

**Minutes of the Regular Meeting of the Board of Directors of Austin International School
December 17, 2019; 6:30 pm
Adelphi Campus**

Board Members Present: Mike Haberman, Tyresse Horne, Holly Johnson, Marine Laurent, Stacey McDougal, Marie Musalem, Claudio Occhipinti, Ricardo Sánchez

Absent: Lauren Bauml, Mike Carper

Quorum: Yes

Visitors: Emily Hopkins

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 6:40 pm.

PUBLIC SESSION

- I. Open Proceedings –Public Session
 - Meeting minutes approval tabled until next session
 - BoD chair requests that all BoD items (agenda, minutes, ...) a week prior to the meeting

- II. PTO Update
 - One person in-person attendance in 12/17 meeting, 5-10 virtually
 - Fundraisers
 - Kendra Scott fundraiser was successful
 - Fund run [Monster Dash] was very successful. Students brought their own water bottles which really reduced cleanup efforts.
 - Trail of lights even was well attended. There were about 75 people from the school that participated
 - Financials are strong
 - Did snacks during the parent-teacher meetings
 - McDougal's hosted parent-teacher event which was successful
 - Planning for winter parties and gift cards for teachers organized by room parents
 - Playground to be installed during spring break
 - Reminding people to volunteer for baked sales, etc to help out with the school
 - It was noted that involvement/volunteerism seems to be slightly somewhat declining.
 - Multiple suggestions on how to raise awareness of how families can help.
 - Upcoming events
 - May be adding a meeting/event in January in advance of the Gala

- III. HoS/ COO Report [See HoS and COO slides and Friday Flash for additional details]
 - Key dates/activities
 - 10.25: National Association of Independent Schools (NAIS) DASL data input deadline. DASL = Data and Analysis for School Leadership.
 - Onerous (lots of data points), but future entries will be more straightforward. Allows comparison between schools. May enable clarifying points for recruiting purposes.

- 10.29-30: AEFÉ pedagogical advisor
 - Commendations: Very happy with leadership
 - Recommendations: Focused on sign language, which was focus of visit
 - Regional inspector will be coming next year. This was just a pedagogical advisor.
- 10.30: Middle school shadow day was 100% attendance.
- 11.3-5: HoS attended ISAS Heads of School Conference in Houston
 - Lots of focus on legal issues (harassment, predators, etc)
 - Insight regarding what seems to be an emerging trend of parents saving money for private schools at the middle and high school levels. This is something to be aware of on school model.
- 11.19 (ish): School closure for illnesses. Note that Austin Health Department requests notification of closure due to illnesses.
- 12.07: Great open house
- 12.09: PGE and Community Surveys have been sent out
- 12.11: Staff intent to return notifications have been submitted. Only one will not return. This is due to visa issues and not personal decisions.
- ACTION: None

IV. Enrollment [See HoS and CoO slides for additional details]

- Enrollment #: 176 (179 at beginning of year)
 - Projecting + 5 for next semester. Does not include other inquiries and tentative additions.
 - Discussion regarding the allocation of teachers and other resources in smaller classes and relevance to recruiting early.
 - Considerations of pedagogy must be made when discussing class size. Level differentiation, etc can be impacted by these decisions.
- December open house had 8 families
- Upcoming enrollment events
 - 02.01: New Year Open house
 - 04.07: Storytime open house
 - AIS Sibling Event

V. Finance Update [See HoS and CoO slides for additional details]

- Included info through October
 - Currently in-line with expectations given enrollment
 - Income down \$10k due to low enrollment
- Fundraising
 - Providing families with year of giving envelope to encourage fundraising
 - Request to BoD to help with outreach, etc
 - Suggestion was made to create a “Board Matching” day to encourage giving
 - New fundraising tracking has been created. Attempt to track and improve fundraising appeals.

VI. School Calendar proposal

- Discussion regarding proposed calendar revolved around spring camp week
- Motion made to accept proposed calendar with suggested changes to spring camp week

VII. Miscellaneous

- HoS will be asking Petit Ecole for an update on their status.
- BoD discussed changing BoD recruiting rules to interview at the school in an effort to speed up the process.

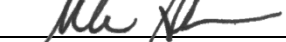
Break 21:15-21:45

VIII. Committee Updates

- Governance
 - Updating documents for welcoming new board members and having virtual repository of information for all BoD
 - Important to have proper on-boarding
 - Orientation, history, finance, forms, etc.
 - Note that board should an effort to familiarize ourselves with the proper Texas codes for governing bodies of non-profit organizations
- Advancement
 - Reaching out to alumni to contribute to the 20th anniversary
 - Consider promoting 20th anniversary as a community building year/event, etc
 - Paying attention to the not impact fundraising for annual fund etc. This should be seen as separate.
 - Considering creating a photobook to collect school history and doing small landscaping projects based on donations.
- Risk and Audit
 - Allman & Associates have been selected to perform the audit (\$12k)
 - Have school and non-profit experience
 - Objective: All of the policies are updated by the end of the school year
- Strategic Planning
 - Forming a working group (teachers, parents, board) to update mission, vision, and core values.
 - Met to make sure that everything can be completed by April deadline

OPEN SESSION ENDED AT 10:26 PM

Approved On: 25 February 2020 _____

Signed:  _____
Board Secretary