

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
April 9, 2014
6:30 pm; Adelphi Campus**

Board Members Present: Barksdale English, David Arnow, Sophie Cano, Dina Sherzer, Ricardo Sanchez (late arrival), Rémi Taillefer (late arrival)

Absent: Bertrand Hazard, Guillaume Hennion, Liz Wiley (notes of meeting taken by B. English and submitted to L. Wiley)

Quorum: Present upon arrival of Remi, as noted in the Minutes.

Visitors: Kate McCarthy, Marcus Simpson (PTO)

Resources: Christophe Bonnet, Head of School.

The agenda having been circulated prior to the meeting, the regularly scheduled April 9, 2014 meeting of the AIS Board of Directors was called to order at 6:40pm.

Proceedings – Public Session

I. HOS Report to Board

- a. **NAIS:** The AIS application has been approved, which allows the process to move to the next phase. A self-study guide will follow, with next steps to be addressed at May Board meeting.

[Ricardo Sanchez arrived at 6:42pm]

- b. **Recruiting Trip to Spain:** Report regarding Christophe's trip to Madrid during which he recruited new Spanish teachers: (1) overall, the trip was successful despite recruitment being more difficult than anticipated because of pay scale difference between AIS and other schools, *e.g.*, Dallas ISD; and (2) Christophe pleased with quality of candidates that have been offered positions and accepted.

[Sophie Cano left the meeting at 6:54pm to let Remi into the building.]

- c. **Field Day:** Field day will become an annual tradition as the day before the April spring break.

[Sophie and Remi arrive at 6:55pm. Quorum present.]

March 2014 Board Minutes

- With a quorum present, Barksdale called up the minutes from the March 2014 meeting and announced that (i) Liz has provided him her proxy and (ii) Bertrand has provided his proxy to Ricardo.
 - Sophie moved to approve the minutes as amended by Barksdale in his email sent to the board on Monday evening April 7, 2014. Ricardo seconded the motion. No further discussion. The Motion passed on a vote of 8-0 with no abstentions and no dissents (with Barksdale voting for Liz and Ricardo voting for Bertrand).
- d. **Grandparents' Day:** Report on this event included noting that it could be improved for next year to allow more time for grandparents with their grandchildren, such as staying for a lunch, then coffee and dessert with other grandparents. Discussion continued regarding ideas for programming in the new library, as AIS will make the library a center of gravity for the school representing the multicultural/international focus of AIS.
- e. **2015 Enrollment:** Enrollment projection is at 190 as of this meeting, which is basis for the first draft budget. The projection of 190 is based on receipt of all outstanding contracts plus some "possibles" (defined as "very likely" leads), plus 50% of remaining contacts (which do not include "probable" ones). Number of contracts signed and submitted to date: 144.
- i. Good signs: 1st and 2nd grade each at 30 students; the 2015 graduating class will be 16, the largest ever graduated.
 - ii. Attrition: Graduating 3rd grade lost several kids for bourse reasons; 2 students are departing because the middle school will not be ready in time. A more detailed report will be available at the next meeting.
 - iii. Trends: Board received information regarding possibility of a new trend to start matriculating in GS, rather than in MS, as PS is still quite young for American families.
- f. **Fundraising:** The Annual Fund final push will start soon with a goal of \$8,000 to \$10,000, and about 35% participation of parents. Discussion ensues to address concerns regarding (i) difference between giving as between unrestricted versus restricted fundraising, and (ii) reasons why Annual Fund may not be as high given parent community's preference for a restricted campaign, such as with the library.

II. PTO Budget Update

- a. Currently the PTO has \$22,000 in the bank, with \$12,000 restricted to the landscaping project to commence in the fall. Report to Board included noting that although revenues and expenses are higher than anticipated, net revenues are about as expected for this time of the year. Discussion continued regarding PTO leadership transition and continued commitment to coordination between PTO, Board, and Administration. Elections will occur at the next PTO meeting—in May.

- b. **ACTION ITEM:** PTO to present its preliminary FY2015 budget to at the May Board meeting.

Break at 7:36pm, concluding public session of the Board proceedings.

The Board would reconvene after the break for a non-public session to address the following: the 2015 draft budget, personnel, Board recruitment.

Approved on June 7, 2014

Signed: L. H. H. H.