

Minutes of the Meeting of the Board of Directors of
Austin International School
May 11, 2016; 6:30 pm
Adelphi Campus

Board Members Present: David Arnow (arrived late), Kathleen Baireuther, Sophie Cano, Barksdale English, Anne Idiart, Ana-Barbara Llorente, Kate McCarthy, Stacey McDougal, and Ricardo Sanchez

Absent: Amy Brown and Liz Wiley

Quorum present? Yes.

Resources: Christophe Bonnet, Head of School; April O'Quinn, Chief Operating Officer

Members of the Public: Philippe Montillet, Natalie Anderson

The agenda having been circulated prior to the meeting, the May 11, 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: Approval of Minutes

1. Sophie moved to approve the public session minutes of the April 13, 2016 meeting. Ana-Barbara seconded. There was no discussion. The motion passed unanimously.
2. A few typographical errors in the closed session minutes of the April 13, 2016 meeting were noted and corrected. Stacey moved to approve the closed session minutes of the April 13, 2016 meeting as amended. Ana-Barbara seconded. The motion passed unanimously.
3. Stacey moved to approve the executive session minutes of the April 13, 2016 meeting. Ana-Barbara seconded. There was no discussion. The motion passed unanimously.

Agenda Item 2: Head of School Report

1. Update for enrollment for 2016-17
 - a. The board and staff discussed strategies to recruit the 20 additional students needed to meet the FY 2017 budget.
2. School Life
 - a. Weekly Skype meetings between Christophe and Jacques Weber continue.

- b. Teacher recruitment is going well. Full teacher staffing for FY 2017 should be in place by the end of May.
3. FY 2016-2017 budget preparations
 - a. As directed, staff has prepared two budgets: one based on 222 student enrollment, the other based on 217 students. The board will vote on the final budget at its June retreat.
4. Fundraising
 - a. Fun(d) Run happened on May 6 with approximately 170 participants, including 10-15 alumni. Projected income is approximately \$5,000 and staff will report final numbers at the June meeting.
 - b. Registration for the Wine Cruise is low. This year it will occur on Friday June 3.
5. Academic Life
 - a. Staff was pleased with the outcomes of Science Week – good demonstration of skills, comprehension of concepts, and linguistic ability to use all three languages to describe science projects. Good presentations and engagement with community.
 - b. Science curriculum development for Cycle 2 (K through 2nd) will start in earnest in 2017-18. Planning year in 2016-17 to develop internal competencies from a team perspective. Cedric will continue internal training to help move the Cycle 2 teams forward over the year.
 - c. 5th grade has departed for France.
 - d. Brief discussion about the need for more communication from AIS to the community regarding the HOS transition. The board discussed the need to demonstrate that despite Christophe's departure, the board, PTO and April can and will ensure continuity of what has been built.

[David arrived at 7:30 pm]

Agenda Item 3: Chair Report

1. Liz distributed some notes from her attendance at the AEFÉ conference in Los Angeles with Christophe. The board will discuss some of these topics at its annual retreat in June.
2. Retreat agenda planning: discussing and adopting a new strategic plan will be a main focus of the retreat. Fundraising planning will also be a primary topic.

Agenda Item 4: PTO Report

1. Jen Larson was elected president of the PTO for FY 2017. Greg McCaskill was elected vice-president/president-elect for FY2018.
2. Planning for the safety project continues and improvements should be made over the summer.
3. The PTO projects approximately \$20,000 in year-ending fund balance for FY 2016.

Agenda Item 5: FY 2017 Budget Development

1. April laid out two versions of the FY 2017 budget: the proposed budget with 222 students, and an alternative with 217 students.
 - a. April identified line items that had changed since last month's presentation and discussed rationale.
 - b. Board members identified areas of need and recommended changes to be incorporated into the final draft budget for adoption at the June meeting. Including:
 - i. Increase to facilities line to reflect increased janitorial and maintenance expense.
 - ii. Increase to insurance line to reflect need for higher levels of general liability insurance as recommended in the FY 2015 audit.
 - iii. Staff salary increases as discussed.
2. There was brief discussion about the appropriate time to involve Jacques Weber in the budget development process.

Agenda Item 6: Public Comment

1. No additional public comment was received.

Ricardo recessed the meeting at 8:40 pm.

Ricardo called the meeting back to order at 8:50 pm.
With a quorum present, the Board convened in closed session.