

**Minutes of the Regular Meeting of the Board of Directors of Austin International School
October 27, 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, Alexis Aimard

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


1. Chair updates
2. Motion made and seconded to approve meeting minutes from Open Session from 09/29/2020. Motion passed.
3. Discussion regarding holding abnormal hours meeting one time to accommodate overseas board member. Decision was to try to arrange a meeting from 4-6 PM (CST) on 11/17/2020.
4. PTO Update (Holly Johnson)
 - a. Had first PTO meeting of the year. It went very well with lots of attendance
 - b. Emily Hopkins and April O-Quinn
 - c. Still well under needs with respect to room parents. Seeking volunteers.
 - d. Biggest concern is making sure that the PTO gets enough involvement and engagement to make sure to support teachers given all of their efforts.
 - e. HoS pointed out that small, regular, encouragement would be very helpful.
5. HoS Report [See HoS and COO slides and Friday Flash emails for additional details]
 - a. Accreditation and licensing updates
 - i. AEFÉ
 1. Applied for extension for 7th and 8th grades. Submitted 10/16/2020.
 2. Submitted Enquête de Rentrée submitted and approved
 3. New grant from French gov't for international schools announced (up to €100k). Applications due in November. AIS will be applying.
 - ii. ISAS
 1. Annual report submitted 10/21/2020
 - iii. HHS-CCL licensing
 1. All ok. No un-announced inspections conducted
 - iv. NAIS membership
 1. DASL data not yet submitted.
 - v. MLF membership
 1. Enquête de Rentrée not yet submitted due to lack of access to platform
 2. Professional development underway
 - vi. Cordell Hull Foundation (CHF) membership
 1. Complaint sent to DHS (10/26/2020) regarding proposed changes to J-1/J-2 visas.

- b. Covid-19 Operations
 - i. No community cases at AIS reported
 - ii. 100% compliance by all families with AIS Health and Safety Protocols
 - iii. Applying to be private covid testing center. This will allow AIS to provide testing with test kits provided by the states. HoS and E. Hopkins have been trained to
 - iv. MAP testing taking place with all protocols in place.
 - v. Weekly meetings with Austin Public Health and daily monitoring of ATX Travis County. All is holding well at this point with respect to community spread outside of AIS.
 - c. Enrollment Updates
 - i. Currently at 162 (+8 since Sept 2020)
 - ii. Seeing new applications in the pipeline. We have five for 2021-2022
 - d. State of the school (10/15/2020)
 - i. Slide deck sent out to community through Friday Flash
 - ii. BoD did not provide an update
 - iii. HoS Update: Strategic growth highlighted
 - iv. CoO Update: Financials and budget
 - v. Future State of the School consideration
 - 1. Can we get more BoD participation? Maybe having BoD be the official host and providing a short update.
6. CoO report
- a. Financial update includes all of August and part of September (represents ~4 months of activity)
 - i. Up on cash on hand this year
 - ii. Down on extracurricular (as expected)
 - iii. Received funds in contributed support from the gala.
 - iv. So far under budget in expenses, but that was partially due to some expenses hitting later than budgeted.
 - b. Received \$20k from the City of Austin for PPE expenses from March to August. This didn't cover everything, but it was a huge help!
 - c. Fundraising
 - i. Using new software that will help in fundraising activities
 - ii. Considering in-person event outside. Maybe with multiple locations. May move live auction to later in the year
 - iii. Targets for fundraising by event: Annual fund (\$15k), 20th Anniversary (\$20k), Spirit nights (\$1.25k), Gala (\$85k), Fund run (\$9k), PTO (\$9k), Other (\$3k)
 - iv. Created a new approach and appeals for Annual Fund
 - d. 20th Anniversary update
 - i. Considering doing bricks with names for some of the fundraising + beautification effort. Would reach out to alumni, etc.
 - 1. Requires us decide on how much to spend for each and associated cost of installation
 - ii. Presented some logo ideas, which will be circulated internally
 - 1. Need to communicate it with community, etc.
7. Committee Updates
- a. *Governance*: No update

- b. *Advancement/20th Anniversary*: Updates provided in CoO report.
 - c. *Risk/Audit*: No update
 - d. *Strategic Planning*: Revising vision mission and core values (VMCV) and the Strategic Plan for 2021-2026. Integrating feedback from Nov 2019 – March 2020. Questions about what to keep from current VMCV and Strategic Plan for the future VMCV. Draft of VMCV will be circulated before the originally scheduled November 17th BOD meeting for approval of the draft. Ideally by November 6th.
8. Public comment
- a. Question from the audience about diversity and equality at AIS
 - i. HoS provided feedback on operational aspects of this (how AIS is teaching and engaging with the kids). JEDI = Justice, Equality, Diversity, and Inclusion.
 - ii. TH provided a comment that the revised MVCV is being informed by considerations of diversity and equality.
 - iii. CoO reminded the audience that diversity has always been an important consideration in AIS HR and hiring processes.
 - iv. Audience mentioned that they did not question AIS commitment to diversity, but wanted to raise the topic to the board and suggested potentially setting up a diversity and inclusion (D&I) committee.

9. Session Adjourned at 8:45 PM

Approved On: 27 October 2020 _____

Signed:  _____
Board Secretary