

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

Jan. 22, 2019; 6:30 pm

Adelphi Campus

Board Members Present:

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

Absent: Francois Waelbroeck, Nathan Yang

Quorum: Yes

Visitors: 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 6:36 pm.

PUBLIC SESSION

I. Open Proceedings –Public Session

- Amy
 - Motion to approve public meeting minutes and to move regularly scheduled meeting in Feb. to a week later.
 - Stacey seconds
 - All in favor

II. PTO Update – 10 mins from Rana

- Picnic 3/8
 - Shaved Ice fundraiser
- Bachata 4/13 at the school
 - Possibly looking into providing childcare if needed
- Playland Skate Center community outing/fundraiser 6-11pm
- Bake Sale profits up
- Playground Updates
- Bylaws are being reviewed by Rana and Greg (VP) to be voted on at April Mtg.
- Teacher Appreciation
 - cupcakes
- Great support from Admin, PTO Board and community
 - Bachata and playland skate center (spirit night)
 - Dates coming!

III. HOS Report

- JW
 - Events (Slides)
 - 1/4 Bruno Bonhoure and Khai-Dong Luong (sp?) performed excerpts from Dante's Inferno w/ Middle School (MS)
 - 1/9-1/11 AEFÉ Workshop at AIS (14 schools and 21 educators)
 - Amy – can we get any press from this? Through French Ministries to gain some credit. Community worthy news through the FM.
 - JW – will brainstorm this
 - Board Wine Cellar, so bring wine for gala.
 - 1/16 APD Security Evaluation
 - Successful!
 - Parts were done at night
 - APD very complimentary on how proactive the school is. Loved the use of the firehoses.

- Amy – incorporate this into Audit
 - JW – perhaps more on the risks side.
 - 1/19 – MS Robotic competition, placed 3rd, invited 2/16 to bigger competition
 - Team name L’ost in Space.
- April
 - Enrollment slide and Enrollment 2018-2019 slide
 - 4 new students
 - Some just recently left (1 as early as Friday)
 - Projected 4 at the end of Feb. and March
 - Had projected total enrollment to be 187, but with most recent departures didn’t quite meet the mark
 - Potential for 7
 - Suman – reasons for departure?
 - April – moving, behavioral concerns, family matters. 10% more inquiries compared to last year at this time.
 - Finance Nov. 18
 - Behind overall rev. ~6K
 - Expenses under ~17K
 - 8K in savings, will roll forward
 - Balance sheet notes
 - YTD (slide)
 - Little over, overall
 - Little under on exp.
 - Admissions Activity
 - Letter of Intent to CM2, mailing this week
 - Went to luncheon on admissions and marketing
 - Info sharing, best practices
 - Partnership in sharing schools w/potential families. Truly looking for “best fit” with a “no competition” factor.
 - Open House coming up with Scavenger Hunt
 - Will know more after this OH on admissions.
 - Parent surveys will go out and ask, “will you be returning?”
 - Stacey – applying historical attrition rates?
 - April – last year wasn’t a very good or typical year
 - JW – takes about 5 years to get things more normalized
 - Amy – role for older students at these events?
 - April – Yes, alumni is invited and encouraged.
 - Learning Journey date to be changed than what is listed right now
 - Private School Comparison (slide)
 - Will continue to monitor
 - Slide depicts what is publicized right now from other schools
 - Reviewing right now, as well as discounts, fees, etc.
 - 2019 – 2020 Admissions projections
 - Projecting 196
 - Returning 160
 - New 36
 - Draft 19/20 Budget (slide)
 - Anticipating some big donors leaving
 - Contributed support will be lower
 - Need to adjust accordingly
 - Stacey – refine date process (admissions, letter of intents) to align with retention of teachers

- JW – International recruitment, we do a little later in general; in context with our school.
- April – timing w/tuition and gala; balancing parents and pedagogical is tricky

- Development Activity (slide)

- Table purchases
- Gala
- Soliciting externally; alumni activity updates to come.
- Amy - Annual Fund? \$12,500; which has been brought down a bit. Needs to be more visible. Equates to about \$75/family.
- Ricardo – Reminders for giving

- Gala (slide)

- 3 table/sponsorships - \$5K
- 39 ticket sales - \$5,850
- Dates of sign up parties coming in

- Annual Report

- Sent out over Dec.
- Utilized best practice procedures

- Marketing and Outreach (slide)

- Spring camp info to go out.

IV. External Calendar 2019-2020 (slide)

- JW

- i. Oct. Break
- ii. School days is 175
- iii. Ricardo – PTC done to soon after Spring Break
 1. JW – done at the half way point of the year then again during the middle of the next half of the year.
 2. Discussion with all board members on how to make shifts that make perhaps more sense with breaks and PTC.
 - a. Amy proposes changes to April 10th and Oct. 25th
 - i. Holly makes motion to make date changes to reflect Board discussions and decisions and approve calendar
 1. Mike H. seconds
 2. All in favor

V. Internal Calendar 2019-2020 (slide)

- Board mtgs plugged in
 - 2 different scenarios, possibly fewer mtgs.
 - Amy – reference the bylaws to see if there are any stipulations on frequency of mtgs.; take a lot of time just to prepare for mtgs, condensed version makes sense
 - Stacey, makes sense when not a lot of time has passed between meetings
 - Marie – didn't see anything in bylaws

VI. Upcoming Events

- 2/4 PGE (professional growth evaluations); happy or not?
- 2/8 HOS Coffee (chat about fundraising, gala, annual fund, why we fundraise?)

VII. Committee

- Risk and Audit
 - i. Claudio – will share on GAP Analysis at next meeting, policies, accreditation and employee handbook revisions
 - ii. JW - Safety Updates
- Finance
 - i. No updates

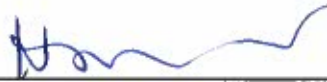
VIII. Public Comments

- Rana

- i. Re: Annual report, 7 different parents considered "shame mail", 2 French (who will not donate) and 5 American families
- ii. Many people are not aware of the Annual Fund? Maybe push more at the beginning of the year.

Open session adjourns at 8:35pm

Approved on: 2.26.19

Signed: 
Board Secretary