

**Minutes of the Regular Meeting of the Board of Directors of Austin International School  
February 25, 2020; 6:30 pm  
Adelphi Campus**

**Board Members Present:** Mike Carper, Mike Haberman (late), Tyresse Horne (late), Holly Johnson, Marine Laurent, Stacey McDougal (late), Marie Musalem, Claudio Occhipinti

**Absent:** Lauren Bauml, Ricardo Sánchez

**Proxy :** Stacey, Ricardo and Mike H gave proxy to Marie.

**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 6:30 pm.

**PUBLIC SESSION**

I. Open Proceedings –Public Session

- General announcements:
  - Last year on the board for Ricardo, Holly, Stacey. Need replacement. 10 members is a good number. What profile do we need?
  - Lauren Bauml resigned by email to chair on 2/25/2020 due to lack of time to fully commit. Understood by all other members. MC to meet with Lauren to discuss potential committee involvement.
  - Board chair should not make motion to approve the minutes. Another member should make motions. Chair can second.
- Motion made to approve the following minutes from the prior years: August 2018, March 2019, May 2019 and June 2019. It appears that approval was not documented at the time. Motion passed, all in favor, one abstention.
- Motion made and seconded to approve meeting minutes from Open Sessions on 09/09/2019, 10/22/2019, and 12/17/2019. Motion passed (none opposed, one abstention).

II. PTO Update

- PTO president thanked board members for gala participation and involvement.
- Next AIS family night at Modern Market on 3/6: they will donate 50% of their sales back to the school.
- PTO treasurer wrapping up finances from the gala. They funded library books and teachers tickets.  
TH arrived.

III. HoS/ COO Report [See HoS and COO slides and Friday Flash for additional details]

- *Détachment* program for French teachers: expensive for the local French district. New rules limit to 6 years of detachment to one school. Current teachers grandfathered in until they move/change schools.
- MAP test completed, HOS to present at next board meeting.
- HOS at AISH and AAIE conferences in NYC this month: he was invited by the president. Great networking opportunity. Interesting breakout sessions on child safety, coaching, board relationships.

- Parent survey results were provided: from 25% in previous year to 36% participation this year.
- MH arrived.
  - Data provided in “Areas of strength” (>90%) and “Areas for growth” (<75%).
  - BOD take-away: Need to improve communication with the AIS Community.
    - Potentially provide a short blurb of a BOD committee on their purpose and recent activity
  - Larger take-away: Communications on items on the “Areas for growth” as part of means to improve in some areas.
  - BOD requested follow-up on actions taken or planned to address “Areas for growth.”
- SM arrived.
- Middle School Homologation
  - Need to submit homologation application for 5e/4e (7<sup>th</sup> & 8<sup>th</sup>) in October 2020
  - Will receive visit from the inspector and receive decision in summer of 2021
  - The decision for 8<sup>th</sup> grade would occur in year 3 of 8<sup>th</sup> grade. This would provide AIS with a fully accredited dual-track middle school program
    - Middle school teachers would be eligible for détachement
    - Needs-based scholarships would be available for 7<sup>th</sup> and 8<sup>th</sup> grade French citizens.
- Enrollment
  - Currently at 180 students overall. Essentially no change in enrollment since August, which is contrary to previous years.
  - Admissions and Outreach Activities
    - 6 outreach activities
  - Applications for next year: 27 submitted (21 this time last year), 105 inquiries (80 this time last year).
  - Questions were raised about regarding visibility of AIS on online search. We need to improve this to increase odds of interested families finding the school.
- Financial
  - Currently at approximately \$37k over projections in income, \$108k under projections in expenditures.
    - A question was raised about the expenditures being under projections. HOS and COO did not believe anything was being shorted.
  - Current forecast of approximately \$85k deficit at the end of the year as opposed to a projected \$160k forecast budget at the beginning of the year.
- Gala
  - Top line: Total revenue of \$129k, will likely be \$130k after all clears, with total expenses (\$24k), leaving a net of \$105k.
  - Total number of guests: 188
  - Auction total: \$89k
- Fundraising
  - Annual fund is currently at \$8.7k without board giving and matching. A date will be suggested to reach out to the community to match the board commitments.
- Advancement Committee
  - Working on a website for the 20<sup>th</sup> Anniversary
  - Alumni event coming up in April to encourage people to contribute stories, events, etc


- Awareness for avoiding cutting in to existing fund-raising events
- Target is to fund modest improvements in the grounds/building.
- Strategic Committee
  - Meeting planned for March 7<sup>th</sup>. Have had good response in terms of people wanting to attend.
    - Approximately 40 people that will attend. Various stakeholder groups have been included (administration, staff, parents from numerous grade levels)
    - Agenda will be shared with participants prior to event
    - Committee will collect data, distill, and share with BOD
  - Data collection points prior to meeting: (i) parent survey, (ii) HOS coffee.
    - Information has been transmitted to the committee
  - Seeking Core Values that are concise and easy to commit to memory, including for the children.
- ACTION: None

IV. Miscellaneous

- None

**OPEN SESSION ENDED AT 8:48 PM**

Approved On: 20 April 2020

Signed:   
Board Secretary