

**Minutes of the Regular Meeting of the Board of Directors of Austin International School**  
**April 20, 2020; 6:30 pm**  
**Virtual Meeting via Google Hangouts**

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

**Absent:**

**Quorum:** Yes

**Visitors:** Emily Hopkins, Andrea TenBrink

**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
  - Motion made and approved to approve minutes from 2/25 minutes. Motion passed.
- II. PTO Update
  - PTO is discussing what needs to be done for the teachers to show appreciation for their efforts given the situation
  - Elections to PTO executive committee needs to happen for next week. Looking for people to volunteer and apply.
- III. HoS/ COO Report [See HoS and COO slides and Friday Flash for additional details]
  - The events planned for March and April were significantly perturbed, many were cancelled.
    - School closure was on March 13.
    - Cancelled: Camps, MLF, PTO picnic, storytime open house, PTC
  - COVID-19 Considerations reported on
    - Vision/Mission/Core Values + Community + Data
    - Things change rapidly. Leadership monitors federal, state, and local health authorities.
    - AIS was fortunate to have the accreditations we do. It has provided training and important relevant operations to operations and these evolving circumstances.
    - HoS promises clarity, candor, and availability
  - Shift to distance learning
    - Texas state government has closed all schools through the end of the school year.
    - Spring break was all hands on deck. Faculty and staff have been working extremely hard to make things as painless and consistent for everyone as possible
    - The platforms are working pretty well. HoS acknowledges that things aren't perfect, but seems to be working well.
      - Taking feedback from families and students
    - After school activities are being re-launched on 4/22/2020.
  - MAP Update
    - Spring 2020 AIS test session has been cancelled
      - Most international programs are doing this (on the order of 85%)
    - Overall performance of all grades appears to be doing well and on par with previous
  - Enrollment

- 178 is current enrollment, which is our enrollment pool for next year
- Currently at 129 returning students. We have 147 finalized for 2020-2021. There are 154 finalize or in progress. There are 2 in progress that may not come through due to specific
  - The current number (finalized and in progress) is on par with last year. Encouraging given the current situation.
- CoO presented retention/retention information from previous years (18-19 and 19-20).
  - Of the “will not enroll” group (11), only 1 was dissatisfied overall, 4 moving (domestic or international), 4 looking at different schools (middle public), 2 financial /employer reimbursement limitations.
  - Re-enrollment is unclear now because of the significant uncertainty with school structure, individual concerns about health, etc. This makes planning difficult, so leadership is providing conservative estimates for next year
- Admissions pipeline
  - There are 16 more in the pipeline now compared to this time last year.
- Planning virtual open house and virtual tours
  - Working with Circlescape to do an abbreviated virtual tour. Planning on getting a more complete tour for future years to improve recruitment.
- Finance
  - Impacts from Covid-19
    - Lost revenue on the order of \$40k
      - Hourly staff paid for some time, one family cannot pay tuition, occupancy (Russian school, Indian school, and Badgerdog rentals), afterschool care refunds, CM2 France trip (TBD), hot lunch refunds.
    - Some reduced expenses as well (on the order of \$28k)
    - Applying for round two of Paycheck Protection Program
  - Have about approximately \$420k in remaining tuition payments
- Fundraising
  - Annual fund is \$5k over expected. Proposal was made to apply the BoD donations to the annual fund to a scholarships/financial aid to students in financial aid.
    - Discussion pointed to the fact that we may need significant flexibility with funds, so we may want to make an appeal for matching and contributions. Those contributions may be used for various needs, which could include scholarship and financial aid for families in need.
- Audit and Risk Committee
  - Audit and Risk committee members met with HoS and CoO the week of April 13 to begin establishing a risk register to discuss plans for response to Covid-19 issues through the end of the current school year and through the summer
    - Want to develop a list of perceived risks
    - Assess risks and possible impacts on AIS
    - Prioritize risks, assign responsible parties, and establish triggers for actions
    - Work on contingency plans/response plans
      - This should be a live document and should retire or add risks as necessary based on conditions.
  - Categories for risk register: Management, Financial, Legal/Regulatory, Operational, and Health
- Strategic Committee

- This committee work was delayed due to current circumstances.
- ACTION: None

- IV. Miscellaneous
- None

**OPEN SESSION ENDED AT 8:54 PM**

**Approved On:** 6 June 2020

**Signed:**   
Board Secretary