$1,000.00	Less than last year
Gift to the School		\$8,000.00	Or more as we find projects to do for the school
<b>Total</b>		<b>\$28,350.00</b>	
<b>Sum for the year</b>		<b>(\$3,230.00)</b>	
<b>Amount in the Bank</b>		<b>\$9,310.00</b>	