

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
December 9, 2015
6:30 pm; Adelphi Campus**

Board Members Present: David Arnow, Kathleen Baireuther, Amy Brown, Barksdale English, Sophie Cano, Anne Idiart, Guillaume Hennion, Ana Barbara Llorente, Stacey McDougal, Ricardo Sanchez, Dina Sherzer, Liz Wiley

Absent: None

Quorum: Yes

Visitors:

PTO Members

Gabriel Cepeda, Kate McCarthy, Philippe Montillet. Adrian Redmond, Marcus Simpson, Hanifa Smine

COO

April O'Quinn

Resources: Christophe Bonnet, Head of School.

Proceedings – Public Session

The agenda having been circulated prior to the meeting, the December 9, 2015 meeting of the AIS Board of Directors was called to order at 6:37 PM. With a quorum present the Board convened in a public session.

I. Approval of minutes

The chair called up the minutes of the **November 11, 2015 Public and Closed session** of the Board.

Barksdale moved to approve them, Sophie seconded. With no further discussion the motion passed on a unanimous vote with no abstentions and no dissents.

Ricardo and David arrived late having been delayed by traffic.

II. PTO Report**a. Comments about the Town Hall meeting**

The PTO strongly approved such a meeting. They would like it to take place at least quarterly, and would appreciate updates by email on several issues:

- Opening of MS
- Christophe's replacement
- Financial situation

They explained that the poor level of attendance was due to the fact that parents felt they did not know what to say, and that they would read about it later on.

Guillaume arrived at 6:45

b. Financial situation

Currently PTO has \$38000 in the bank, of which \$25000 are available. Should they use this for the playground or to help with after school activities? They will decide later.

III. Audit Report

Robert L. Marchbanks and Taylor Moseley from Atchley & Associates responsible for the audit, distributed the report they had prepared. They guided the BOD through their findings.

- a. They encountered not difficulties during the audit and there were no disagreements.
- b. The financial position of AIS is in accordance with the accounting principles of the United States.

David arrived at 7:00

- c. They made several suggestions
 - Spreading our money in different institutions would a good practice.
 - Given the quality of the AIS building, the insurance covering of only \$2,500,000 is not sufficient.
 - \$10,000 for medical coverage should be augmented. A broker would give good advice.
 - While it is not impacting AIS right now, but might later, it would be useful to have an inventory of equipment, and an update of fixed assets.
- d. Segregation of duties is highly recommended as splitting the functions would enable detection of errors or fraud.

Their conclusion was that the audit was positive. The final approving will take place at a later date pending further verifications. The auditors made a point to thank Janet and Ana Barbara for their help.

HOS Report

a. New organization

Christophe informed the BOD that Janet was leaving AIS. She could not refuse a better paying job near her home. However she will be available for consultation.

Christophe explained that now there will be more separation of duties with Michele Mundy doing book keeping 25/30 hours a week and April controlling several aspects of the finances and budget in collaboration with Christophe. This creates two levels of accountability plus the HOS himself.

Christophe stated that there will be a reassessment of long term needs in the Spring, and that an organizational structure is being worked on.

b. School life

Christophe mentioned the upcoming book fair and informed the BOD about the Green Committee. Composed of three teachers and students it succeeded in banning plastic and paper plates from AIS.

I V. Committee Reports

a. Marketing

Stacey had sent the BOD the results of the focus group and her summary. She highlighted the following points:

- the group was composed of 21 persons, 95% were women, White and Hispanic.
- several responders stated they spoke Spanish at home.

- When asked which languages they would choose for their child they answered Chinese, then French.

This survey was done to give us feed back on the interest that our MS would have in the Austin community. Barksdale proposed that we use the questions that Steele gave the focus group and ask them to the parents of AIS to see how much interest there is for MS. Stacey volunteered to work on the survey and distribute it to the parents.

b. HOS search

Amy reported that Carney Sandoe created a portal for AIS and posted the HOS job description. The search committee composed of Amy, Barksdale, Ricardo, Stacey and Liz will have access to the applications. She stated that the candidates on Christophe's network could be considered as well.

Ricardo arrived at 8:45

It was remarked that:

-It took two years for St. Stephens to hire the candidate they were looking for. The entire search committee interviewed each candidate. Once they had decided on three candidates, the parents and the faculty were involved for the final decision.

- AIS needs an HOS who will continue with the seamless approach, otherwise the school will not survive.

There being no further business before the Board the public proceedings concluded at 9: 00 PM.

Approved on, 2016

Signed: