

**Minutes of the Regular Meeting of the Board of Directors of  
Austin International School  
March 25, 2015  
6:30 pm; Adelphi Campus**

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**Board Members Present:** David Arnow, Barksdale English, Sophie Cano, Stacey McDougal, Ricardo Sanchez, Dina Sherzer, Liz Wiley

**Absent:** Ana Barbara Llorente and Guillaume Hennion

**Quorum:** Yes

**Visitors:** PTO members: Natalie Anderson, Hanifa Smine

**Resources:** Christophe Bonnet, Head of School.

**Proceedings – Public Session**

The agenda having been circulated prior to the meeting, the March 25, 2015 meeting of the AIS Board of Directors was called to order at 6:35 pm. With a quorum present the Board convened in a public session.

The chair called up the minutes of the February 11, 2015 regular meeting of the Board. David moved to approve the amended minutes of the public session, Sophie seconded. With no further discussion the motion passed on a unanimous vote of 9-0 with no abstentions and no dissent.

Liz moved to approve the amended minutes of the closed session. Sophie seconded. With no further discussion the motion passed on a unanimous vote of 9-0 with no abstentions and no dissent.

*Ana Barbara had given her proxy to Barksdale, and Guillaume gave his to Dina.*

*Ricardo arrived at 7:00 PM*

*Stacey began her term as a full voting member of the Board.*

**I. HOS Report to Board**

**a. Enrollment**

The projections for next year 2014-2015 are the following:

Currently 147 students are enrolled, the probable number expected is 190 at the end of March, and 207 in August. This is an ongoing, fluid process since some expat families are waiting to find out if they are remaining in Austin, and new families will join during the summer. The goal is to enroll 212 students. The school budget is planned with this number in mind.

The online registration is working very well. Hanifa confirmed that this is the case.

**b. Update on staff**

Teachers from France have been hired and they appear to be good hires. Currently the recruitment of English and Spanish teachers is going on, and very soon all the teachers for next year will have been hired.

**c. Gala**

This year thanks to the hard and excellent work of Suzanne and the Gala committee the event brought \$49,000 to the school. The special appeal for the teachers will pay 80% of the discount policy.

**d. Fundraising**

The school is seeking a 5 year grant of support from a local company. A challenge grant, and corporate matchings need to be considered. When the appeal for the Annual fund is launched 100% participation is imperative.

**e. School life**

For the Science night of March 26, 70% of the children signed up. Math night is planned for April 16.

**f. MS update**

Meeting with the architects are taking place to add 4 additional class rooms and two offices. There are plans for a playground and a basketball court but they might be built at different phases.

The financing committee is working on additional loans. There is a real need to be creative with money and to consider fundraising and /or downsizing.

Work on the curriculum is underway and detailed plans will be ready in Fall 2015.

The opening of MS is still scheduled to take place in Fall 2017.

## **II. PTO Update**

Hanifa distributed the printed version of the PTO report to the board, then did a power point presentation of it to the Board. The PTO has been very active in a range of fundraising activities and in bringing several projects to fruition. It already has plans for raising money for next year. A detailed presentation of income and expenses revealed a healthy positive budget.

In addition Hanifa outlined the PTO challenges that need to be overcome: reliance on the same volunteers, necessity to reach out to a broader base, rethinking of the PTO structure, addition of more members, difficulty of involving people.

To encourage more participation she proposed that the association explain and advertise more what it does, that volunteers be found to work in different groups.

## **II. Committee Report**

### **Finance Committee**

Natalie presented the Draft Investment Policy document. She explained that such a policy is used for non-profit and that it was clear from the point of view of an investment advisor since it explained the goals of the school, the risk tolerances and the return objectives.

Some changes needed to be made in the text. The use of shall instead of will was recommended, as well as revisions in the risk objective section.

## **III. Chair Report**

### **a. Organizational Dashboard**

Barksdale proposed and the Board agreed that a dashboard would be presented monthly to track how the school is performing in various domains such as budget, enrollment, interest for AIS, retention, and promoter score.

**b. April Board Meeting**

The meeting will take place on April 22.

**c. Retreat**

The Board retreat will take place May 30. Board members are expected at 7:30 AM for coffee, as the meeting will begin at 8:00 AM sharp. An examination of the Governance manual, a discussion of the expansion of the MS, and the election of officers will take place. An agenda is being prepared.

There being no further business before the Board the public proceedings concluded at 8:15 PM.

**Approved on, 2015**

**Signed:**