

Minutes of the Regular Meeting of the Board of Directors of Austin International School
Sept 18, 2017; 6:30 pm
Adelphi Campus

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

Absent: Ann Idiart

Quorum: yes

Visitors: none

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

The agenda having been circulated prior to the meeting, the regularly scheduled meeting of the AIS Board of Directors was called to order at 6:40 pm.

Proceedings – Public Session

- I. Vote on online motion, Kate seconded, motion passed.
- II. File Storage: secretary@aischool.org (gmail account) is active for Board Secretary to utilize as Dropbox login for Board Specific storage.
 - a. Board will only be responsible to storage Confidential files, Board minutes inclusive of the Executive session minutes, Board roster, and any legal files.
 - b. All other documents pertaining to Board meetings including HOS updates, copy of non-exec minutes, financials, etc. shall be kept on Cloud storage that can be backed up and accessed by the HOS and COO jointly and will be passed from HOS to HOS without any destruction of files or documented processes.
- III. Congratulations to Marie who is pregnant! A new AIS baby will be born in the first of the year 2018.
- IV. HOS and COO report
 - a. Recent events at school and upcoming events in the community- refer to recent events slide re: Jacques/HOS slide
 - i. New parents night
 - ii. New MAP test replaces the ERB test to represent progress and more aligned with International School assessment
 - iii. Cross-country and Soccer being added if interest by students/parents. Combine team or play with TX Int'l school
 - iv. AIS Book fair coming up
 - b. Enrollment - 191 now
 - i. 2 from Belgium coming CE1 and 6e

- ii. GS full but need to keep recruiting in PS/MS
- c. Financial Report (refer to report on Slack)
 - i. Budget snapshot based on 197 enrollment
 - ii. 84% of budget is Tuition
 - iii. Unexpected Expense of 10k for air and foyer
 - iv. Need to plan for AC and other and ADD A CAPEX line to budget
- d. Open Enrollment started for AIS employees (renewal rate 18%)
 - i. AIS saved 15k on the budget line
 - ii. Every two years review of benefits plan and policy by Audit Committee (include items like not pay for French Citizens plan)
 - iii. Substitutes and new hires,
 - iv. Audit in November
- e. Marketing and Outreach
 - i. A lot of activity planned -refer to the HOS/COO update deck on slack for the full list
 - ii. Chuy's parade, Dios de los Muertos, AIS Banner over Anderson Mill and more....
 - iii. 3-4 HOT Topic sessions w/ parents and HOS
 - iv. Recruiting. Five new families and need to keep recruiting to fill PS/MS and other grades w/ transfers
- f. Special Education Policy
 - i. Need school policy in place, all International school need one
 - ii. Policy may not be to accommodate all needs
 - iii. IEP & Limited accommodations examples
- g. Technology Vision
 - i. School audit done, plan/wish list in place, exploring options with Google and refresh cycles (ideally 3yrs)
 - ii. Outsourced IT and contracts being explored

V. Alumni Information and Requests:

- a. Keep parents informed and on the list when families and 5th graders leave
- b. Keep parents' as part of community ideas to keep contact
 - i. FRIDAY FLASH

- ii. Calendar -subscribe to AIS calendar
- iii. Non-sports "homecoming" each year
- iv. French and Spanish alumni after school

CLOSED public session at 8:55pm

Break

Signed 