

Minutes of the Regular Meeting of the Board of Directors of Austin International School
22 October 2019; 6:30 pm
Adelphi Campus

Board Members Present: Mike Carper, Mike Haberman, Tyresse Horne, Holly Johnson, Marie Musalem, Claudio Occhipinti

Absent: Stacey McDougal, Ricardo Sánchez

Quorum: Yes

Visitors: Lauren Bauml

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
 - Minutes from last meeting were not prepared. Will be sent along and approved in the next meeting.

- II. PTO Update
 - Encouraging attendees to help with the school as a way to contribute to the school “volunteerism is good.”
 - Pizza Friday numbers are up ~ 6% from last year
 - Raffle baskets are being pushed through room parents for the Gala.
 - The Gala will be February 9th
 - Need more participants for a team for the trail of lights fun run. 12 more by November 7th to have an official team.
 - Link on how to register with the team is provided on the AIS Facebook page
 - Mexican pastry sale went really well for Hispanic heritage month
 - May start having Mexican pastry’s on a monthly basis

- III. HOS/ COO Report [See HoS and COO slides and Friday Flash for additional details]
 - Preliminary results from MAP tests are encouraging. Results compiled from CE2 through 4e.
 - AIS students are performing above grade level across all areas (reading, language, mathematics, general science)
 - Notable events
 - 09/19-21: J. Weber attended AEFÉ conference in Chicago.
 - 09/23: Visit from Consul General of Mexico
 - 09/30: ISAS Annual report submitted
 - 10/01: ISAS adherence to standards report deadline (met)
 - 10/01: Middle school night had very good attendance.
 - 10/14-15: MLF Pedagogical Advisor visit
 - Worked with cycles 3-4 teachers on academic writing
 - 10/17: State of the School Delivered
 - 10/21: Child Protection Policy revised and published on the site
 - ANEFE status is apparently in flux

- This is the organization that facilitates getting loans through French government where AIS has some unclear obligations. No action or further information is available, but provided for general awareness of the community and BoD.
- Discussion of future events
 - 19-20: Revision of vision, mission, and core values (VMCV); 20th anniversary committee (20AV)
 - Need community participation! Need to decide best way for community to be involved in this
 - 20AV Committee M. Carper is chair. Committee can consist of up to 8 people. Next steps: i) Establish objectives, ii) put dates on calendar, iii) start moving.
 - **Deadline for VMCV review:** 20 April 2020 (Submit for board review)
 - **Initial Presentation to BoD:** 21 April 2020
 - Final approval at BoD retreat
 - Final version needs to be translated and posted to website
 - VMCV Committee Next steps: i) find committee chair. Done: M. Musalem, ii) draft charter, iii) find committee members
 - M. Carper requested that 20AV and VMCV committees not operate in isolation.

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

- Currently at 178
- Recruiting events / Outreach
 - i. 10/26: Viva la Vida Parade
 - ii. 11/09: Alt Ed Festival of Learning (Mueller)
 - iii. 11/14: French Market Festival (St. Edwards)
 - iv. 12/07: Winter open house
 - v. 02/01: NY Open House
 - vi. 04/07: Story-time Open House

V. Finance Update [See Slides for additional details]

- Report is only on August
- All in line with expectations. Consult slides for details.
- Fundraising: Created a target goal for contributions for each student to make up the short-fall in budget
 - Searching for \$850 per student
 - It was pointed out that providing a breakdown in ways to get to that number was very helpful
 - Suggestions of what may be more effective in what fundraising enables
 - Really just highlight the things that are done
 - Discussion around involvement of BoD and PTO to increase involvement
 - A. O'Quinn has created a "2019-2020 Giving Tree" with the various fundraising events, etc.
 - Annual Fund has a tracking tool that will be publicized in an effort to increase participation.

VI. Committee Updates

- Committee meeting schedule has been agreed upon for PTO/BoD, Finance, Risk/Audit, Strategic Planning, Advancement. Posted on Slack.
- Risk and Audit
 - Finished Child Protection Policy. Introduced at back-to-school night. Published on AIS website
 - Establish child protection committee to help assess things prior to escalation.
 - There is an email that distributes to the committee and includes reporting detail prompted
 - Financial Audit
 - Three different firms contacted and quotes requested
 - Discussed what to do about sex education
 - Prompted by the inclusion of the middle school
 - Define something that will be integrated with the curriculum. Some will be in science and biology. Need to determine where the rest of the information will be included
 - Looking at national standards at this point
 - Will be rolled out next year (maybe a speaker this year) as a part of the middle school
- Advancement
 - Firsts meeting in September
 - Gala has taken most of the time for this committee
 - Accreditation has also taken a significant amount of time in previous years
 - Now focused on 20th Anniversary and how to
 - J. Weber has sent a “pitch deck” of slides for outreach
 - Looking grant writing as well
 - Next meeting in December
- Governance
 - S. McDougal is organizing the BoD dropbox and creating a “Welcome Binder” for new BoD members. This is being circulated with the governance committee. Finalized by December.

VII. Finished Upcoming Events [Only prominent events highlighted, remainder of content in slides]


- 10/25: National Association of Independent Schools DASL data input deadline
- 10/29-30: AEFÉ Pedagogical Advisor visit (primarily for primary students)
- 10/31: Bourse meeting with Consul General (Houston, J. Weber)
- 11/03-05: ISAS Heads of School Conference (Houston, J. Weber)
- 11/04: Teacher observations begin
- 11/15: Preliminary intent to return (staff)
- 12/11: Final intent to return (staff)
- 12/09: Professional Growth and Evaluation and Community Surveys
 - This was moved ahead of Christmas break (different from previous years)

VIII. Public comment

- Suggestion to be more pro-active in increasing the number of people contributing to the Annual Fund

OPEN SESSION ENDED AT 8:35 PM

Approved On: 25 February 2020

Signed: 
Board Secretary