

Minutes of the Regular Meeting of the Board of Directors of Austin International School

August 21, 2018; 6:30 pm

Adelphi Campus

Board Members Present:

Amy Brown, Michael Haberman, Holly Johnson, Suman Mallick, Stacey McDougal, Marie Musalem, April O'Quinn, Ricardo Sanchez (late), Francois Waelbroeck, Jacques Weber, Nathan Yang

Absent: Claudio Occhipinti

Quorum: Yes

Visitors: PTO President, Rana Turman

Resources: Jacques Weber, Head of School; April O'Quinn, COO – projected PowerPoint slides

Meeting of the AIS Board of Directors was called to order at 6:36 pm.

PUBLIC SESSION

I. Open Proceedings –Public Session

• Announcements

- Amy checked in to make sure all the new members of the Board are on Slack
- Welcome to Mike (1st official mtg as a Board member)
 - Children in Ce2 and CP (1st and 3rd grade)
- Amy to Stacey (former Secretary) to obtain the signed meeting mins from last year, as well as get the offsite minutes from this past June.
 - Amy will follow up with Liz Wiley (former Board President) on signed meeting mins from '15-'16.
 - Need for ISAS accreditation

II. PTO Update – 10 mins from Rana Turman

- Updated FB page to create a culture of positivity as it pertains to the school
- Holly and April are helping with volunteerism
- 1st official PTO Board meeting 8/27
- 1st official meeting in Sept.
- 1st Bake Sale this Friday
 - Debuting a white board w/ info on the volunteers, would also like to play music.
- Want to host a morning coffee every month
- Striving to be more involved this year than previous years
 - April to check on background checks for Board/ Board Parents
- Still recruiting for Room Parents

III. HOS/ COO Report: *See JACQUES slides for additional details and Friday Flash for school dates*

- JW:
 - Events and Activity Slides
 - Filing docs for IRS 990, 114, 5500
 - Tech launch began for Cycles 3 and 4
 - Chromebook distribution one per student
 - Cycle 2 is 1:4, tablet to student
 - “White glove” invested on ea. Device
 - Waiting on storage devices
 - Projectors to be installed
 - Upcycled old devices
- April:
 - Parent Ambassador Project

- Matching returning families with the new families
- Continued Teacher Interviewing
 - 6 Summer hires
 - 12-14 new teachers (full, part-time, assistants; slide)
 - 10 w/advanced degrees
- Revised Budget Draft (further discussion later in the meeting)
- Afterschool Activities
 - More offerings, staff participation
 - Fully integrated system makes it easier for everyone (billing, registration, etc.)
- National Conference AGFAS at the end of Sept at AIS
 - 25-30 schools will participate
 - Opportunities to participate as well
- Enrollment up 23 students over the summer!
- JW:
 - Self-Study Committees will be rolling out
 - DAS (Documentation Adherence to Standards)
 - Need for ISAS accreditation
 - March/April 2019
 - Resent accreditation for NAEYC
 - Family Handout Updates (see slide)
 - Vaccinations due Oct. 1, 2018
 - Texas does have an opt-out law
 - Safety and Security (see slide)
 - Drills with staff
 - Aid in understanding and follow through ability
 - 1st Aid and CPR certifications every 2 yrs.
 - Pedagogical Development
 - Continued work on seamless (horizontal and vertical alignments)
 - Homework is being made available on ParentWeb
 - Co-teaching in all languages

IV. Enrollment: April and Jacques slides have details

- Enrollment (see slide)
- 47 New students (in large part due to Mathilde)
- JW on Attrition:
 - Couldn't meet needs of some families
 - CM2 was very big last year
 - Some families dissatisfied
 - Reset year for some
 - Moved out of state
- More upfront conversations on children's success at AIS
 - Alumni stories/successes

V. Finance Update - April (See slides)

- A month and a half back as of June
- Net Cash flow is looking good
- August 1st is the start of our new fiscal year
- Balance Sheet Notes
 - Up 70K cash balance
 - Total Assets 8.1 million
- Expense Notes
 - Stacey suggested earmarking some funds for AC
 - Non-operating expenses are mostly our loan for the building

- JW: waiting on official documentation (from French Embassy) on status of 5 year's worth of accrued loan to the tune of \$50K, which is stated to be facilitation fees

VI. Communications Update - Jacques (see slide)

- Calendars
- Newsletters (coming from classrooms)
- Upcoming Events
- New Photographers this year (better turnaround, quality product)

VII. Committee Updates – Amy

- Governance
 - Board President succession planning (Amy's last year)
 - Francois is current Board Vice-Chair
 - Stacey is stepping down from Board Secretary, Holly Johnson will take over role
 - Evaluation Committee – Francois and Mike
 - Finance Committee – Marie
 - Audit – Claudio
 - Governance – Nathan
 - Advancement – Holly
 - Marketing – Stacey and Jessica Mateo Smith
 - Informal committee
 - Possibly also with the inclusion of Rana Turman and Matt Cooper
- The "chair" role need not be more intensive than designed. It can be a mitigating chair role if need be. All about balance!
- New Candidates for Board is ongoing.

VIII. Open Comments from the Public:

- Rana
 - i. What is the DELF?
 1. AIS will have a family info session mtg based on this to give out more, much needed info.
 - ii. Possible low enrollment for French and Spanish After School due to private tutoring at home?
- Jacques
 - i. Building networks w/the French community in the Austin area.
 - ii. Sources of support w/ one another
 - iii. Alliance Francaise d'Austin

Open session complete

Approved on: 2.25.20

Signed: 
Board Secretary