

**Minutes of the Regular Meeting of the Board of Directors of  
Austin International School  
March 19, 2014  
6:30 pm; Adelphi Campus**

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**Board Members Present:** Barksdale English, Bertrand Hazard, Sophie Cano, Liz Wiley, Dina Sherzer (arrived at 6:41 pm), Guillaume Hennion; David Arnow (NOTE: Dina arrived after start of meeting, at 6:41 pm; Rémi Taillefer arrived at 7:14 pm).

**Absent:** Sujiro Scam, Sylvie Christophe, Ricardo Sanchez

**Quorum:** Yes.

**Visitors:** Kate McCarthy; Raoul Celerier (Board candidate)

**Resources:** HOS, Christophe Bonnet

**Other:** Bertrand Hazard reflects for the record that he is voting the proxy of Ricardo Sanchez.

**Proceedings – Public Session**

Notice having been given in advance of the meeting and the agenda circulated prior to the meeting, the meeting was called to order by the Chair, Barksdale English, at 6:35 pm.

- Approval of the minutes for the Board meeting of February 26, 2014 as circulated: Sophie Cano moved to approve the minutes; Bertrand Hazard seconded the motion. There being no dissents and no abstentions, the motion carried.
- Introduction of visitor and Board candidate, Raoul Celerier.

**I. Head of School Report**

**A. Construction:** The Board posted questions to Christophe about the nature of a \$14,000 contingency that had become necessary. It was proposed that the Board establish an owner contingency for Christophe. Discussion ensued with insights on standard contingencies in the industry and comparisons with AIS's last construction project. Upon (i) information on industry standards, which range from 15% of contract price for renovation to single digit % for new construction, and (ii) representations from contractor that no further surprises are anticipated (in terms of plumbing and electrical), a contingency of \$50,000 should be adequate. A glass window may raise additional expenses, but they are expected to be minimal.

- Barksdale moved to set an owner's contingency fund of \$50,000. Sophie seconded the motion. There being no dissents and no abstentions (and with Bertrand voting the proxy of Ricardo), the motion carried.

- B. NAIS Update:** Christophe updates new members on the status of the process, including work to date and the Self Study phase. A question was raised about the consequences of missing approval at this phase: This will delay the process but not for long given the frequency of NAIS meetings.
- C. Teacher Recruitment:** Despite difficulties with recruitment in France per the last month's report, all French teachers are in place for the coming year. Christophe will be going to Spain first week of April to meet with recruiter who works with Spanish teachers for recruitment in the United States.
- D. School Life:** Report on visiting professional from France in the French-American network of schools who specializes in training. Such assistance is based on AIS request for one-on-one teacher assessments.
- E. Advancement:** Report on positive responses from grandparents on fundraising efforts regarding Grandparents Day. Questions from Board concerning whether adequate notice given.

[Barksdale leaves to take call at 7:13 pm]

- F. Enrollment:** Christophe outlines for new Board members background of the enrollment. Projections place that number at 181 though only 122 contracts signed. Communication with parents who have not yet returned contracts permits this projection. An additional Open House will be held on April 10 given additional inquiries.

[Barksdale back at 7:14 pm; Rémi arrives 7:14 pm; Bertrand receives call at 7:21 pm and steps out; back at 7:21 pm.]

Only three students are leaving for lack of satisfaction with AIS. Discussion ensues to address questions regarding how these numbers compare to last year. Due to additional Open House on schedule, during school week, there will be fewer teachers and parents able to attend, but outside inquiries justify having this additional Open House.

[Rémi leaves the meeting briefly at 7:23 pm.]

- G. Organizational Scorecard:** Barksdale explains for benefit of new Board members the organizational scorecard, with focus on the "retention" rate as example of goal for year and status thus far (at 98%; goal is 95%). Discussion of numbers compared to last year, which was 91%. Discussion about how the projections affect the plans for a Middle School and sustaining enrollment.

[Rémi returns to the meeting around 7:30 pm.]



## II. PTO Report

- A. Budget Report:** Budget Report that was to be given at this meeting will be postponed to next meeting because PTO treasurer unavailable. Discussion about PTO landscape plan and need for outside professional firm to handle drainage issues. Board inquired as to budget, which is at 12k out of the 26k in the PTO account. Other expenditures of PTO funds: Pizza Fridays, EOY picnic (2k), miscellaneous annual expenses such as flowers and teacher appreciation days.
- B. Landscape Project:** Board members question efficiencies in having drainage prep work done while contractors are already on site. Board encourages PTO to ask City of Austin for insights on run-off plans, gutters, xeriscape issues.

## III. CHAIR UPDATE

- A. Formation of committee for HOS evaluation:** Recommended for institutional knowledge and improved process that members from last year join for this year.

**ACTION ITEM:** Resolved that committee shall be comprised of Liz, Guillaume, Dina.

- B. May Board Meeting:** Date changed to May 21, 2014.
- C. Retreat:** Location will be David Arnow's office 1111 West 11th. Discussion followed of what topics Board members would most like to address: NAIS, governance, best practices.

Proceedings paused at 8:07 pm. Kate McCarthy leaves during the break.

The proceedings resumed at 8:20 pm.

- D. Chair report continued:** Barksdale reported on meeting with Christophe about the State of the School presentation. Discussion about manner of how Board intends to responsibly allocate its funds and reserves. The Board is reminded that AIS finances are strong, but community must be reminded that there still is \$5 million debt. Board addressed other successes that can be identified: graduated the greatest number of students ever; more Professional Development Initiatives; technology improvements (tablets in all the classrooms).

It was noted that the Agenda as circulated included Budget review. Uncertainty now in enrollment numbers means we will postpone that review. **ACTION ITEM:** The Board requests that Christophe nevertheless prepare a draft budget for the **April** Board meeting, recognizing that there will be changes given uncertainty in the numbers at this time.

Barksdale thanked Raoul for his attendance and walks him out at 8:44 pm.

This concluded the public session of the meeting, at 8:45 pm.

The closed session to follow would address personnel issues, marketing, and Board recruitment.

Approved on April 9, 2014

Signed:

*L. Wiley*  
(upon review of April 2014 minutes)