

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
April 22, 2015
6:30 pm; Adelphi Campus**

Board Members Present: David Arnow, Barksdale English, Guillaume Hennion on telephone/WebEX, Stacey McDougal, Ricardo Sanchez, Liz Wiley

Absent: Sophie Cano, Ana Barbara LLorente, Dina Sherzer

Quorum: Yes

Visitors: PTO members: Natalie Anderson, Amy Brown, Kate McCarthy, Marcus Simpson, Hanifa Smine

Resources: Christophe Bonnet, Head of School.

Proceedings – Public Session

The agenda having been circulated prior to the meeting, the April 22, 2015 meeting of the AIS Board of Directors was called to order at 6:38 pm. With a quorum present the Board convened in a public session.

The chair called up the minutes of the March 25, 2015 regular meeting of the Board. David moved to approve the minutes of the public and closed sessions, Ricardo seconded. With no further discussion the motion passed on a unanimous vote of 7-0 with no abstentions and no dissent.

Dina had given her proxy to Barksdale

Notes for the minutes of the public and close sessions were taken by Liz.

I. Chair Report

1. Discussion about the loan document translation. Motion to amend the year's budget to get the loan document translated – Barksdale moved to have the loan document translated; Stacey seconded. No discussion. No dissents no abstaining. The motion passes.

2. Discussion about the retreat outline. Start at 7:30am with coffee and prompt start at 8am confirmed. All board members encouraged to review ahead of time extensively to have efficient session; sign annual conflict of interest; and complete self-assessment survey. Given changing landscape of strategic plan, we will assess where we are.

II. HOS Report

1. Updates on Science Night and other events as ways to promote details of AIS unique programming, known as “pedagogical marketing.”
2. Update on new science brochure based on French curriculum and aligned with structure equivalent of common core standards; certification programming; and continued training from Mission Laique as done last year.
3. Report on status of teachers and visa issues regarding J1 visa changes regarding how health care handled: looking at new plans/vendors to address new change in law.
 - a. Question from parent: as other schools with French nationals will have this problem, can we work with them on securing a plan that addresses this issue.
4. Middle School Update – Facilities committee and the Marketing Committee are working on different areas for this.
5. Annual Fund report: For goal we are 16,500 short; discussion about how to alert parent community to the different fundraising mechanisms and their respective importance.
6. Enrollment: 180 enrolled. Our probable final will be about 197. Comparison of current and the probably for what each class looks like and whether need to break out. One explanation is that Gemalto gives last minute notices not quite yet to expat families.
 - a. For the 2015/16: The 119 number is of some concern. Discussion about why these numbers when we know parents are content with our product. Discussion about how to retain students since long term future for them still looks good with an AIS foundation. Parent questions about how to promote and track success stories of AIS students.
 - i. Parent offers idea of advertising how many % from AIS went to any other school. The Board discusses our metrics that already measure kids success in middle school of choice; and proposes to also start tracking, where possible, where kids are going to college.
7. Question from parent on seeing the numbers of each class and what are thresholds are to get that done.

8. Discussions again about what metrics does AIS have to show parents and use as comparables, such as ERBs now being used for that purpose.

III. Finance Committee Report

a. Review 1st quarter 2015 financials

1. Discussion about how estimates were made for operating costs in the new space: some of gaps in projected and actual relate to not estimating quite right for a new space. We have more data going forward to project more accurately.

2. Review of the \$15.5k over budget: considering much of that attributable to a bad debt that is out of AIS's control and the unexpected HVAC cost, this is not so out of line. Without these items the situation is 7k better than expected, showing our budget close to what was planned.

3. Review of profit and loss documents from the previous year.

4. Review of Balance Sheet 3-Months trends

a. Review of accounts receivables, prepaid expenses line item, and questions regarding terminology used for undeposited funds

b. Review Draft FY 2016 Budget

1. This review is not for approval but to review and digest for comments to go back to the Finance Committee. A Plan B budget may be necessary to adjust for additional classes. Discussion about manner of being conservative in how Janet does the numbers, and how to adjust now for lower projection of students.

2. Question from members about restricted funding for teachers, and how contingencies for facilities are addressed in the budget for size of contingency. Discussion about keeping contingency large for situations such as professional fees; more details into salaries required.

3. Questions about after school care budgets and relationships to more students in the school and how numbers relate. Explanations about various topics: history of income, summer camp decline, and good attendance for garderie and after-school activities.

c. Capital Expense Budget

1. Discussion about funding the CapEx, funding out of operating revenues and budget set aside per recommendations in prior meetings. Discussion about FFE line and how monies here would go to items such as HVAC repair.

IV. Audit Committee Report

1. Presentation of Audit Committee responsibilities: (1) for oversight and monitoring responsibilities; (2) annual audit procedures.

- a. Discussion of process to ensure the auditor change as recommended as best practice occurs in timely manner in future: record that next change has to be 2019 and Board at that time should be in process of hiring new auditor. Discussion of ensuring AIS Board records show the transition and timing is all documented and done, including a list of which auditors at which time to show history and background.

There being no further business before the Board the public proceedings concluded at 8:50 PM.

Approved on, 2015

Signed: