

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
November 15, 2017
6:30 pm; Adelphi Campus**

Board Members Present: Amy Brown, Marie Musalem, Kate McCarthy, Anne Idiart, Francois Waelbroeck, Nathan Yang, Claudio Occhipinti, and Holly Johnson

Absent: Nathan Yang, Kathleen Baireuther, and Ricardo Sanchez

Quorum: Yes

Resources: Jacques Weber, April O'Quinn

Public: Laila McCaskill

The agenda having been circulated prior to the meeting, the regularly scheduled November 15, 2017 meeting of the AIS Board of Directors was called to order at 6:33 pm. The Board convened in closed session at 8:59 pm.

Proceedings – Public Session

I. Minutes – Francois moved to approve the minutes from the Public Session of the September 20, 2017 Board meeting. Claudio seconded and the minutes were approved with all in favor.

Amy moved to approve the minutes from Public Session of the October 18, 2017 Board meeting. Francois seconded and the minutes were approved with all in favor.

II. HOS Report (Jacques) – Jacques gave a brief overview of recent happenings at school that included his meeting with the new Consul General and the start of the annual audit on November 6.

- a. **Enrollment Update** – A review of overall enrollment for the 2017/2018 currently stands at 191. Jacques answered questions about whether we should be considering students with no French for admission post GS (GS is currently the cut off for students with no French).
- b. April reported that there is a search for substitute teachers. Preparation of the Annual report is underway.
- c. **Marketing** – AIS will participate in the Chuy's parade on November 17, a pajama story time is planned for December 2. April answered questions from the Board regarding the use of social media and how that could be improved.

- d. **Finance** – April discussed the state of the actual vs. the projected budget. The Board discussed questions about at what amount contracts had to be approved by the Board. This was a question as a result of the recent IT contract approved by the school. The Budget committee had been involved in the review of all the bids for this contract.
- e. **Fundraising** – Fun(d) Run donation are due Friday. Approximately \$8,700 still needed to meet the goal of \$15,000. Holly discussed the Gala and changes being made to that even this year. It will be held January 26 at the Long Center. Tickets will be on sale soon. The launch of the Annual Fund will be coming soon with a goal of \$25,000. The Advancement committee is working on creating collaborative partnerships.
- f. **Upcoming Events** – The International Potluck will take place on November 17, the Chuy’s Parade is November 18, training for MLF is December 7.

III. Harassment and Bullying Policy – The harassment and bullying policy was discussed in light of recent news reports. It was suggested that a review of how staff treats each other and those expectations as well as how students treat on another and how the curriculum supports these goal is incorporated. Jacques reported that there are preventative measures in place to help students, Emily and Audrey had recently attended training to support positive discipline at the school, and finally consequences for student behavior. Staff behavior is also addressed in the staff handbook with a Code of Conduct, a social media policy, the whistleblower policy. There is a specific section in the employee handbook that deals with harassment and it is reviewed every year with new staff and returning staff.

IV. PTO Report – No one from the PTO Board was present. Questions were raised regarding the PTO’s intention to use their monetary surplus considering the non-profit status of the school.

V. Committee Updates

- a. **Governance Committee** – There was a discussion of the number of current Board members who will be leaving at the end of this term and the need for referrals for replacement. The importance of vetting members as well as chemistry with current members was stressed. Nathan will create a volunteer “job” posting to help search out people with prior board experience that may be interested in joining. **Action Item:** Everyone was tasked with coming up with names of people who may be good fits for the Board.
- b. **Audit Committee** – This committee will meet in a couple of weeks. They will be looking at risk and policies currently in place. The financial audit is in progress.

- c. **Strategic Planning Committee** – The executive committee makes up this group and reviewed the strategic plan. The committee determined that no changes are needed this year.

VI. Public Comments - Laila McCaskill brought her and Greg's concerns to the Board. They have concerns about their child's safety at school and she reported their perceptions and dissatisfaction about the way these issues are being handled this year.

There being no further business before the Board the public proceedings concluded at 8:47 pm.

Approved on December, 2017

Signed: 