

Minutes of the Regular Meeting of the Board of Directors of Austin International School
March 26, 2019; 6:30 pm
Adelphi Campus

Board Members Present:

Amy Brown, Michael Carper, Michael Haberman, Holly Johnson, Suman Mallick, Stacey McDougal (late), Marie Musalem, Claudio Occhipinti, Ricardo Sanchez, Francois Waelbroeck, Jacques Weber

Absent: April O'Quinn, Nathan Yang

Quorum: Yes

Visitors: PTO President Rana Turman, Mike Cook, Ester Austero

Resources: Jacques Weber, Head of School; projected PowerPoint slides

Meeting of the AIS Board of Directors was called to order at 6:35 pm.

PUBLIC SESSION


- I. Open Proceedings –Public Session
 - Amy
 - Motion to approve public meeting minutes from Feb. mtg.
 - Suman seconds
 - All in favor
- II. PTO Update – 10 mins from Rana
 - \$17k to allocate by EOY
 - \$14-17K
 - Security and Playground improvements
 - JW – wish lists/requests from admin/school/teachers
 - April Vote
 - Financials
 - Bylaws
 - Remote voting, additional Volunteer Coordinator position, terms
 - \$19K (Dec.2017)
 - Pledge towards matching grant (denied just recently)
 - Possible revote on those funds
 - Community to vote
 - Mike Cook – continue to wait on grant or just chip away at it now to use elsewhere
 - May Vote
 - PTO Board
 - Bachata class April 13th (Board invited)
 - May 10th roller-skating fundraiser
 - Big thanks to JW in supporting the PTO
- III. HOS Report
 - JW
 - Events (Slides)
 - 2/28 – 3/1 PTC's – went over well
 - 3/7 MAP Workshop; well attended
 - 3/8 mini picnic
 - 3/11-3/15 Spring Break camps, good enrollment at about 36 participants
 - Ongoing – budget work; audit prep; interviews for open positions, ISAS prep
 - Enrollment slide
 - 186 up from 184 (1 in each PS, MS and CE2)
 - Amy – Almost on budget

- Goals
 - 196 for next year
 - At about 26% of goal (down only from 31% at the same point last year.)
 - Continued inquiries and applications
- Pipeline Slide and Enrollment 2019-2020 slide
 - Don't have comparison slide from last year
 - JW and Amy – sweeten the deal for CM2 and sibling discount
- Admissions
 - 3/28 – Learning Journey 10:15-11:45am
 - Math and Science focus (Cycle 1)
 - 70 AIS Families; 85 prospective families
 - Rock the Round Camp Fair @ Dell Diamond
 - Promote Summer Camp
 - April will attend
- Financials
 - Just 8 days different from last meeting
 - \$2K – Fund Run
 - Tree maintenance
 - Savings on local field trips
 - \$2K in accreditation fees
 - YTD saving of 4K, 9K in repairs and maintenance
 - Budgeting for HVAC repairs; soon it will need work
- Revised Cash Flow – fiscal year(slide)
 - Amy – Thanks for being mindful of cost
 - JW – striking balance
 - Suman – questions ~\$17K loss for occupancy
 - JW will circle back when he gets that info from April
- ISAS Visit Schedule
 - Day 1 – Intro (w/school teachers; tour of school w/the help from Student Council; Board invited)
 - Day 2 – Board mtg @ drop off ~8:30am
 - Amy shared she had a pre-meeting at drop off ~8:30am; asked lots of questions. They shared that we are very different than most of the other schools.
 - Day 3 – Tuesday April 9th, community committee mtg. Holly is the lead. Will also meet with teacher teams, and classroom observation. The team will most likely work through the evening. Will be at the school from 7a-5p.
 - Day 4 – meet w/ JW and faculty; report writing day
 - Will receive preliminary report in about 6 weeks
 - Will visit amongst their own committee who will report to ISAS Board
 - JW – what accreditations do we need moving forward? Keeping in mind we need funds for extra accreditations
- Family Survey (slide)
 - ~25.7% participation; up from 13.9% (goal for next year: 75% participation!)
 - Areas of Increase and Decline
 - JW – looking at trends considering the small sample size
 - No library class in middle school; perhaps a research class for this group
 - Areas of Strength (slide) and Areas of Weakness (slide)
 - Amy – perhaps some questions should be phrased differently; misinterpretation of disabilities and special needs
 - Suman – perhaps asking these questions at Admissions or in the handbook to get more people respond.
 - JW – these surveys are directly tied to professional growth and development
 - Mike C – tied to PTC? Teachers doing work for PTC, parents fill out the survey.

- Upcoming events
 - Spirit Week 4/1
 - STEAM 4/15
 - Family Day 4/23
 - Volunteer Appreciation 4/30
- Public Comments
 - Rana
 - Any PTO support for Learning Journey?
 - No
 - Survey
 - Perhaps sending more than one notification of survey to parents and being consistent with when emails get distributed to parents might help (ex. Survey email send late over the weekend)
 - having PTO spread the word on FB and/or via Room Parents
 - Parents bring up the topic of school lunches
 - Follow up with Ester
 - Mike Cook
 - How much is ISAS?
 - Amy – perhaps a family information session of ISAS after April 7th, explain investment and time spent, what it means for the school.
 - Esther
 - Admission slide
 - 26%-31% enrollment, tracking the same
 - Better communications
 - Bigger window of time from emails distributed and when event/item is to take place (i.e. signs on door)

Open session adjourns at 8:05pm

Approved on: 2.25.20

Signed: 
 Board Secretary