

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

November 13, 2018; 6:30 pm

Adelphi Campus

Board Members Present:

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

Absent: Claudio Occhipinti, Ricardo Sanchez, Nathan Yang

Quorum: Yes

Visitors: Ms. Emily, Michael Carper, PTO Board members, Mike Cook

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 6:38 pm.

PUBLIC SESSION

I. Open Proceedings –Public Session

- Amy
 - Agenda
 - Modifications on Slack
 - Motion to approve public meeting minutes from last month
 - Francois 2nd's
 - All in favor

II. PTO Update – 10 mins from Mike Cook

- Successful PT Potluck at McDougal's
 - Thanks to Stacey and Dan and family
- Looking to have 2nd dance class in Spring
- Spirit Night (roller skating) in April and May
- "Why fundraising is important?" event in the works
- Playground enhancements w/Emily and PLT after Thanksgiving
 - Stacey and Rana to personally invite teachers at their next teacher meeting (tomorrow)

III. HOS/ COO Report

- JW:
 - Events, Accreditation, Enrollment
 - Events (slide)
 - Veteran's Day at the Capitol
 - SOS
 - Annual Fund (kickoff @ Kendra Scott event, school given \$1000 for participation)
 - Bourse mtg. (Nov. 2)
 - Scholarship for French citizens through French Gov.
 - CCL Inspection (Nov. 2)
 - Unannounced records inspections
 - Nov. 8th Shelter in Place Drill
 - Went very well
 - Under 4 mins (everything secure and checked)
 - Nov 7th and 8th Region 4 professional development
 - Attended by 3 staff
 - Great to see larger/well established schools in attendance
 - Insight on instructional coaching, perspective, and validation (on things our school is doing)
 - Very cost-effective training

- International Potluck (sign-up available)
- MAP parent workshops conducted (51.8% of parents have come; at least one parent).
 - New tech has made a huge, positive impact
 - Gives year to year feedback to new teachers
- Enrollment (April; see slides)
 - Seeing movement w/pipeline
 - Open house on Dec. 1st. 10a-12p (all Board invited)
 - Tracking towards projected enrollment w/ current school year
 - JW – have been getting more questions re: Board, would be helpful to have Board participation at Open Houses.
- Financials (April)
 - Sandra, new accountant, hit the ground running. Derek to assist maybe one more time
 - Slide
 - Income 8.7K over budget (predominantly in facility rentals) and 3K in new students
 - Expenses under budget by 24K
 - Balance Sheet 1.2M; up 30K from prior month Total Assets 7.8M
- Upcoming Events
 - Gala kickoff this Thursday
 - 11/26 MAP Workshop
 - 11/27 AEFE Inspection Board 3:30pm
 - 11/28 AEFE Inspection PTO 9:30-10:15a
 - 11/29 Middle School Curriculum Night 5:30-7p
 - 12/1 ISAS Comm. Deadline
 - 12/18 deadline to Esther
 - 12/3 Literary Week and Book Fair (thru 12/7)
 - Volunteers needed
 - More books in French and Spanish
 - Thanks to Amanda for obtaining new French provider (Bonjour Books)
 - Basketball Starts
 - 12/10 MAP Workshop
 - 12/14 Report Cards
- Amy – Status on ISAS?
 - JW - @ next Board Meeting

IV. Committee Updates

- Advancement (Holly and April)
 - Gala updates
 - Confirmed dates and times with Austin Central Library
 - Have all the necessary paper work to solicit in-kind donations
 - Call to the Board to assist with in-kind donations
 - Biggest/time consuming aspect of the planning process
 - More people to assist, more items to bid on, equals more money to school
 - Looking to Board to obtain at least one in-kind donation (fav. Restaurant, goods/services that you frequent, or a monetary donation for committee to utilize...)
 - Amy – looking for more candidates for the Advancement Comm. (currently Amy and Holly)
 - Mike Cook – What is Advancement?
 - Amy - Fundraising
- Audit/Finance (April)


- Audit of school to take place Mar/ April of next year
- Conferencing phone call for revisions to employee handbook
- Marketing (Amy)
 - Jessica has connection to Amazon
 - Linda Connor – Dell (Amy has reached out too)
 - Looking for a connection to Schaub
 - Stacey – do we have a NI contact?
 - April has a lead to a higher up
 - Mike H. / Francois
 - Need to figure out who does recruiting for UT
 - Amy – people who manage the new hire paperwork
 - Mike H. – department heads deal with mainly
 - There are new hire orientations but doesn't know who coordinates.
 - Francois – each dept. has own HR
 - Amy
 - We have 3 candidates for marketing/events coordinator
 - 1 social media intern potential

V. Open Comments from the Public:

- None
 - i. If there is any verbiage to share with the community to assist in finding committee support, she is happy to help.

Open session adjourns at 7:52pm

Approved on: 12.11.18

Signed: 
 Board Secretary