

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
October 9, 2013
6:30 pm; Adelphi Campus**

Board Members Present: Barksdale English, Dina Sherzer, Bertrand Hazard, Liz Wiley, Rémi Taillefer

Absent: Sujiro Seam, Sylvie Christophe, Ricardo Sanchez, Sophie Cano

Quorum: Yes. (4 is quorum)

Visitors: PTO members: Kate McCarthy, President; Marcus Simpson, Treasurer

Resources: Christophe Bonnet, Head of School (“HOS”)

The meeting opened at 6:45 pm

- Liz Wiley moved to approve the September 11 minutes. Dina seconded. The motion carries.

Proceedings – Public Session

1. HOS report to Board (attached)

- Discussion of enrollment update and potential new students.
- Academics
 - Discussion of (1) new report card system to align with curriculum; and (2) E-portfolio that tracks students, in their own language, to record where they are in each class; will show prospective parents what they can expect as progress per grade level.
 - Christophe to receive e-portfolio video this evening.
- Professional Development
 - Discussion of speakers arriving on campus and other professional development activities for the staff, including:
 - Pierre Escude – this presentation to take place on October 16; publicity to reach out to other stakeholders for attendance: 6:30 pm in the auditorium
 - Vincent Gerard: works on science programs in France and will be here for 1 week to work on programming
 - Julie Higounet
 - The pedagogical coordinator for ANEFÉ (*Association nationale des écoles francaises*)

- Technology
 - Discussion of ratios of computers and tablets to students, acquisition of new set of projectors – at no cost; update on new fiber internet connection—to be up and running after October break; discussion on ensuring there is communication to show AIS community what items acquired because of the fundraising at 2013 gala for those items.

Liz Wiley stepped out for call at 7:10 pm; returned at 7:11 pm

- Discussion of web site update metrics and work being done to revamp and timetable
 - **HOS ACTION ITEM**: work to be completed for first open house November 16.
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- Development
 - Discussion of need to treat as ongoing yearly event to ensure long-term planning
 - Status report: Fund Run and 2014 gala preparation underway
 - Status report on grant outreach and applications:
 - **November Board Meeting**: Kyle Carroll, Development Director, will update Board
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- Marketing and Admissions
 - Discussion of how this year's first Open House, November 16, will be revamped and coordinated with work consultant Steel is doing to communicate message and mission of AIS dynamically; how to reach out to broader audience that does not already know about AIS or what non-public school offerings are available in Austin
 - KUT and KLRU ads to run
 - Discussion of (i) better language to communicate AIS story and curriculum with less jargon for effective yet sophisticated presentation; (ii) more grassroots outreach such as newsletter, room parents, and PTO.
 - Questions from Board on how process this year is different in terms of reaching broader audience, including suggestions: new media outlets (Community Impact), ensure educational projects AIS students have in community exemplify AIS message; SEO metrics

2. PTO REPORT

- 20 parents attended meeting
- PTO voted to devote its resources to landscape project, with emphasis on parental involvement with guidance from a landscaper.

- Board members asked questions and commented on PTO initiative under consideration that membership in PTO be compulsory.
- Efforts underway for “bake sale,” with Lakeway’s Artisan Bistro providing hot freshly baked baguettes, croissants, and *pains au chocolat*.

3. SECURITY ASSESSMENT

- Discussion about card readers per door is \$1500, average and which doors (3) that would benefit from this measure most
- Discussion about fencing option and prices, including connecting playground
 - a. Looked at fencing; with theory of concentric circles
- Questions regarding drainage fixes, as part of temporary buildings (portables) in facilities discussion
- **DECISION:** no action for now until pending facilities discussion

4. ORGANIZATIONAL SCORECARD

- Quarterly scorecard for AIS health on various benchmarks:
 - financials, enrollment, community, faculty and staff
- Discussion of % and goals for evaluations and initiatives to check on teaching quality and consistency and professional development
- Confirmed budget exists to achieve PD initiatives.
- Lengthy discussion of ongoing debate on how to measure education quality against some outcomes: agreement that while is a difficult issue, we must continue to look for ways to measure academic success

5. NAIS

- November 3 NAIS board meeting will include AIS application.
- Based on what NAIS likes to see, we are at 95% of the items; Board to receive more details on criteria once application approved.

6. COMMITTEE REPORTS

Audit Committee

- i. Audit underway to get done by Nov 3 deadline
- ii. **ACTION ITEM:** Barksdale will meet with/email vote to do that by the NAIS

Advancement Committee

- Bertrand, Christophe, Laura & Rachel met on how to support Christophe in his efforts
- For Board to approve: Shall we move forward with having an advisory board?
 - Advisory Board defined as: group that could give relay with the community and leverage two specific areas: (i) help introduce us to other networks; or (ii) provide feedback and input at the board level on initiatives;
 - Discussion of how other schools handle; identification of 8 potential candidates
 - Issues to consider for rights and responsibilities of Advisory Board: voting rights, fundraising,
 - **ACTION ITEM**: Bertrand to work on one page of bullets points to run by us as an action list to start approaching identified candidates (*i.e.*, Elliot Naishtat)
- Next Month's Committee Reports: Governance, Finance
 - For Finance, reported that accountant/auditor has stated that \$6-8000 works for a working capital balance and rest can be restricted.
 - **ACTION ITEM**: Discuss restricted items in greater detail.
- Governance: Discussion on meeting with Sophie and Barksdale for (i) long-term goals of 13 board members by 2015; (ii) how to develop a good process for interviewing and recruiting candidates: use our current Board manual as well as a shorter, "FAQs" document

Adjournment: End of public proceedings, at approximately 9 pm.

Approved on November 6, 2013

Signed:





Report to the board of directors

October 9, 2013

Enrollment

We currently have 188 students enrolled. We should have two additional students between October and January (MS and CP)

Academic life

Teachers have been working on aligning our report cards with our written curriculum. The updated report cards will be ready for December.

Cedric and CB have been developing Mid-year and End of the year Mathematics assessments for students in 4th and 5th grade. These tests, based on our curriculum and using different formats (timed MCQ 'ERB-like', a comprehensive balanced assessment, and a more challenging open-ended problem), will allow us to provide opportunities to students to train to take timed-tests, provide a comprehensive and detailed picture of student achievement in Mathematics for parents and will provide the school the necessary data to review and update our teaching.

Students are also tested in reading in K and 1st grade under the same general principles. Results are shared with parents during parent-teacher conferences.

Teresa and Fabrice are working on the beginning of the individual linguistic e-portfolio which will allow students, parents and faculty alike to monitor long-term progress in oral language in their non-native languages. The tasks supporting the portfolios are aligned with our expectations in language for non-native speakers as specified in our curriculum brochure.

These three different projects complete the virtuous circle of triple alignment i.e. written curriculum, delivered curriculum and assessed curriculum are aligned to form a coherent ensemble that is completely transparent to all the stakeholders.

Cedric will begin working on alignment on our Science curriculum with the Next Generation Science standards in November for a June 2013 completion date; that will lead to a version 2.0 of our curriculum brochure.

Professional development

In Partnership with the French Embassy in Washington DC, the school will welcome Professor Pierre Escude for a conference on “intercomprehension of romance languages” on Thursday October 26th at 6:30pm in the auditorium. Pierre Escude developed a new approach for teaching languages based on what languages such as English, Spanish and French have in common. Philosophically, this approach is closed to AIS teaching paradigm: One Curriculum, Three Languages. Three languages, One class.

The school will welcome Vincent Gerard from Bordeaux during the week of Oct 28, Vincent will work with CP-Ce1 teachers and with Cedric to develop a scope and sequence aligned with NGSS and that is coherent with children cognitive development. Vincent will also help Cedric with the design of our Science Night that will be held on....

On March 20-21, Julie Higounet from the French Ministry of Education will come to work with teachers and Fabrice on the topic “ Integration of Technology and differentiation”.

On March 26-28, the new pedagogical coordinator based in San Francisco, will visit the school and work with maternelle teachers on a topic to be identified.

Technology

Thanks to Janet Shotwell, the school recently received 8 projectors (4 have been installed in K and 1st grade classrooms, one being installed in the Science room, the rest being shared in the school).

As of today, each class from CE1-CM2 has one computer or tablet for every three students giving teachers the resources to better integrate (in a productive mode) the technology to their curriculum. Each class from CP to CM2 has a smart board.

Next step will probably be to equip K and CP classes with tablets.

The new fiber optic internet connection is scheduled to be running by October. This will allow students and teachers to have access to and to produce meaningful content (AIS academy project)

Website update

Suzanne is working on an update of our website that will be more interactive and more user-friendly with much more pictures and videos for parents and visitors to feel more connected with our community. It will also tell AIS story in more consistent way, using a more impactful lexicon.

A landing page for our prospective parents will create a virtual community for them allowing us to welcome them in our community even before they enroll.

The completion date is October 31st. Feedback on how to improve it will be, as always, welcome.

Development

Annual fund

We raised \$14,805 (37% of our \$40,000 goal)

Participation is 25% for parents; Staff is 72%; board is 71%

Kyle is working on the Fun(d)Run and on the Gala preparation. She is also reaching out to program officers to submit grant proposal. More details in November.

Marketing and admissions

We have our first Open House on Saturday November 16th. We have revisited the organization of the day and reshape our message based on the work we have done with STEEL.

The updated website will become the platform for prospective parents to engage with AIS community.

We will placed ads from Oct 28 to Nov 16 on KUT and KLRU and we have a full page on the Relocation Guide that will be published in December and June (and a presence on their website as well).

We will reach out to our parent community with a list of easy-steps they could take to support the school : write a review of the school on specific sites, share the news about our Open houses, Put a magnet of the school on your car...