

**Minutes of the Regular Meeting of the Board of Directors of Austin International School  
February 28, 2018; 6:30 pm  
Adelphi Campus**

**Board Members Present:**

Amy Brown, Kate McCarthy, Marie Musalem, Stacey McDougal, Ann Idiart, Claudio Occhipinti, Francois Waelbroeck, Holly Johnson

**Absent:** Nathan Yang, Ricardo Sanchez, Kathleen Baireuther

**Quorum:** Yes

**Visitors:** Emily

**Resources:** Jacque Weber, Head of School; April O'Quinn, COO

The agenda having been circulated prior to the meeting, the regularly scheduled meeting of the AIS Board of Directors was called to order at 6:31 pm.

**PUBLIC SESSION**

- I. Open Proceedings – Public Session
  - Vote and approval on Minutes (Jan open session) and (Dec open session). Both approved.
  - (Pause to grab food)
  - June 2<sup>nd</sup> is set as the off-site Board retreat
  
- II. HOS/ COO Report: See JACQUES slides
  - School update (including AEFE, open house, AIS now the “Owls” mascot, progress reports/report cards)
  - Children lobbied and voted on a mascot for AIS and any sports teams –Go Owls!
  - Map scores info; overall comparison to other International school scores and breakouts for Language, Math, Science
    - Map (3 times /year); parent info sessions in Sept Jan, May
    - Several Questions around Map –Jacques will do parent information sessions.
    - Kid level, AIS mean score, international mean score (it’s a computer adaptive leveling)
  - Outreach update on Open Houses/Stats, and advertising
  - Finance update (\$19k under on revenue) but making up some ground. Net operating at \$49k
  - Gala update – net 94.5K (one family gave a large amount, but also a nice top 10 family too and nicely spread out)
  - PTO (now on Tuesday) and upcoming events
    - PTO may need some guideline/ onboarding in concert with AIS staff leadership
    - Kate talked about needing strong PTO leadership (no PS/MS)
  
- III. School Calendar Update
  - AIS needs more days to be accredited (5 days)
  - Aug 15<sup>th</sup> start and June 6<sup>th</sup> end of school year
  - Board Moved and Approved the calendar

#### IV. Committee Reports

- Audit Committee
  - Review policies and looking at best practices, accreditation requirements.
  - Identify gaps, look at what policies might be outdated and recommend actions or updates
  - Risk management – evaluate what other schools are doing
  - Resignation and a member on audit (Deidra); was bringing financial expertise. No plan to replace for rest of year.
  
- Development Committee
  - Gala went well; looking for alternatives for more fund raising
  - Idea of Community event (wine night) and have PTO sponsor it
    - Tentative date is TH March 29<sup>th</sup> (Try Friday in April)
    - See if attended and gets roots
  
- Governance
  - Suman and Jessica both met with
  - Both viable candidates, but both travel for work
  - Others: Jenn and other still TBD and need to be scheduled
  - Note: Jacques got asked to be on Angier board committee (at alliance abroad)

#### Public Comments Section

- No Public attendance – no questions

Open session ending at 7:50pm

Signed 