

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
Aug 23, 2017; 6:30 pm
Adelphi Campus**

Board Members Present: Amy Brown, Kate McCarthy, Ricardo Sanchez, Francois Waelbroeck, Marie Musalem, Claudio Occhipinti, Nathan Yang, Kathleen Baireuther, Holly Johnson, Stacey McDougal

Absent: Ann Idiart

Quorum: yes

Visitors: PTO/parent visitors (Karen and Angela new Pres/VP, Marcus) and staff/new Principals (Emily and Audrey)

Resources: Jacque Weber, Head of School; April O'Quinn, COO

The agenda having been circulated prior to the meeting, the regularly scheduled Aug 23, 2017 meeting of the AIS Board of Directors was called to order at 6:31pm.

Proceedings – Public Session

I. Tour of School

- a. Board toured new setup of office space, classrooms, and new Middle School 6^e class

II. Chair Report

- a. Welcome to new board members (Marie, Holly, Claudio)
- b. Ratify email vote from June 3rd is required. Motion by Kate and second by Nathan. Ratification passed unanimously.
- c. New Roster of Board members needed. Passed paper to collect information.
 - i. **Action item:** Stacey will digitize and post.
- d. Committee reminder – conduct bulk of business items in committee and bring committee report/discussion output to board meeting along with items that need board vote.
- e. Bylaws are posted on Slack for reference. Useful read/refresh for members.
- f. Reminder regarding the “role of a board”. Fiduciary, governance, and mission oriented responsibilities. Not management of the school.
- g. Transparency is still important between the Board, School management, and parent community, but reminder on *Confidential* information vs. *Transparency*.
 - i. HR, legal, employees or related and items in closed or exec sessions are all considered **Confidential**.
- h. Board offsite expense: Liz paid for Elizabeth Ann, moderator (\$425). Recommendation to pay Liz back. Motion by Ricardo and second by Francois. Motion passed unanimously.

III. HOS Report with COO

- a. Introduction to new school leadership – Emily Hopkins, Principle Cycle 2,3 and English & Spanish curriculum coordinator and Audrey Talarico, Provisseure cycle 1,2 and French curriculum coordinator. Emily was previously in maternelle and Audrey came from RI International School and has daughter in MS.
- b. short versions of school staff email is xxxx@austinis.org
- c. Need to make change to the Policy to change the title of Directory of Primary to Principle and Provisseure. Need confirmation if changes to school *policy manual* need a vote?

- i. **Action item:** Amy Brown took the action to confirm if/when Board needs to vote on Policy manual.
- d. New faculty/staff updates: 3 new teachers
 - i. PS/MS English (Laura Kissinger)
 - ii. CP and CE1 English (Kaitlyn Cobb)
 - iii. Middle School (6e) Eng/Sp/PE/STEAM (Jason Saffa)
 - iv. The middle school 6e teaching team is continued with 6e French, Social Studies/Civics (Olivier Boudou),6e Visual arts/French immersion (Valerie Horne)
- e. Recruiting update: 813 letters to potential families and ice cream social on July 6th. Last open house was on August 5th.
- f. RenWeb Update: rollout is partially complete; some items still being moved over.
 - i. New check-in/check-out, security, accounting, and right processes being put in place. *Comment: not all parents in favor of new system.*
 - ii. Website is the front-end of RenWeb
 - iii. Parent app available
- g. Facility: moves in rooms, necessary repairs, spaces and painting done.
 - i. IT inventory done and classroom IT plan being put in place. Asked (Nathan) and confirmed (April) that depreciation is happening in accounting for technology.
- h. Staff orientation happened on Aug 7th to Aug 16th
- i. Signup.com is the new application being used for new volunteer signup
- j. General: continue to work on policies and procedures and helping scale the business of the school
- k. Enrollment update and discussion: Enrollment at 188 currently, 5 joining through the year to equal 193. Chasing a couple to put enrollment at 197.
 - i. Lost several new families that were enrolled but did not move to Austin. ~9 contract withdraws (multiple children)
 - ii. Grades open right now: PS, MS, 6e, CM1, CE1 CP (CM1 is one class)
 - iii. Closing in on the budget approved –which is 197 student goal for the budget.
- l. Outreach: upcoming outreach (slide from April). Looking at more events and festivals in Cedar Park and Round Rock. More families now attend and are coming from those areas. Westlake has fallen off in past couple years due likely to increase in traffic/travel time to get to AIS.
- m. Bus Service option/discussion: to help with student transportation. Durham School Services is the vendor April is looking at. Propose 2 afternoon times/routes to allow for After school activities attendance not to drop off. Durham carries all necessary insurance, indorsements, and background checks done thru Durham (nationwide company).
 - i. Kathleen brought up alternate option in Chariot/Ford mobility services suite—expanding in Austin with crowdsource routes.
 - ii. **Action:** April plans to survey parent to test interest and where demand is.

IV. Budget Overview-June 2017 Financials

- a. Callouts: lower summer camp revenue, extra funds generated from Gala, personnel under, 164K deficit.
- b. Approved budget - pedagogical called out, separated elementary and middle school. Discussion initiated to make sure that budget is allocated more appropriately across the elementary vs middle school (proportionately).
 - i. **Action:** April took this action before next meeting
- c. Budget approval – updating projections monthly. First pass mostly changes on the student line.

V. Accreditation: Updates and timelines

- a. Accreditations are NOT licensing and authorizations.
- b. ISAS and CIS are what AIS leadership recommends to pursue
- c. ISAS - 2018/2019 would be first visit (Feb/Mar)

- d. CIS – 2 step process. Membership is the same (application & membership). Must be member BEFORE accreditation on CIS.
- e. Require VOTE to confirm moving forward on accreditations. Discussion to bring new board members more comfortable with accreditation paths chosen. Decision to defer vote to next board meeting. ISAS will cover AIS for US accreditation and the right path to validate middle school transcripts/transfers and credits. Necessary for an upper school/diploma program. CIS is for International schools and gives us access to membership benefits, job search/teacher and staff hiring. AEFÉ and MFL we already have and will continue to renew is the accreditation for French curriculum standards.
 - i. Prek thru 12th for both
 - ii. ISAS accreditation gives membership for ---several memberships like center of EDU learning
 - iii. International parents look for accreditation when moving
 - iv. Budgeted in initial steps-done by staff until self-study and flights. Jacque, HOS, is inspector for IB, MSA, and other.
 - v. MLF re-accreditation after the first year of 6e. Cycle 1-2-3 extended. Annually.
 - vi. **ACTIONS:** (1) Jacque post to Slack the accreditation summary slides. (2) all questions to HOS in-between meetings to HOS. (3) Call for vote/decision at September Board meeting.

VI. PTO update

Introductions: Angela Navarro (MS1 daughter at AIS), Spanish w/husband from Belgium and Karen (moved from Mexico to Austin 2yrs ago/ husband US)

VII. EMAIL and communications clean-up

- a. Jacques deleted and cleaned up G-suite emails
- b. Board members-firstname.lastname@austinis.org
- c. All can be reached at: Board@austinis.org
 - i. Now have Gmail and personal inbox, and group email for Board.
 - ii. Choice for Board members: personalname@austinis.org will forward to your personal. Discussion and agreement that all Board members want to use their personal email (not special AIS Gmail account) and have AIS email forward to personal inboxes for simplicity.

Call for BREAK at 8:20 PM [visitors left]

Discussion continued until 8:40 PM.....

SLACK as a tool: Held informal short Slack tutorial by Nate and noted we need to remove Anna Barbara and Liz from AISBoard Slack account. Discussion on how much we can /should put on Slack – as much as possible is general consensus and start to add docs for review and long conversations. Kathleen and others would like to consider still having a summary note to items plus agenda before each meeting. Only doc should be LATEST doc (Add and take down).
Board packet email—before each meeting.
Document retention Exec BOARD to decide where /stop changing.

8:45PM Concluded Public Session

The public proceedings concluded at 8:45 pm.

Signed  _____