

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

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

*\*Bertrand Hazard arrived shortly after meeting called to order in time to vote on approving the previous month's minutes; Remi Taillefer arrived at 7:09 pm, after the vote to approve the minutes.*

**Absent:** Sujiro Seam, Sylvie Christophe

**Quorum:** Yes.

**Visitors:** Marcus Simpson; Kate McCarthy; Philippe Montillet

**Resources:** Christophe Bonnet, head of school

Advance formal notice having been given of the meeting, and the agenda circulated in advance by the Chair, the November meeting of the AIS Board of Directors was called to order at 6:41 pm.

Liz Wiley moved to approve the October minutes. Dina Sherzer seconded. Sophie Cano abstained from the vote. The motion passed unanimously of those members present at the time of the vote.

Sophie Cano moved to approve the minutes of the email vote, from October 29, 2013 through October 31, 2013, concerning approval of the audit report and its supporting documents for Fiscal Year 2013. Liz Wiley seconded the motion. The motion carried unanimously.

**Proceedings – Public Session**

**I. HOS report to Board (report attached)**

**A. Enrollment**

- 190 students

**B. Professional Development**

- Discussion about success of conference featuring Pierre Escude. Christophe to follow up with consulate on more joint programming.
- Guest speakers: Vincent Gerard (works with the French Ministry of Education and trains teachers in France); M. Gerard working with AIS faculty on new version of science curriculum.

**C. Technology**

- Discussion of website updates, leveraging parent and Board members input to communicate effectively about AIS strengths.
  - Board reviewed and commented on helpfulness of handout's graphics to further this goal.
- Discussion and questions from Board members on AIS priority in search results; training from Board for staff on most easily available tools to maximize visibility.
- Board addresses parent question as to whether AIS pays for Google priorities.

**D. Annual Gala**

- Discussion of status of Gala preparations; event to be held February 8, 2014.

**E. St. Stephens visit**

- Discussion of visit as good sign for AIS reputation: St Stephens will have school visit here on tuition and financial aid.

**F. Organizational Scorecard**

- Discussion explaining to parent visitors the nature of the reporting metrics that are now in place for key junctures of the year per new procedure instituted by Board and HOS: November, February, June and August.
- Discussion of what the scorecard looks like for this reporting period
  - Financials: Discussion of how the first quarter report looks and how the information can be better presented for accuracy, clarity.
  - ACTION ITEM: After discussion about clarity needed on showing gross and expenses, Christophe to present the numbers such that can see quarterly % of progress to annual goal.
- Parent question on why no specific fundraising goals per campaign for specific projects. Chair will follow up to explain this issue as part of overall picture of AIS goals and strategy.
- Discussion regarding board member question of status on approaching major donors: as to why this is not done yet, review of the plan for major donors is requested.

*Sophie Cano leaves meeting at 7:20 pm; returns 7:30 pm.*

**G. Faculty and Staff Evaluations**

- Christophe updates on progress as he and Christine perform more evaluations per Board priority of this task.

**H. Professional Development**

- AIS teachers observed public school science teacher—at Laurel Mountain Elementary School
- Goal: 5 initiatives with 15 teachers.

Board reaction to Organizational Scorecard: this is a good method for accountability and tracking where school is on benchmarks for end-of-school year goals.

**I. NAIS:**

- AIS application accepted.
- NEXT MEETING: Christophe to take Board through components for next phase.

**II. PTO Report: by Kate McCarthy**

- Report on landscape project; how to use proceeds from sales (i.e., croissant and pastry sales) for charitable donations or donations to AIS.
- The Bullying Project: Program will address parents' concerns to identify what bullying is; no problem identified on AIS campus; purpose is to build awareness of the social perception and realities.
  - Board may consider at later time whether policy should be created.

**III. COMMITTEE REPORTS**

• **Audit Committee Report**

- Discussion of action items and necessity to address deficiencies identified in report for next audit.
- Items noted to address: consider drafting a policy manual on procedures; develop institutional history for Board to ensure all aware of filing of specific form required with next tax return given bank account in foreign country.

• **Governance Committee Report**

- Report on Green Lights nonprofit forum attended on recruiting board members; per NAIS a professional process for recruiting board members must be instituted.
- Board agrees any letter-writing campaign must be discussed with Kyle, development director before they are sent.
- NEXT STEPS: input by AIS development; distribution of FAQs; follow up with candidates on status of preparing a slate of candidates.
- ACTION ITEM: begin process of getting hard copies and storage issues for long-term secure storage and institutional knowledge.

**Break at 8:25 pm; Board reconvenes at 8:28 pm**

• **Finance Committee Report**

- Budget: Execution of budget was virtually perfect as to expense and income
  - Cash situation healthy with eye toward how cash will be used, while keeping in mind facilities expansion and renovation.



- Depending on decision on facilities issues, discussion of determination of how much is appropriate for cash on hand that would be preserved.
- Discussion of importance of transparency: ensuring school community knows where AIS cash is allocated and plans for it.
- Additional items addressed: audit report items, accounting manual of procedures; segregation of duties: consider technology solution via third party.

**Break at 8:46 pm, concluding Public Session.**

Reconvene at 8:55 in order to begin Closed Session.

Closed Session to address: (i) status of Board candidate interviews and process; (ii) facilities expansion; (iii) preview of tuition increase issue compared to other comparable schools; (iv) personnel matters; (v) HOS performance plan.

Approved Jan 8, 2014  
L. Wiley



Report to the board of directors

November 6th, 2013

### **Enrollment**

We currently have 190 students enrolled. A new family with 2 students (ce1 and Cm1) will arrive from Chile in February.

Our first open house will be held on Saturday Nov 16<sup>th</sup> from 10am to noon. We already have 8 prospective parents registered.

### **Professional development**

The conference on Intercomprehension was reasonably well attended.

The school is welcoming Vincent Gerard from Bordeaux. Vincent is working with K-5 French teachers and with Cedric to develop a scope and sequence aligned with NGSS and that is coherent with children cognitive development. Vincent is also helping Cedric with the design of our Science Night.

Christine Christy attended the Leadership conference from ASCD in Las Vegas. She focused on collaborative leadership and teachers' evaluation.

### **Technology**

Thanks to the persistence of Ester, the new fiber optic internet connection is operational providing the reliability and the speed necessary to develop our integration of technology into our curriculum.

#### **Website update**

Suzanne has been working on an update of our website. It is 90 % complete. The front page will be changed in order to give Suzanne the ability to update it more regularly and to make it more attractive.

A landing page for our prospective parents with testimonies from our parents and alumnis prominently available has been created.

## **Development**

Fun(d)Run is Friday November 8<sup>th</sup> from 4:30pm to 6:30pm

Our annual gala will be on Saturday February 8<sup>th</sup> at the Headliners club. Tickets will go on sale in December.

## **Marketing and admissions**

We 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 have reached 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...

Thanks to David Houston and Adriana Redmond, St Stephens Episcopal School will come to AIS to make a presentation about their Middle School to our 4<sup>th</sup> and 5<sup>th</sup> grade parents on December 3rd at 3:15pm.