

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

January 24, 2018; 6:38 pm

Adelphi Campus

Board Members Present:

Amy Brown, Marie Musalem, Holly Johnson, Kathleen Baireuther, Claudio Occhipinti, Francois Waelbroeck, Nathan Yang

Absent: Kate McCarthy, Ricardo Sanchez, Anne Idiart, Stacey McDougal

Quorum: Yes

Visitors: None

Resources: Jacque Weber, Head of School; April O'Quinn, COO, Emily (Principle), Derek (Accounting)

The agenda having been circulated prior to the meeting, the regularly scheduled meeting of the AIS Board of Directors was called to order at 6:35 pm.

PUBLIC SESSION

- Open Proceedings – Public Session
- Audit report given by auditors (packets distributed)
 - a. Great job to April and Derek on good reporting and financial stewardship for a great audit
- Welcome Back!
 - Please attend meetings, or let it be known that you will be absent
 - Update on McCaskill family
 - Good, productive meetings have occurred.
 - Progress being made on issues that were presented
 - Opportunity for better tighter communications
- HOS/ COO Report: See Jacques slides for details
 - Review of last month's events at the school
 - Playground checkout available and going well
 - MAP testing started Jan. 8 (kids are doing very well at AIS)
 - Finished mulching!!
 - SPG Fence Completing
 - Weather closure on 1/16, make up day 5/25
 - For accreditation we will need to have a set amount of days for 2019, currently not obligated by Texas Education standards to have a set amount of days.
- Enrollment
 - Total 193, Future 190 (moving, not a good fit)
 - Possible new GS student
 - PS – 18, MS – 22, GS – 34, CP – 24, CE1 – 28, CE2 – 21, CM1 – 16, CM2 – 24, 6e – 6
 - Reenrollment Update 2017-2018 - ~30% conversion rate from inquiry to open house, to applications to new student.
 - Summer Withdraw – 7 (at PS, MS, GS) Mid-Year Withdraw – 9 (most we have had, PS and MS 2, GS – 4, CM2- 1)
 - Moving, students' needs, dissatisfaction, distance/traffic, mission/religious/placement
 - Students needs is top priority. AIS possibly looking into a staffed counselor/specialist in the future
 - Inquiries for 18/19, interest going across the grade levels, predominantly from overseas interest.
 - Admissions Activities
 - Applications for 18/19 – 10 (3 siblings; 12 possible, 1 no)
 - 4 new families, 1 France
 - 4 families pre-registered for 6eme

- 3 families pre- registered for PS
 - Tour Activity – 39 YTD
 - 4 in Jan.
 - Tuition Draft Jan. Board meeting
 - Goal 1/31 – 2/15 rate release
 - Next Open House – Sat. 2/3 10am
 - Next year: looking at LOI (letter of intent) or auto re-enroll only
 - Withdraws require notification
 - Pros for LOI – allows for a check in, having conversations about why they are not reenrolling, provides AIS an opportunity to review and reassess the needs of those families
 - Enrollment for 6eme for 18/19 from current CM2
 - 6 confirmed not enrolling, 4 have pre-registered, some still exploring, others unclear and not very openly communicative about their desires either way.
 - Possible revisit of Marketing Committee on Board
- Finance and Budget Overview -April
 - Snapshot
 - Revenue, down in extracurricular and afterschool care (a little bit enrollment driven)
 - Facilities are a little higher
 - School lunches are down, based on last year, maybe new options for next year
 - Contributions (timing sensitive; gala moved up, etc.)
 - Gala is up!
 - Tuition and fees down a bit
 - Projected negative 75K by the end of school year
 - Monthly expenses
- Calendar 2018/2019
 - RRISD and AISD have public votes to finalize dates
 - Realignment of instructional days (JW handed our proposed calendar for upcoming year)
 - Local schools: 176-177
 - International: 175 – 180
 - Spring Break moved to March 12-16
 - AIS Current: 170.... AIS proposed 175
 - Currently would not meet accreditation standards
 - No impact on teacher work days
 - Tuition increase to be discussed next board mtg. check Slack
- Upcoming Events
 - 1/26 Gala
 - 1/31 AEFSE seminar (JW and Audrey to attend)
 - 2/2 Open House
 - 2/5 Professional Growth and Eval Surveys
 - Etc. etc.
 - Next board mtg. 2/28!!!
- Committee Reports
 - Audit - Claudio
 - Thanks to April and Derek, everything went smoothly
 - Apologies for the last meeting, it did not go as kindly as CO would have liked it. Conversations went to performance, school development, enrollment, etc..... too critical in OC's opinion nor constructive...veered off topic.

