

**Minutes of the Regular Meeting of the Board of Directors of  
Austin International School  
February 10, 2016  
6:30 pm; Adelphi Campus**

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**Board Members Present:** Kathleen Baireuther, Amy Brown, Barksdale English, Sophie Cano, Anne Idiart, Kate McCarthy, Stacey McDougal, Dina Sherzer, Liz Wiley

**Absent:** Ana Barbara, David, and Ricardo

**Quorum:** Yes

**Visitors:** PTO Members, Natalie Anderson, Philippe Montillet, Marcus Simpson

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

**Proceedings – Public Session**

The agenda having been circulated prior to the meeting, the February 10, 2016 meeting of the AIS Board of Directors was called to order at 6:35PM. With a quorum present the Board convened in a public session.

**I. Approval of minutes**

The chair called up the **minutes the Public session of the January 13, 2016** of the Board. Liz moved to approve them, Sophie seconded. With no further discussion the motion passed on a unanimous vote with no abstentions and no dissents.

*David had given his proxy to Barksdale*

The amended minutes of the **Closed session of the January 13, 2016** of the Board and of the **Conference Calls** of January 20 and 29 will be voted on at the March 2, 2016 meeting.

**I. HOS Report**

**a. Enrollment**

41 families signed up for the February 20 open house and in addition parents are coming in requesting a tour. Parents and alumni have been asked to participate in the open house.

**b. Preparation for 2016-2017**

April and Christophe have interviewed 4 candidates to replace Olivier. They will make a decision mid February.

**c. Various administrative activities**

A plan to create an administrative team working on attracting students from the outside will be presented at the next meeting.

Work is underway to think strategically what would be the best administrative team to meet the challenge of the opening of the MS in 2017.

A draft of the budget taking into account the students leaving and those who re-enroll will be presented in March. It was pointed out that it should highlight positions of critical needs.

**d. Learning Journey**

PS to K parents had the opportunity to learn about the Math curriculum in Maternelle watching clips of students working in the classroom. The attendance was 80 to 90 % and parents expressed their appreciation for this event.

**e. AFSA (Association of French Schools in North America) meeting in New Orleans**

Christophe reported that based on this meeting:

- this year there would probably not be any restrictions on detachment but there is still uncertainty given that there are no precise regulations in place.
- the J1 visas will be extended for 2 years, given the teachers the possibility to remain in the country for 5 years. This will compensate the restrictions on H1B visas,

**f. Gala**

The gala raised \$ 90000.00, 80% more than last year. However 20% fewer tickets were sold. Does this represent a shift? The new parents attended the gala and contributed well. But the third and fourth grade parents have perhaps less interest in the school and uncertainty in the period of transition probably played a role.

**g. Fund raising activities**

The fun run will take place May 6. The alumni will be invited for this popular event.

The wine cruise has been successful and will be organized again.

### **h. School calendar for 2016-2017**

Christophe circulated a document reflecting the proposed school calendar. As usual, it will be aligned with AISD, and is the same as this year.

**Action item:** Barksdale moved that we approve the school calendar, Amy seconded. The motion passed on a unanimous vote with no abstentions and no dissents.

## **II. PTO Report**

Philippe reported the concern and the actions that will be taken to ensure greater safety of the children. The PTO has proposed that it spend its money on adding speed bumps, rebuilding walls, putting fences. Teachers will be consulted about what is needed in the school grounds. Parents will be given safety tips for picnics.

Philippe stated the importance of giving visibility to the PTO to reflect that the work done and funds raised results in visible improvements of school life and the campus. Plaques acknowledging the work could be placed on walls and fences, thus giving more exposure to the association.

The BOD questioned how much input exists from the parent community for how PTO money is spent. Philippe responded that expenditures are discussed during meetings, and the newsletter informs the parents.

## **III. Chair report**

### **i. Outreach**

Liz reported various initiatives that she has been exploring in order to establish collaborations and connections in particular with ACC Highland Mall and St. Edwards.

### **ii. AIS 401k and IRS audit update**

Various filings have been done to meet the deadlines requested by the IRS and the work is continuing.

### **iii. Risk Assessment task force**

Liz stated that we needed to create such an entity to identify and address issues as part of oversight function as exists with finances.

**Action item:** Liz moved that we establish this risk assessment task force to insure that we have the best practices in the school. Barksdale seconded. The motion passed on a

unanimous vote with no abstentions and no dissents. It was commented that we need a reporting mechanism on issues and create a checklist of them.

#### **IV. Committee Reports**

##### **i. Audit committee**

The work was completed to determine the accounting methodology that led to a statement in the audit report about deferred revenue and AIS's treatment of it. On further review with administration staff, staff understood how previous means of accounting for this revenue was done, and could then decide how to treat it for the coming year. The amended language in the audit report to reflect this result was read, in order to proceed to a vote.

**Action item:** In light of Ana-Barbara's absence as chair of committee, but noting her intent to have the Board approve the modified language in the Audit Report from the auditors, Liz moved to approve the audit report. Stacey seconded. The motion passed on a unanimous vote with no abstentions and no dissents.

##### **ii. HOS search**

Amy explained that for Jacques there will be the same organization that was adopted for Alain. After both visits parents and staff will be able to fill a survey to express their opinions. There will be a special meeting of the BOD on Feb. 25 when we will have the feedback of the survey that will be distributed to parents and staff.

#### **V. Public comment session**

**Reactions to Alain's performance at the parent community night:** Philippe Montillet reported the reactions of the parents after the visit of Alain.

**Vandalism.** The school has experienced some vandalism perhaps perpetrated by children from the neighborhood. It was suggested that a talk with the police, and the neighborhood association might help to solve the problem.

There being no further business before the Board the public proceedings concluded at 7:55 PM.

**Approved on, 2016**

**Signed:**