

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

Board Members Present: Amy Brown, Kate McCarthy (6:46), Marie Musalem (via phone), Claudio Occhipinti, Holly Johnson, Stacey McDougal, Ann Idiart, Francois Waelbroeck (6:44)

Absent: Ricardo Sanchez, , Nathan Yang, Kathleen Baireuther

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 6:35 pm.

Proceedings – Public Session

I. 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. Middle School planning session planning session was better attended by Cycle 1 vs Cycle 2
- b. Enrollment - one move (PS kid gone) 190 now, 197 expectation in Jan. (could be 6 kids at end of Nov)
 - i. Discussion on other French schools, enrollment, and what are enrollment impact and future implications for AIS
 - ii. Explored options to 'add' English playtime, lunchtime, etc in our 'advertised' discussions to help pull in French and other expats, and non-native French in multiple areas. (French 'fasttrack')
 - iii. HR and Finance Updates by COO
 - audit prep starts in Nov
 - August snapshot of finances (open session summary) and put up closed session detail because no visitors.
- c. Tech planning and update
- d. State of the school -Board Director and HOS are working on agenda and date

II. No PTO report- PTO moved

Break

Public session meeting of the AIS Board of Directors was resumed at 8:30 pm.

Committee Updates:

- I. **Governance** - think about getting new people nominated for new Board members; inside and outside

- a. **Heads up Nathan** - sending potential new interested members in Board from parent community your way

II. Fundraising/Development committee:

- a. PTO - and getting parents to volunteer and make a closer community in order to build a better community. How can HOS (vs COO) engage but to help get ownership.
- b. Internal and External outreach deck- why important to have a school like this in our community. Long Center Jan26 or Domain RockRose option.

III. Audit Committee:

- a. looking at confirming CPA firm, week of Nov 6th Claudio is available to meet.
- b. Operational School policy conclusion HOS and COO will collect and identify gaps in any policies so Board can understand which Board need to review or be involved in. ACTION: FEB--have list ready. (inventory of policies)
- c. Risk management - inventory of risk mngt tools/policies to ID any gaps. (list of Hi-impact activities like enrollment numbers need some oversight). Aspects of Employee handbook and roles need some updating.

Closed the Public Session at 9:28pm

Signed Stacey S. McDougall