

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

October 23, 2018; 6:30 pm

Adelphi Campus

### Board Members Present:

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

**Absent:** Ricardo Sanchez, Nathan Yang

**Quorum:** Yes @ 6:55

**Visitors:** Ms. Emily, Mike Carper, PTO Board members, Mike Cook, Angie Morgan, Greg Stein, 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 6:35 pm.

### PUBLIC SESSION

#### I. Open Proceedings –Public Session

- Amy
  - Announcements
    - Thanks to Holly for previous meeting minutes
      - Amy – makes motion to approve, after PTO Update (@ 6:55 when quorum was met)
        - Francois 2nds, all in favor.
    - State of School mtg this Thursday, all are welcome and encouraged to attend
      - Francois will represent Board, Amy has a conflict during that time

#### II. PTO Update – 10 mins from Rana Turman

- Had a successful 2<sup>nd</sup> mtg of the school year
- Great volunteerism
- Parents continued support with baked goods to sell at Bake Sale
- Bachata lessons this Saturday
- Kendra Scott Fundraiser coming up
- McDougal event, Parent Teacher Potluck
  - Stacey and Rana to personally invite teachers at their next teacher meeting (tomorrow)
- Security Updates
  - Rana and Mike distribute handout on “Wishlist” for security needs/measures. Looking to work w/ Board on cost; may also have donations. Willing to work with research and options (getting quotes and financing options)
  - Would like things rectified by end of year
    - Amy – asks (generally speaking) that there may be some disconnect on surveillance? What is wanting to be accomplished w/ surveillance? (\*something to keep in mind for the future)

#### III. HOS/ COO Report

- JW:
  - Events and Activity Slides
    - Sept. 20<sup>th</sup> - Middle School Info Night (condensed version)
    - Ft. Davis trip – successful (3 nights for CM1)
    - Security Install (round 1; round 2 on 10/21)
      - Window security upgrades (hoses and coverings)
      - Thanks to PTO for assistance
    - XC training begins 10/15
    - Rugby Clinic – 10/18
    - Increased water reserves due to city wide water issues because of the torrential rains 10/22

- Safety and Security Updates
  - All Doors (B)lockable.... blocked (can be locked, utilizing the hose system)
  - Windows
    - All classrooms have window curtains
    - Requested additional materials to cover shared space and admin offices
  - Other
    - Additional quote requests for new locking system and camera system
      - Have received “narrow” quotes (not having much detail), pursuing more details
        - Amy – might warrant another family info session on security with all the updates and enhancements made. Presenting a trade-off situation in that the school is making decisions for the well-being of all in it but keeping in mind that certain measures require more finances than others and we need to be fiscally responsible in this area as well. Prioritization of needs must be made.
        - Rana – wants to make security happen quickly, PTO has agreed to step up.
      - JW shows video of door safety demo, utilizing new security installations
        - Amy – Slide locks?
          - JW – Still looking at quotes
            - Stacey – one company can’t do both?
              - JW - No
- AGFAS Conference – April and JW
  - 30 attendees, 21 different schools
  - Speakers and thoughtful discussions
  - Lots of good feedback
  - Participants were very complimentary of our students and campus
  - AGFAS sends out minutes and summaries
- Other activities – April and JW
  - Gala
    - Feb. 16, 2019, Austin Downtown Library, 7-11pm (VIP event 6pm-7pm)
  - MLF (Mission L’France)
    - 11/27
      - Thanks to French transcribers!
  - ISAS
    - Committee work Nov-Dec for a 2018 deadline
      - Visit schedule 4/7-4/10 2019

#### IV. Enrollment: April

- Enrollment 2018-2019 (slides)
  - Has not changed much from last meeting
    - Amy – up in inquires from this time last year; good data
      - Seeing the pay off w/ RenWeb, great graphics
    -

#### V. Finance Update - April (Aug. 2018 slide)

- Tuition stabilized more moving forward
- Expense was under due to timing
- 4K savings in operation (cooler temps, less utilization of AC)
- 3K saving in painting
- Review of Income Notes, Expense Notes (slide) and Balance Sheet
- Amy – thanks for including the reserve figures (requested inclusion from previous meeting)
- SOS – 10/25 6:30-8pm

#### VI. Upcoming Events (slide)

- Kendra Scott Fundraiser

- 10/28 J1 Visa's; Cordell Hull Foundation Workshops
- 10/29 CHF classroom visits
- 10/30 MAP Workshops
- 10/31 Halloween parade/parties
- 11/2 PT Potluck Dinner
- 11/4 Think Bilingual event; AIS gets lots of leads with this partnership
  - i. Amy – what other types of organizations attend?
    - 1. April – other private schools, 1-2 public schools
- 11/29 Special invite for Middle School Curriculum evening

VII. Committee Updates – Amy

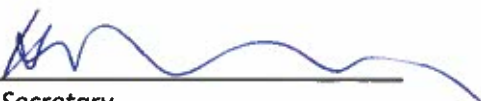
- Advancement (Holly and April)
  - Gala updates
    - Have our venue and date
    - We have met a couple of times now.
    - Deciding on overall theme/vibe of the event
    - Looking to the community for more involvement
    - We are looking to have the official roll out around International Week, as well as ticket sale kickoff.
- Audit/Finance (Claudio)
  - Anticipating 4-5 mtgs this year w/ maybe an additional
    - Looking for anyone with expertise in auditing, HR, law (employment); paying close attention to limit exposure due to the sensitivity of the information
      - Marie to possibly assist (Marie also helps of Finance)
      - Jessica Mateo-Smith (Amazon HR?)
      - Ana-Barbara
      - Tyresse (François' wife; lawyer and accounting background)
      - Esther Audelo (Marie to finalize)
  - Focusing on three key areas for the upcoming year:
    - School policies
      - Inventory and gap analysis
      - Prioritization
      - More formal presentation around December
    - Update employee handbook
      - Work session in November
      - No hard deadline (possible end of school year)
    - New auditor
      - Weighing pros and cons
      - See Slack for Updates
- Marketing (Amy) – No Updates

VIII. Open Comments from the Public:

- Rana
  - i. If there is any verbiage to share with the community to assist in finding committee support, she is happy to help.

Open session completes at 8:09pm

Approved on: 11.13.18

Signed:   
Board Secretary