

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

Dec 11, 2018; 6:30 pm

Adelphi Campus

Board Members Present:

Michael Haberman, Holly Johnson, Suman Mallick, Stacey McDougal, Marie Musalem, Claudio Occhipinti, April O'Quinn
Ricardo Sanchez, Francois Waelbroeck, Jacques Weber

Absent: Amy Brown, Nathan Yang

Quorum: Yes

Visitors: Ms. Emily, Michael Carper, 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 6:43 pm.

PUBLIC SESSION

I. Open Proceedings –Public Session

- Francois
 - Motion to approve public meeting minutes
 - Suman seconds
 - All in favor

II. PTO Update – 10 mins from Rana

- Bake Sale
 - Lots of parents (and students) are stepping up
 - PTO is very thankful for this
 - Looking for more assistance as the year beings next year, hoping for more Dads to volunteer
- Holiday Classroom parties
 - Matt Cooper will set up FB live for choir performance
- Gala In-kind donations
 - PTO Board committing to 1-2 donations
 - Parents helping to solicit
- Recipe Book idea
 - Working on logistics, wanting to piggy back on International week in the future
- Community Nights (after gala)
 - Bachata and playland skate center (spirit night)
 - Dates coming!

III. HOS Report

- JW:
 - Accreditation, Enrollment, Finance, Long-term framework, Upcoming events
 - Events (slide)
 - 11/16 Int'l Potluck
 - 11/27-/11/28 AEFE Inspection (full day and half day)
 - 11/28 Annual Fund Mailers sent
 - April
 - Please give.
 - Includes the giving yellow envelope with ways to direct your contributions. Gives a bird's eye view of the year ahead.
 - 12/1 Fall Open House
 - Successful!
 - Student Council in attendance, lots of parent/Board reps.
 - 12/3-12/5 Day of Code (CE2, CM1, CM2)

- Coder School at AIS
 - Worked in small groups, students enjoyed
- 12/3-12/7 Literacy Week and Book Fair
- 12/4 We are Austin Live Shoot
- 12/5 6e Experience Day
- Report cards due, thanks to PTO for treats
- 12/7 Staff Holiday Party
- 12/10 CM2 – 5e Google Field Trip
 - Isabella Cruz’s parents set up
- Open comments:
 - French Inspector visit
 - Normally very non-complementary, quite the opposite with this visit
 - Stated our teachers are the best for the task of this new middle school growing
 - Reaffirmed what school has already been doing with the MS.
 - All very good insights
 - Stacey
 - What kinds of questions are being asked about Middle school?
 - JW/Emily – more long term, beyond AIS and how AIS prepares the student for that (planning). School is working on the implementation of our 8th grade program; developing Spanish more.
- Homologation Process (slide)
 - 3 accreditations for this school year
 - Suivi (PS-CM2; every 5 years)
 - Early 2018, reviewed AIS, visited in Nov., commission meets May 2019, July 2019 their decision is published, results will be re-accreditation or given a probationary status.
 - Extension (6e)
 - Can’t do 7th (this program must be running in 2nd year to request homologation)
 - Oct. 2018, apply and submit self-study, Nov. 2018 visit by inspector, Dec. 2018 AEFE decides whether to review application. May 2019 accreditation commission meets in Paris, July 2019 decision is published, accredited or reapply
 - AEFE Accreditation Visit
 - Commendation (Slide)
 - Rana discusses her interaction w/ investigator
 - Investigator informed her “only school she’s visited that does 3 language and does it well”
 - JW – didn’t expect this content, so “we got lucky”
 - Recommendations
 - New Visa regulations, only teachers can come in on a J1 Visa
 - Teacher Schedules
 - AIS doesn’t have many specialist
 - Huge financial commitment that we just don’t have right now
 - Teaching hours
 - Investigator desires unrealistic hours (JW)
 - 2-hour break, 18-hour school week

- “to have a French school needs to be the French way” – does not fit the American Sys.
 - Increase French teaching time
 - Rethink report cards
 - MEN system
 - Positive reporting (i.e. skills they are doing well, more formatting)
 - Ext d’ Homologation
 - Review materials for middle school
 - Eye on enrollment coming from the elementary
 - Inc # of teachers w/ added classes
 - Mike Carper – in danger of not getting accreditation? JW – can’t really lose it (for elementary)
 - ISAS Update (slide)
 - Progress
 - What has been submitted
 - Submitting final, follow up at next meeting
- Enrollment (slide)
 - April
 - Losing MS and GS due to moving
 - Mainly the same otherwise
 - Enrollment 2018-2019 (slide) Current enrollment - 181
 - 7 recent inquiries
 - 3 contracts
 - 5 projected
 - Ahead on pipeline compared to last school year
 - Next open House 2/2
 - Board invited to attend
 - Stacey
 - Will school personally call CM2 students regarding middle school enrollment?
 - Yes, Emily will at the appropriate time
 - Financials Oct. ‘18
 - Income, down about \$5K on revenue
 - Expenses, continue to see savings in administration (~\$5K)
 - Contract saving in IT and copier rental
 - Balance sheet notes
 - Down \$47K from previous month
 - Financials YTD
 - Income behind by ~\$6K
 - Expenses – overall savings of ~\$76K, ~\$25K in timing shifts
 - Revised Financials Projections (slide)
 - More in expansion fee
 - \$132K in adjustments
 - April acknowledges an “odd quarter”
- Long Term Strategic Framework (slide)
 - JW
 - Long term plan
 - Functioning Board – forward thinking
 - Counseling of international studies (CIS)
 - Boards Focus

- JW – appreciates support from Board, outreach and fundraising, networking w/ community
 - Boards Function
 - Refocus on committees
 - Frequency of meetings
 - 10 (current) vs. 5 meetings
 - Boards composition
 - Upcoming Events
 - 1/22 PTO/Board Mtg
- IV. Committee Updates
- Claudio - Thursday Audit
 - Employee handbook and policies
 - By next Board Mtg will have a broader update
 - Advancement (Holly and April)
 - Gala updates
 - ~12 tickets purchased to date
 - Continual solicitation for silent auction items, more help from community on this effort.
 - Would like to see support from the Board on attending
 - Will be creating a bigger gala presence during the upcoming choir performance
 - Raffle drawing for those that purchase tickets/tables before the end of the year.
- V. Public Comments
- Rana
 - i. Brings up JJR vs. AIS website
 1. Potential family chose JJR not having done more adequate research, was the conclusion
 2. Maybe AIS could amp up their accreditation and make it more of the forefront of the website to attract more families.
 3. Francois, would not wish this facility on his enemy; Morgan family also started their but left
 4. JW, many reasons JJR are not very good

Open session adjourns at 8:44pm

Approved on: 1-22-19

Signed: 
Board Secretary