

**Minutes of the Regular Meeting of the Board of Directors of Austin International School
September 5, 2019; 6:30 pm
Adelphi Campus**

Board Members Present: Mike Carper, Holly Johnson, Mike Haberman, Stacey McDougal, Marie Musalem

Absent: Claudio Occhipinti, Ricardo Sanchez

Quorum: Yes

Visitors: Rana Turman, Marine Laurent, Tyresse Horne

Resources: Jacques 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 6:35 pm.

PUBLIC SESSION

- I. Open Proceedings –Public Session
 - Meeting minutes from BOD retreat and executive committee meeting notes approved

- II. PTO Update
 - New PTO board planning meeting has taken place (H. Johnson, A. Tenbrink, and M. Cook)
 - First official meeting will be Oct 22.
 - There will be a parent-teacher social Saturday, Sept 19th hosted by the McDougal's

- III. HOS/ COO Report: *See JACQUES slides for additional details and Friday Flash for school dates*
 - Rundown of summer events. Highlights below
 - Technology acquisition, new teacher laptops
 - 8th grade has moved into what were Emily and Audrey's office. The presence of 8th grade has maxed out the space in the building
 - Admin offices / extension (COO, accounting, marketing and materials) have moved to Wind River.
 - A. O'Quinn and E. Muyot-Snodgrass have scheduled time at AIS
 - Austin Public Library has been reserved for the Gala (2/22/20)
 - 22 faculty and staff interviews (6 summer hires and 11 new in total)
 - Picked new employee benefit plans. Open enrollment started 9/1
 - Applicant tracking system integrates into the website
 - Added a new background check service since that free version provided by the state was removed since we are now an accredited school (removed "daycare" status).
 - There is one for independent schools provided by the state of Texas.
 - Also launching is a secondary background check service
 - Note: All hires receive "no-hire" and records check. Anyone that may be alone with kids (i.e. instructors) subjected to more extensive background check.
 - Received Guidestar Platinum Seal of Transparency. (Guidestar is an "information service specializing in reporting on U.S. nonprofit companies and organizations")
 - J. Weber sent notification email to BoD 18 June 2019
 - Important for potential donors (and families)
 - Received ISAS accreditation (10 years)

- Received report from the evaluation committee.
- Received re-accreditation for elementary school from French gov't (AEFE = Agency for French Education Abroad)
 - We are the only institution in Central Texas with this accreditation (need to verify)
- Welcomed 30 new students and 20 new families
- Security updates
 - Restriping of parking lot (J. Weber)
 - Security cameras and gate locks installed
 - Funding from PTO
- Future planning (major projects)
 - 2019-20
 - Review of vision, mission, and core values
 - 20th Anniversary (started in 2000-01). Twenty years of global education
 - ACTION: 20th anniv committee (2 years); Vision, mission, core values (VMCV) committee (1 year).
 - VMVC needs to include everyone (BOD, parents, faculty/staff, outside)
 - 2020-21
 - 20th Anniversary celebration
 - Strategic plan evaluation
 - Write 2021-26 strategic plan
 - ACTION: 20th anniv committee execution; Strategic planning Committee (1 year)
 - 2021-22
 - Launch 2021-26 strategic plan

IV. Enrollment [See April and Jacques slides for additional details]

- Enrollment 179 (180) as of 9/4, 150 returning (projected 187)
 - Previous years 182 (8/18) and 183 (8/17)
 - Questions were raised about how the enrollment is essentially the same from 16-17 and 18-19 when we have added grades. It would be assumed that we should ultimately be adding students, even if just a small number given the size of the middle school classes.
- Provided a breakdown of reasons for leaving. Tool to track things in order to improve retention.

V. Financial Update [See Slides for additional details]

- Nothing major to report as the semester has just started.


VI. Committee Updates

- Development committee
 - Proposals for committees:
 - Middle School Committee
 - Need clear distinction between HoS and BoD roles.
 - J. Weber notes that we need to not blur lines between oversight of operation and governance. Proposed that the detailed discussion occur during closed session.
 - 20th Anniversary Committee
 - Propose charters for these committees at next BoD meeting

- VII. Spanish at AIS
- Clarify proficiency goals
 - Language acquisition of Spanish, not fluency
 - Defining the program
 - Improved curriculum for better consistency from year and improved outcomes
 - Additional reporting of Spanish
 - Proficiency testing
 - Looking for improved proficiency tests
 - There will be a Spanish information session for parents. Not yet scheduled.
- VIII. Public Comment
- Question was raised on the timeline for installation of the playground equipment
 - Response: In the process of getting bids for installation
 - The little library books are in HoS office because the glass was broken.
 - Suggestion to add Spanish books at the book fair for parents to donate to the library
 - Amanda (librarian) working on an Amazon Wishlist for families to donate to the AIS library

Open session ended at 8:30 pm

Approved On: 25 February 2020

Signed: 
Board Secretary