

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

May 14, 2019; 6:30 pm

Adelphi Campus

Board Members Present:

Amy Brown, Michael Carper, Michael Haberman, Holly Johnson, Suman Mallick, Stacey McDougal, Marie Musalem, April O'Quinn, Francois Waelbroeck, Jacques Weber

Absent: Claudio Occhipinti, Ricardo Sanchez

Quorum: Yes

Visitors: PTO President Rana Turman, Esther 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 6:41 pm (had not reached quorum yet)

PUBLIC SESSION

- I. PTO Update – 10 mins from Rana
 - Skate Center Community event/fundraiser – about \$488 back to PTO
 - Teacher appreciation week – utilized mailboxes on Emily's suggestion. PTO sponsored snacks throughout the week.
 - Picnic – face painters, cotton candy, carnival style
 - Last Friday for teachers will supply breakfast
 - Really enjoyed being president this year, had a lot of fun. Felt there was good, positive momentum throughout the year.
 - Amy expresses appreciation on behalf of BOD (round of applause was given).
- II. Amy makes motion to approve public meeting minutes from last month.
 - Suman 2nds
 - All approve
- III. HOS and COO Report
 - JW
 - Events (Slides)
 - 4/15-4/19 STEAM week
 - 4/16 PTO Bylaws passed; felt like there was good dialogue
 - 4/22-4/26 Audit (thanks to April and Sandra)
 - 4/23 CM2 to France
 - Success! Great team from AIS and in France (Orlean)
 - 4/23 – Family Day; \$800 donated (targeted donations)
 - 5/14 First PTO elections online
 - 5/10 ACCHOS (ACC Hands on Science); Cedric spearheaded this effort; he currently serves on the STEAM Committee.
 - April
 - Enrollment (slide)
 - Same as last month
 - Enrollment 2019-2020 (slide)
 - Tracking ahead from this time last year
 - 14 to go to get to budget projections
 - Marie inquires as to the "in progress", April "pretty confident" they will enroll
 - Suman – 173 enrolled.... good news!
 - Admissions Pipeline details (slide)
 - Attrition – losing ~30 students
 - 12-20% is the norm
 - Several French families only on a 1-year contract

- Donor Appreciation
- Story Time Open House
- No School 5/27
- 5/31 EOY performances and picnic
- 6/5 Field Day
- 6/6 Last day of school
- 6/8 Board Retreat
- Audit
 - Mike C.
 - Policies for Middle School sex ed.
 - Process for improving those? Perhaps over the Summer to be ready for upcoming school year?
 - JW – welcomes feedback, generally 2 yr. review cycle, operational policy doesn't need BOD approval
 - April – will print new and improved changes to community
 - JW – will collaboratively (mike, Stacey, whomever else will be working on this) to try on best way to execute.
 - Amy – why wasn't this done earlier?
 - JW – just never done, sex ed is a stand-alone unit; can't just insert it into curriculum, don't want to be hasty; may not happen anytime soon, is currently a part of the French curriculum so our students will leave with some knowledge.
 - Amy – we don't go over any other curriculum, why now with this?
 - Mike – historical issues with current MS of people wanting to opt out, would argue that as part of the Audit committee which works on policies that this is a BOD area of interest.
 - Stacey – would like to see a temporary committee which would help develop a MS mission (MS committee), other things like a MS trip, add/new policies, MS library, might be beneficial (even just for a short time frame; a couple of years)
 - Amy feels like this is not within the realm of the BOD
 - JW – doesn't think a committee is needed; operational, is getting feedback and research on regarding MS ideas/programming.
 - Amy – how to make the MS more clear/transparent?
 - HJ – Family info session
 - April – Admin not getting questions from community but acknowledges that silence is not always a good thing...then when questions arise, they can be very blown up.
 - Stacey – planning communications, she feels like this is desired from the community
 - JW – doors always open for discussion but need to manage workload and flow; priorities, adds additional stress
 - Stacey – understands the undertaking but would like to help is where she was going with a small committees' potential help on an action plan
 - Mike C. – Emily invited parents to come in one on one, appreciated that, would like to be given more communication
 - April – FIS, just sharing info
 - Amy – Emily, who is the MS coordinator should run these.
- Upcoming 20th anniversary
 - Mike C. – would like to see a small committee, have “the Wishlist”, he has experience with, happy to spear head, opportunity to sub-brand.
 - JW – would be great if the initiative be spear headed by BOD
 - April – a campaign
 - Mike C. – “clear vision for 2020”
 - Amy – make part of development committee
 - Mike C. – would love to hear the HOS “moonshot” idea for this

- Amy – move out of “culture of poverty” (JW)
 - JW – move vision upwards and outward; 40 years down the road
 - Governance
 - Vote on new roles on BOD for upcoming year
 - Marie has agreed to be Board Chair
 - Claudio – Vice Chair
 - Mike H. – Secretary
 - TBD – Treasury
 - Amy makes a motion to approve the three new candidates
 - Mike C. seconds
 - All in favor
- Public Comments
 - Rana
 - # of returning teachers?
 - JW – adding overall # of staff
 - Parents want same teachers, interested in retention
 - JW – teacher retention is high at AIS; have to be a right fit for the school as well, don’t publish grade placement for teachers either.
 - Family Day moved to weekend?
 - Depends on events, occupancy on the weekends
 - April – is usually done on Friday, but this year was a Tuesday
 - HOS coffee
 - Would like more structure (feedback from other parents)?
 - Concern of other kids walking and talking to students on playground from surrounding neighborhood
 - Props to Miss Emily on great discussion on menstrual cycle
 - Use of word “Academy”, feels is a heavy weighted word.

Open session adjourns at 8:56pm

Approved on: 2.25.20

Signed: 
Board Secretary