

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
March 2, 2016
6:30 pm; Adelphi Campus**

Board Members Present: David Arnow, Amy Brown, Barksdale English, Sophie Cano, Anne Idiart, Kate McCarthy, Stacey McDougal, Ricardo Sanchez, Dina Sherzer, Liz Wiley

Absent: Kathleen Baireuther

Quorum: Yes

Resources: Christophe Bonnet, Head of School.

Proceedings – Public Session

The agenda having been circulated prior to the meeting, the March 2 2016 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.

I. Approval of minutes

The chair called up the **Amended minutes of the Public session of the February 10, 2016** of the Board.

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

The Chair called up **the Amended minutes of the Closed session of the February 10, 2016** of the Board.

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

The chair called up the **Amended Minutes of the Executive session of the February 10, 2016** of the Board.

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

The chair called up the **Amended Minutes of the Confidential Special session of February 25** of the Board.

Barksdale moved to approve them, David seconded. With no further

discussion the motion passed on a unanimous vote with no abstentions and no dissents.

I. HOS Report

a. Enrollment

Report on success of open house and success of early bird enrollment program: 147 students enrolled. It is anticipated AIS will have 127 students in 1st to 5th grade representing a 4% increase, and 92 students in PS-PK. At the April meeting Board will receive additional information.

b. Preparation for 2016-2017

Status update on work to pursue candidate **to replace Olivier** and interview process used. Update on applicants from outside and within AISI questions posed on impact for a selection of person not from within AIS.

During the March break April and Christophe will **work on the budget based on 220-222 students**. They will devise a two scenario budget.

Recruiting in France has been difficult. Report based on input from interview process abroad suggests losing out on candidates due to disparity in salary offerings. Questions posed regarding what numbers are competitive combined with intangible benefits of better work environment in smaller classes. BOD reviews previous actions to increase attractiveness, such as retention bonuses, a tuition reduction program teachers' children, and increase on amounts paid for health care coverage. Suggested that it is time to review a plan for another teacher pay increase. Request made by BOD for HOS to obtain information about salaries in other schools to inform how we can be creative and find incentives.

Gala raised \$ 90000.00 for \$18000,00 spent. The ratio was 1 to 5. The chair of the committee this year was part of the gala committee last year.

Professional development session for staff training teachers of Maternelle about the new French curriculum.

II. Chair report

- Technology

Liz informed the BOD about Slack, a messaging app for teams that enable group communication on one topic; issues raised to suggest it as a means for BOD communications to be streamlined as these communications

increase in number.

-New Function for Audit Committee

Liz moved to remove the Risk Assessment Committee as discussed at prior meeting as a stand-alone committee to place that function within the Audit committee. Barksdale seconded. With no further discussion the motion passed on a unanimous vote with no abstentions and no dissents.

- List of teachers and their status

Discussion regarding document circulated in advance identifying visa status for BOD awareness about detachment and any related issues concerning staff retention.

III. Finance report

April and Ann presented a Profit and Loss Dashboard for AIS as of December 2015 as presented in the circulated materials. Their conclusion:

- 5 month activity on track vs the budget.
- Revenue slightly higher than budgeted
- Strong cash position; 178K collection on tuition payment; loan activity: 12/31/15 payment made, 2 more escrowed.

Discussion regarding how BOD would receive timely reports of this nature for at a glance combined with more in-depth presentations also on regular basis. Determined that AIS staff (April) and BOD Treasurer will (1) meet every month and send Liz their assessment; (2) circulate the P/L Dashboard to the BOD accompanied by the balance sheet every quarter for discussion.

Other items discussed:

- Difficulty to communicate with the Banque Atlantique.
- The payment of tuition by credit cards costs AIS 3% for each payment. We might ask the parents to add the 3% and consider it a donation.
- The BOD looked at the 999 report for tax year 2014. April will do the bank account report.

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

Approved on, _____ 2016

Signed: