

**Minutes of the Regular Meeting of the Board of Directors of Austin International School
December 1, 2020; 12:00
Virtual Meeting via Google Meets**

Board Members Present: Mike Carper, Mike Haberman, Tyresse Horne, Marie Musalem, Claudio Occhipinti

Absent: Marine Laurent (proxy given to M. Musalem)

Quorum: Yes

Visitors: Shirley Ellis

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 12:00.

PUBLIC SESSION

1. Chair welcome
2. Motion made and seconded to approve meeting minutes from Open Session from 10/27/2020. Motion passed.
3. PTO Update (Holly Johnson)
 - a. No update
4. HoS Report [See HoS and COO slides and Friday Flash emails for additional details]
 - a. Enrollment Updates
 - i. Still at 162 (unchanged since previous meeting)
 - ii. Pipeline
 1. 2 still considering coming in 2020-21
 2. 30 for 2021-2022 (13 applications submitted)
 3. 4 for 2022-2023
 4. 23 virtual tours conducted so far this semester
 - iii. Two open house events coming up
 - iv. Presented concern about long-term enrollment based on current low enrollment in Cycle 1 (PS, MS, and GS). Much of this is likely due to pandemic. Regardless, it is hard to increase those enrollments in future years given current model
 1. Objective to enable enrollment in later grades so that we don't have a pyramid-shaped enrollment.
 2. This would need to be phased in: 2021-2022, 2022-2023, 2023 –
 3. External marketing later than Cycle 2 is currently limited partially because our efforts are largely focused on retention partially because it is so difficult to bring in new students.
 - b. French "fast tracking"
 - i. Introduction of (Français Langue Étrangère) FLE.
 1. This requires specialist instructor
 - ii. Concern can be on losing French culture (identité française)
 1. Maybe possible to leverage this change to get AIS as a center for French instruction in Austin. CNED (Centre National d'Enseignement à Distance National), DELF, ...
 - c. Covid-19 Operations

- i. No community cases at AIS
 - ii. Finished health record audit on Nov. 30.
 - iii. Continuing to meet weekly with Austin Public Health
 - iv. AIS has now been approved for private testing. Several staff have taken advantage of this.
 - d. MAP testing is complete. A quick look at the result (top level) is that a “covid slide” is not entirely apparent
- 5. CoO report
 - a. Financial update includes all of October
 - i. Up on cash on hand this year
 - ii. Down on extracurricular (as expected)
 - iii. Overall, things are tracking with budget
 - iv. So far under budget in expenses, but that was partially due to some expenses hitting later than budgeted.
 - v. The recoverable PPE loan should allow the school to break even on the year.¹⁹
 - vi. AEFE grant submitted for ~\$190k.
 - b. Enrollment information
 - i. Overall, the pipeline of inquiries, etc is increased from last year.
 - c. Fundraising
 - i. COO will be sending out Gala survey (12/7) to gauge interest in different types of formats, etc.
 - ii. Gala format will be decided on by 12/11 to allow sufficient time for planning
 - d. 20th Anniversary update
 - i. Presented brick concepts and capabilities.
- 6. Committee Updates
 - a. *Risk/Audit*: Two topics presented. Note that additional information is provided in the meeting agenda.
 - i. Financial audit will be delayed this year due to covid. Cost of the audit for both years will be slightly less than doing two years separately. No action needed from the board to approve the change
 - ii. Follow up on risk analysis that was started in previous year. Committee has revised risk register to re-prioritize risks in alignment with the present environment.
 - 1. Risk level of covid-19 on enrollment and tuition and fees was reduced when compared to April-May 2020 assessment.
 - 2. Risk associated with declining staff morale has been increased because of additional burdens placed on faculty and staff.
 - b. *Governance*: No update
 - c. *Advancement/20th Anniversary*: Updates provided in CoO report.
 - d. *Strategic Planning*: Revising vision mission and core values (VMCV) and the Strategic Plan for 2021-2026. Integrating feedback from Nov 2019 – March 2020. Presented draft VMCV and took comments. Vote postponed until January meeting.
- 7. Public comment
 - a. None
- 8. Session Adjourned at 1:37 PM**

Approved On: 26 January 2021

Signed: 
Board Secretary