

MEETING MINUTES

Date: April 26th, 2022

Time: 18:30

Location: Online, via Google Meets

REGULAR OPEN SESSION

ITEM 1. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

- **The regular Open Session of the AIS Board of Directors was called to order at 18:34 by the Board Chair.**
- **Board Members Present:** Marie Musalem, Mike Carper, Jessica Smith, Gary Miller, Marine Laurent, Joe James, Tyresse Horne, Ed Kim and Dustin Hindman. Board Chair Marie Musalem declared that a quorum was present.
- **Leadership Team Members Present:** Jacques Weber (Head of School), April O'Quinn (COO of School)
- **Community Members Present:** Audrey Collec, Jon Sampson, Veruna Stanescu, Claudia Zeh

ITEM 2. APPROVAL OF MINUTES

- **MOTION 1. Mike Carper made a motion to approve the March 31st, 2022 Open Session minutes of the AIS Board of Directors.** Seconded by Marie Musalem. 9 votes in favor, 0 against.

ITEM 3. SCHOOL UPDATE BY HEAD OF SCHOOL (HOS)

- HOS presentation was shared with the board and community members.
- Current AIS COVID protocols are now set at Level 0 which means there is very low risk.
- The first all-school assembly since the pandemic occurred this week during STEAM week.
- The AIS & CNED Partnership is on track to launch next year. The goal is for AIS to be a regional center for French language and exams. Students will have the ability to earn their first school diploma (Brevet des Colléges).

ITEM 4. REPORT OF THE FINANCE COMMITTEE

- Marine Laurent presented the latest financial report of health for AIS.
- Financials continue to perform better than the budgeted plan for this year.
- Enrollment forecast for next year is likely to be higher compared to the current year. Some AIS grade levels are now on a wait list.
- The draft budget for the 2022-23 school year was presented.

ITEM 5. UPDATE FROM THE STRATEGIC PLANNING COMMITTEE

- Marie Musalem nominated Ed Kim to serve as the new Chair of the Strategic Planning Committee.
- **MOTION 2. Joe James made a motion to approve Ed Kim as the new Chair.** Seconded by Tyresse Horne. 9 votes in favor, 0 against.
- The committee continued to make progress on the strategic plan and met last week to review progress and discuss next steps. The committee plans to continue to review survey data, the 2019 ISAS Report of the Visiting Committee and known best practices for strategic plans.
- The committee would like to present a proposed 5-year strategic plan in the next board meeting.

ITEM 6. UPDATE FROM THE ADVANCEMENT COMMITTEE

- The school exceeded the fundraising goals that were set for the Annual Gala.
- The fund run is the next AIS event.
- The committee is now seeking other vendors to bid on the opportunity to install the 20th anniversary bricks.

BOARD OF DIRECTORS

ITEM 7. UPDATE FROM THE RISK & AUDIT COMMITTEE

- AIS's 3rd party auditors continue to work on the school's financial audit.
- The updated AIS Board of Directors manual has been shared with the board members and multiple sets of comments have been provided. The committee is going to reconcile the comments next week and a revised version will be posted for board review.

ITEM 8. ADJOURNMENT

- **MOTION 3. Ed Kim made a motion to adjourn the regular Open Session of the Board of Directors.** Seconded by Joe James. 9 votes in favor, 0 against.
- The regular Open Session of the Austin International School Board of Directors was adjourned by Board Chair Marie Musalem at 19:56.

SUMMARY OF MOTIONS AND RESULTS OF MOTIONS

- MOTION 1** A motion was made, seconded, and voted on to approve the March 31st, 2022 minutes of the AIS Board of Directors.
- MOTION 2** A motion was made, seconded, and voted on to approve Ed Kim as the new Chair of the Strategic Planning Committee.
- MOTION 3** A motion was made, seconded, and voted on to adjourn the April 26th, 2022 regular Open Session of the Board of Directors.

ANNOUNCEMENTS

- The next meeting of the AIS Board of Directors will be May 24th, 2022.

APPROVAL

Approved by: *Dustin Hindman*
Dustin Hindman, Board Secretary

Date: May 24th, 2022