

**Minutes of the Regular Meeting of the Board of Directors of Austin International School
September 29, 2020; 18:30
Virtual Meeting via Google Meets**

Board Members Present: Mike Carper, Mike Haberman, Tyresse Horne, Marine Laurent, Marie Musalem

Absent: Claudio Occhipinti (proxy given to M. Musalem)

Quorum: Yes

Visitors: Claire Chaney, Mélanie Vincent

Resources: Jacques Weber, Head of School; April O'Quinn, COO, Emily Hopkins

The agenda having been circulated prior to the meeting, OPEN session portion of the meeting of the AIS Board of Directors was called to order at 18:30.

PUBLIC SESSION

- I. Chair updates
- II. Motion made and seconded to approve meeting minutes from Open Session from 06/06/2020. Motion passed.
- III. PTO Update
 - The school is short on room parents, so PTO is continuing to request for support.
 - PTO continues to search for a treasurer.
 - The bake sale is on hold due to covid restrictions.
 - Currently not doing Pizza Friday (PTO's largest fundraiser). Want to work with AIS admin team to determine how we might be able to do this in the future (spring).
- IV. Executive committee election: Vice-chair (Claudio O.), Treasurer (Marine L.), Secretary (Mike H.)
 - Motion was made and seconded to approve these appointments. Motion passed unanimously.
- V. Discussion regarding recruiting for AIS board
 - Meetings via Google Meets opens the possibility to have a geographically diverse board. This may help facilitate bringing in folks from outside the current AIS community, which would be a plus for the board.
- VI. HoS Report [See HoS and COO slides and Friday Flash emails for additional details]
 - Updates from Staff Inservice provided
 - Reminder that we are in the final year of the current Strategic Plan. Relevant points for AY20-21
 - i. Continue documentation and development of Seamless Curriculum. Need to meet AEFÉ/MEN and ISAS requirements.
 - ii. Continue professional development (difficult in current restricted environment)
 - iii. Launch service learning program in middle school
 - iv. Continue to establish AIS within ISAS
 - v. Continue to assess and implement policy needs
 - vi. Finalize and launch limited social media campaign to expand visibility of AIS
 - vii. Leverage 20th Anniversary to seek further partnerships with other organizations in Austin

- viii. Apply for final accreditation process for middle school, specifically “extension d’homologation” for 5e and 4e.
 - 1. Allows for French teachers to receive a détachement and students may receive a French bourse for financial support.
 - 2. Only school in Central Austin accredited by the French government.
 - ISAS network has been very valuable through Covid.
 - i. On a related note, HoS conveyed that many independent schools across the US have closed as of August 1, so the help from this network has been extremely helpful and acknowledged.
 - Looking at next strategic plan
 - i. Review of Vision, Mission, and Core Values (VMCV) set for 2019-2020 was delayed until 2020-2021.
 - ii. Current year will be the completion of 2016-2021 strategic plan
 - iii. New strategic plan needs to be implemented in 2021-2026
 - Accreditation updates
 - i. AEFÉ: Follow-up visit will nominally take place this year for re-accreditation of elementary school. New application for 7th and 8th grades
 - ii. ISAS: Annual report to be submitted 9/30
 - iii. HHS-CCL: Received an exemption in August 2019 (because AIS is accredited), but AIS has sought new licensing which allows the school to operate legally as a child care facility in the event of future closures
 - iv. Membership renewals: TPSA, NAIS, AISH, AFSA, MLF
 - Staffing reductions
 - i. Administrative staff reduced significantly from last AY (equivalent of 4 FTE)
 - ii. Overall, there are increased demands on all faculty and staff
 - 1. Reinforcement and re-adjustment of covid protocols
 - 2. Adaptation of pedagogy
 - 3. Off-campus learning
 - 4. Additional advanced preparation of lessons (in case of sudden quarantine)
 - 5. Elimination of business manager
 - 6. These additional demands are being met, but they are ultimately not judged to be sustainable.
 - Remainder of semester plans will be a moving target based on health status
- VII. CoO report
- Current enrollment: 155 (including students that will join in January)
 - i. About 14 are in office-campus learning
 - ii. Overall retention was about 76%
 - iii. About 23 new students
 - iv. Active inquiries: Current year - 6; Next year – 7
 - v. Enrollment events
 - 1. 10/05/20: Virtual tour filming
 - 2. 12/05/20: Winter Open House
 - 3. 02/06/21: New Year Open House

- vi. Historical enrollments were presented. Year-over-year reductions from AY16-17 to present
 - vii. Summer/Fall withdrawals: covid (7), relocation (3), dissatisfied (2)
 - Financial update
 - i. New dashboard for financial information in order to help everyone track budget. Judged to be helpful given that current realities will require all to tracking budget and enrollment closely.
 - ii. Significant efforts have been made to reduce overall costs
 - iii. 20-21 Budget
 - 1. A larger than normal portion of the revenue is tuition because of reductions in extracurricular activities
 - 2. AIS is able to have some weekend rentals. Currently have one Saturday rental. Additional interest from other groups are being pursued
 - 3. Contributed support is not budgeted to be as high as in past years as we would expect in previous years
 - a. Looking at alternatives for Gala (i.e. in person, but outdoor)
 - 4. Expenses (aside from personnel costs) are not much different, and many are higher due to needs to adjust operations and facilities for covid.
 - 5. PPP loan (\$390k) should
 - a. This is fully expected to be forgivable. If anything is not, the rate would be 1% with a long time-horizon to pay back. HoS will provide that information once it becomes available.
 - 6. It was brought to everyone's attention that without the PPP loan, we would be looking at a much less rosy budget, so next year is critical for future of school
 - a. Having a 2-3 year plan (in coordination with strategic plan) is very important for this coming year.
 - 7. Motion was made and seconded to approve the proposed budget. Motion passed unanimously.
 - New dashboard for board meetings
 - i. Improved access to and presentation of information relevant to fundraising and marketing.
 - Fundraising
 - i. Working on new ways to do fundraising in current environment.
 - ii. Outreach is a little different and potentially more accessible/lower cost because of the necessity of doing things remotely
- VIII. Committee chairs and members review
- Reviewing committee appointments to make sure all committees are supported
 - Point of order made that we need to check to see if committee chairs need to be board members or not.
- IX. Committee Updates
- *Governance*: Bonus approved and paid on schedule. Annual Performance Objectives (APOs) have not been sent, but will be sent after the board meeting. Meeting will take

place between governance committee and HoS to review APOs and discuss current fiscal year.


- *Advancement/20th Anniversary*: Logo for 20th Anniversary is being completed. Still planning on master plan for landscaping and having it quoted in phased work. Will need to have a firm draw up a master plan, which would cost on the order of \$900-1200. Discussion about some options on best reception of this type of improvement.
- *Risk/Audit*: Prior year's audit was not completed due to COVID. Next spring's audit will be a 2-year audit.
- *Strategic Planning*: Working on updating VMCV and the Strategic Plan for 2021-2026. Integrating feedback from Nov 2019 – March 2020. What to keep from current VMCV and Strategic Plan. Draft of VMCV will be circulated before the November 13th BOD meeting for approval of the draft. Ideally by November 6th.

X. Public comment

- A point was raised that questions and comments may be requested earlier in the meeting to provide time for input since the public section can go on a long time.

XI. Session Adjourned at 10:00 PM

Approved On: 27 October 2020

Signed: 
Board Secretary