

Minutes of the Regular Meeting of the Board of Directors of Austin International School
April 16, 2019; 6:30 pm
Adelphi Campus

Board Members Present:

Michael Carper, Michael Haberman, Holly Johnson, Suman Mallick, Stacey McDougal, Marie Musalem, Claudio Occhipinti, April O'Quinn, Jacques Weber

Absent: Amy Brown, Ricardo Sanchez, Francois Waelbroeck, Nathan Yang

Quorum: Yes

Visitors: PTO President Rana Turman, Alexis Aimard, Ester Austero

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 6:45 pm. (late start due to longer PTO mtg)

PUBLIC SESSION

- I. PTO Update – 10 mins from Rana
 - Bylaws passed
 - Voted on approving:
 - \$5,300 towards security improvements (JW – adding security gates at playgrounds, exterior cameras under the guidance of APD)
 - ~\$5,200 towards playground improvements
 - \$5K to gate locks
 - RT – would like to know when these items intend to happen?
 - JW – Execution of the plan is school's discretion, unable to give a hard timeline as it comes down to how it fits into schools planning for upcoming year.
 - May- voting on new candidates for next school year
 - Teacher appreciation week
 - PTO Board mtg received suggestions from JW and Emily
 - Utilizing a "mailbox" system for students to drop notes, small gifts to teachers and admin.
 - May 10th Family Skate Night fundraiser
 - \$4/per skater given back to PTO
- II. HOS Report
 - JW
 - Events (Slides)
 - 3/27 Launched staff portal
 - Good especially new staff
 - JW demos platform/online site
 - Events, forms, facilities, staff meetings, other staff emails, contacts, new arrival guide
 - Aligns with good communication/transparency
 - 3/28 Learning Journey (Cycle 1)
 - JW showed a video, which was great; April will send out
 - Stacey – any prospective families attend
 - April - ~5 or 6
 - 3/30 Rock the Round Camp Fair
 - Jhino attended as school rep
 - Well attended but weather may have been a factor on lower attendee numbers
 - 4/5 Fun(d) Run
 - Success!
 - Special Thanks to Andrea TenBrink for wearing the Bull costume.

- 4/7- 4/10 – ISAS Visit
 - 4/13 – PTO Bachata Class
 - Special Thanks to Robert Booth
 - 4/15 Spanish Honorary Consul visit
 - Special Thanks to Christina Aimard and family for donating Flamenco performers and all those that contributed to this event.
- April
 - Enrollment slide ('18-'19)
 - 2 more students
 - 56 new students since start of the year
 - 186 total
 - Enrollment 2019-2020 (slide)
 - 156 completed (135 last year at this time; perhaps due to increase marketing)
 - 6 in progress
 - Possibly another mini open house before the end of the year
 - Assessing numbers for next year
 - Starting August w/ 187; more likely higher, but playing it conservative
 - Better to analyze trends w/ more historical data
 - 34 open for re-enrollment
 - Reasons stated for not enrolling
 - Moving, moving abroad, transitioning to public school, other private school, unknown, academics and financial reasons.
 - Admissions Pipeline details (slide)
 - Increasing inputting data on campus visits
 - More detailed dashboard
 - 8 have withdrawn
 - Financials
 - YTD 2018-2019 FYE Projections (slide)
 - Stacey – marketing and fundraising position filled?
 - April – still monitoring
 - '19-'20 Draft budget in progress (slide)
 - Continuing to monitor
 - Expenses will likely go up with getting staff that is needed
 - Increase 10K for 20th Anniversary Fund
 - Salaries to go up
 - More to come...
- JW
 - PTO Bylaws, Updates and Funds (slide)
 - Thanks to PTO for updating
 - PTO Funds
 - \$5.2K surplus for installation of ext. security cameras
 - \$5.3K 2018-2019 PTO Budget surplus for installation of two new security gates on playgrounds
 - Allocating remaining amount of surplus (~\$4K) to existing fund for playground improvements
 - Spanish @ AIS
 - Reads mission statement
 - Recommit to Spanish language (Emily works w/ Spanish Teachers)
 - Event with consulate of Spain
 - Frida Kahlo week
 - Academic growth of Spanish (slide)
 - Academic Focus
 - Scheduling – teachers, observations and student data

- Academic reporting – accreditation purposes
 - Spanish skills progression – link w/ documentation of seamless (Emily and teachers working on currently)
 - Differentiation and assessment – native speakers, etc.
- Planning for May 2019
 - Stacey – what is our communication on our Spanish program? Many parents asking
 - JW – It’s a language acquisition course
 - Stacey and Marie – communicating with parents on this would be ideal or relayed more clearly
 - Mike C – “Trilingual immersion” but Spanish is minimal; how are we communicating the Spanish aspect? Are new families clear on percentages of the day devoted to Spanish; making the point clear that there is not guarantee of fluency in Spanish; what do students matriculate out of in Spanish?
 - Stacey – revamp impact and positioning; more transparency and communication to parents; will talk with April and JW offline
 - JW – being realistic, clarity on that communication. Thanks to Emily, had implemented more defined expectations to new hires in Spanish.
- ISAS Accreditation Journey (slide)
 - Visit Summary
 - Historical Background
 - 10-year process for school
 - Jananne (ISAS rep) has worked directly with school since 2014
 - Dennis (ISAS rep) HOS in Houston
 - JW – reads exit report out loud; 8 major commendations (guide for next decade)
 - “seamless” language
 - Students happy, “like a family” as stated by a student
 - Dedication of parents and community
 - Efforts to better communicate and be transparent
 - HOS, very honest, clear, leading school to future
 - Supportive BOD
 - Impressed by hard work from COO to professionalize policies and procedures
 - Communication mission and vision of AIS
 - Will share with parents; still in draft
 - Recommendations
 - BOD and Admin to explore new way to open enrollment to high grades to new speakers in French
 - International track in middle school
 - Role and Responsibilities of all positions; job expectations and descriptions clearly stated and communicated
 - JW – April is Kick Ass!!
 - Financial and advancement operations need to be evaluated
 - Teachers and staff to take advantage of their gifts, curriculum documented, clearly aligned, articulated and planned
 - Seamless is a living document
 - Thanks to Audrey and Emily
 - Expansion of Middle School program
 - Tech integration with academic projections
 - 3-5-year tech plan
 - Sick kids – adequate healthcare

- Finding a space for sick kids to be (currently at the reception area); this has been a part of a long-term plan
 - Addition of an AED
 - Increase play spaces functional during all seasons
 - Next Steps (slide)
 - Mtg in June
 - "very good visit"
 - 20th Anniversary – development of a new strategic plan
 - Claudio – what if anything could derail this ISAS effort?
 - JW – Not submitting documentations; would be very surprised if we don't get the accreditation; likely would get notice beforehand if it looked like we were not
 - Upcoming events (slide)
 - Marie
 - Vote on BOD mtg. frequency for upcoming school year
 - 11 to 8 mtg. (including retreat)
 - Every 6 school weeks; including breaks
 - Stacey – makes motion to vote on changing the frequency of BOD mtgs from every 4 weeks to 6 weeks.
 - Amy 2nds
 - All in favor
 - Public Comments
 - Rana
 - Circling back to Spanish conversation
 - Was told that their kids would be fluent by CM2
 - Curriculum hadn't been consistent, in her opinion
 - Gina has been a great addition
 - Esther
 - Spanish
 - Didn't know %'s before enrollment; pamphlet might be deceiving
 - Marketing in Maternelle might need to be clearer on messaging to potential families
 - MAP process comment
 - Good assessment but in her opinion, she didn't feel like teachers were utilizing it much (as an adaptive too to adjust individual instruction)
 - Understands that every child is different
 - Alexis
 - Shares an opposite example on MAP than Esther

Open session adjourns at 8:51pm

Approved on: 5.14.19

Signed: 
Board Secretary