

Minutes of the Regular Meeting of the Board of Directors of Austin International School
March 31, 2021; 18:30
Virtual Meeting via Google Meets

Board Members Present: Mike Carper, Mike Haberman, Dustin Hindman, Tyresse Horne, Joe James, Gary Miller, Marie Musalem, Marine Laurent

Absent: Claudio Occhipinti

Quorum: Yes

Visitors: Holly Johnson, Shachon Leaf, Caroline Ziegler, Ed Kim, Cédric Hervé

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 18:35.

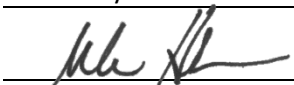
PUBLIC SESSION

1. Chair welcome
 - a. Welcome to new board members (D. Hindman, J. James, G. Miller)
2. PTO Update from Holly Johnson
 - a. Congratulations from PTO to Gala committee on successful Gala
 - b. Bulk of PTO focus has been on how to support teachers. Small treats and tokens of appreciation throughout year and will continue
 - c. Thinking of end-of-year gifts
 - d. Virtual coffee for board tomorrow (4/1) morning
 - e. Will be seeking new leadership PTO leadership for next year. Announcements coming out on Facebook and via the Friday Flash.
3. Meeting minutes
 - a. Motion made and seconded to approve meeting minutes from Open Session from 1/26/2021. Motion passed.
 - b. Tabled approval of meeting minutes from Open Session on 2/25/2021 until next board meeting.
4. HoS Report [See HoS and COO slides and Friday Flash emails for additional details]
 - a. Covid-19 operations
 - i. No new community cases at AIS
 - ii. Remain closed antigen testing site
 - iii. 34% of staff has received two doses of vaccine, 49% have had one or more doses of vaccine
 - iv. Weekly meetings with Austin Public Health is continuing
 - v. In post-spring break quarantine, but no further quarantines planned for year
 - b. Hiring progress (AY 21-22)
 - i. Have 5 accepted offers for pedagogical staff
 - ii. One pending offer and one interview ongoing
 - iii. No admin hiring in process until pedagogical staff in place
 1. Partially to reduce administrative load
 - iv. J-1 visa ban to be lifted on April 1st, 2021, which is very positive for hiring
 - v. Most difficult issue with hiring from other countries are existing travel bans
 - vi. Submitted 7 détaché staff applications

1. Most of our French teaching staff are détaché with the Education Nationale
 - c. Bourse and homologation
 - i. Bourses awarded for 5 AIS families (10 children), which is a total of \$123,042 for the school
 - ii. Homologation application was submitted in October 2020
 - iii. No updates from AEFÉ and no inspection is scheduled due to Canadian travel bans. Decision expected June 2021
 1. Consequences: Unable to have middle school teachers in détachement and middle school families cannot get a bourse until approved
 - d. Enrollment (high level)
 - i. Well ahead of previous years
 1. Sent 60 offers at enrollment time
 2. Have over 100 completed or in progress applications
 - ii. Potential drivers
 1. 5 students signed up for Français langue étrangère (FLE)
 2. Word of mouth due to opening during covid
 3. Improved tour scheduling (Calendly)
 4. Early commitment reminder (April 5)
 5. Deposit deferred until May 15th
 - e. On the horizon
 - i. Near-term (2020-2021)
 1. Community surveys
 2. Justice, Equity, Diversity and Inclusion (JEDI)
 3. MAP testing
 4. Sex education (6-8th grades)
 - ii. Mid-term (2021-2022)
 1. FLE program in cycle 2. 5 signed up, includes 4 siblings and 2 cousins
 2. Staffing complete
 - iii. Long-term (2022-2023)
 1. International program (6-8th). Early curriculum planning/exploration. Exploratory discussion with international Baccalaureate
5. CoO report
- a. Details provided in CoO financial report
 - b. Overall financials are looking good
 - i. Revenue is currently a bit below budget, but that does not include Gala, which is a large percentage of contributed funds. Contributed funds outside of Gala is above expectations. Includes grants from the City of Austin and French gov't as well as the PPP loan.
 - ii. Expenses are also below budget. Cost-cutting,
 - iii. Projected \$150k in the black versus budgeted \$132k deficit
 - c. Enrollment
 - i. Current enrollment is 165 (budget 159)
 - ii. Activity for enrollment in AY21-22 are significantly higher than last year
 1. Inquiries +23, Applications submitted +35, Process finished +17
 2. Currently have 110 students enrolled for next year (69 returning, 41 new [only 14 new as of this time last year])

3. Current projection is approximately 170
4. Note that some families that had left or did not start with us due to covid are returning
5. Question raised re enrollment caps given spacing requirement
- d. Upcoming events
 - i. PTC/No school
 - ii. Kendra Scott Mother's Day Online Event (4/22)
 - iii. Fund Run
- e. Gala update
 - i. Revenue was almost \$127k (budgeted \$85k). Higher revenue than all years except AY 18-19
 - ii. \$9k of the funds raised go to the 20th Anniversary
 - iii. Netted about \$106k, had budgeted approximately \$68k
6. Committee Updates
 - a. *Advancement*: No update
 - b. *Governance*: No update
 - c. *Risk/Audit*: No meeting since last meeting, meeting on 4/2. Looking at audit and AIS policies re covid-19 and any new HR policies. Additional report in next meeting.
 - d. *Strategic Planning*: VMCV has been translated to Spanish and French.
7. Public comment
 - a.
- 8. Session Adjourned at 20:15**

Approved On: 4 May 2021

Signed: 
Board Secretary