

Minutes of the Meeting of the Board of Directors of  
Austin International School  
April 13, 2016; 6:30 pm  
Adelphi Campus

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- Board Members Present:** David Arnow, Amy Brown, Barksdale English, Sophie Cano, Anne Idiart, Ana-Barbara Llorente, Kate McCarthy, and Liz Wiley
- Absent:** Kathleen Baireuther, Stacey McDougal, Ricardo Sanchez, and Dina Sherzer
- Quorum present?** Yes.
- Resources:** Christophe Bonnet, Head of School; April O'Quinn, Chief Operating Officer

**Members of the Public:**

The agenda having been circulated prior to the meeting, the April 13, 2016 meeting of the Board of Directors was called to order at 6:35 pm.  
With a quorum present, the Board convened in a public session.

**Proceedings – Public Session**

**Agenda Item 1: Head of School Report**

1. Update for enrollment for 2016-17
  - a. Enrollment for Petite Section has been slower than desired but overall totals for Maternelle enrollment appear to be on track.
  - b. Overall growth rate compared to April 2015 was lower than target (approximately 2% growth instead of 5% growth)
  - c. Amy noted that the retention of Elementaire students was solid, except in CE2 (3rd grade). There is a recruitment opportunity in Maternelle, which is a better position to be in than the opposite.
2. Staffing
  - a. Hiring process for a controller has started. April and Christophe are leading the selection process.
3. HOS Transition
  - a. Christophe and incoming head, Jacques Weber, have started weekly Skype meetings and will continue through the end of the school year to manage transition issues.

- b. April has taken on a stronger leadership role and will start exercising more control on operational issues.
4. Fundraising
- a. Fun(d) Run will happen on May 6. The Fun(d) Run is a PTO- and AIS staff-led event which raises money that will be dedicated for field trip opportunities next academic year. Funds raised will be matched with budgeted school funds to provide expanded off-campus learning opportunities. Teachers will identify additional field trip opportunities. Desire is to have the 2016-17 Fun(d) Run occur in the fall 2016.
  - b. Wine Cruise will happen again. This year it will occur on Friday June 3.
  - c. Annual Fund campaign has started. Christophe emphasized importance of growing non-event-based fundraising. A general call was made for board members to contribute according to their means and to encourage others in the community to give as well.
  - d. Anne raised a question about communications about three separate giving campaigns launching simultaneously.
    - 1. Christophe acknowledged the delicacy and indicated that staff will use the campaigns to leverage overall community participation. For example, AIS will offer thank you gifts for annual fund contributions by giving away tickets to wine cruise.
    - 2. Christophe also informed the Board that the Fun(d) Run was returned due to popular demand.
    - 3. Communication strategies need to encompass both personal encouragement as well as education through website etc.

*[David Arnow stepped out at 7:15 pm]*

5. Academic Life
- a. Dominique Mwankumi — a Belgian citizen born in the Congo — worked with CM2 (5th grade) and then read to Maternelle students. Nice way to show diversity of French language in different areas of the world.
  - b. A three-day training on bilingualism was held at AIS with 28 colleagues from other French-American schools. Conference demonstrated progress toward meeting a strategic plan goal of establishing AIS as a center for international education and to share our pedagogical methodology.
  - c. Continuing professional development training opportunities for teachers in problem-based learning, especially in science, occurred over the month. Building foundation for integrating Elementaire science curriculum with eventual middle school curriculum.
6. 5th grade trip to France
- a. AIS discussed the safety concerns in Europe with CM2 (5<sup>th</sup> grade) parents. Parents understood that they have the right to not join the trip. General consensus seemed to be a desire to continue with the trip.

**Agenda Item 2: HR Report**

1. April has taken some good steps to search for a new employee benefit broker to bring in for next year. April is looking to make some efficiency changes that won't reduce benefits on the whole.
2. April has started the process for selecting a new retirement plan. Progress has been slow going as staff focuses on making corrections to the current 401(k) plan. Staff is exploring the concept of pooled participant plans. Updates to come in the next month or so.

**Agenda Item 3: PTO Report**

1. The PTO projected a month-end fund balance of approximately \$34,000, and projected a \$30,000 at year-end fund balance.
2. The PTO is working on a \$20,000 project focused on safety issues related to the playground, which will be spent over two fiscal years. Traffic calming improvements on the driveway, signage for safety reminders, repair of retaining wall, and some toys and other games/activities denote the largest of proposed expense items.
3. The PTO will make a matching gift contribution to the Sunshine Fund — a fund which supports AIS staff projects.

**Agenda Item 4: Strategic Plan Review**

1. Liz reviewed the 2012-15 strategic plan objectives at a high level.
2. Ricardo, Amy, and Liz have been working on developing a new strategic plan. Amy laid out some new objectives going forward at a high level.
  - a. Successfully open middle school;
  - b. Develop effective fundraising and development program; and
  - c. Ensure continued, controlled growth of the school (including, marketing and outreach strategies to take some guess work out of future planning)

*[David returned at 7:45 pm]*

**Agenda Item 5: Audit Committee Revamp**

1. Proposed addition of an oversight element to the standing committee. During the fall, the committee will focus on the annual financial audit. During spring, the committee will conduct some program audit and risk analysis. Paramount among their responsibilities will be the creation of master control documents that will live beyond current leadership.
2. Action item: Liz, Barksdale, and others will start migrating corporate documents to AIS servers, especially minutes.
  - a. Ana-Barbara suggested creating a permanent file and a temporary file: the permanent file would include bylaws, articles of incorporation, etc.; the temporary file might include current year minutes, budget and tax filing, etc.

**Agenda Item 6: Budget and Dashboard Review**

1. April reviewed the dashboard for February 2016.
2. Banque Transatlantique permission access is in process and AIS is now receiving statements again. Account has been reconciled with our financials.

**Agenda Item 7: Public comment session**

1. Comment regarding low attendance at the Parent-Teacher social and thought to move it to the fall so that there's perhaps more enthusiasm.
2. Question regarding Olivier's replacement. AIS lost a candidate due to bureaucratic issues related to visas. Search is continuing.

Liz recessed the meeting at 8:07 pm.

Liz called the meeting back to order at 8:25 pm.  
With a quorum present, the Board convened in closed session.