

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
October 27, 2016
6:30 pm; Adelphi Campus**

Board Members Present: Liz Wiley, Amy Brown, Kate McCarthy, Stacey McDougal, Francois Waelbroeck, Kathleen Baireuther (by phone), and Ricardo Sanchez (arrived at 7:20)

Absent: Nathan Yang, Anne Idiart, Ana-Barbara Llorente (proxy given to Liz Wiley)

Quorum: Yes

Resources: April O'Quinn

Members of the Public: Bertrand Maurice, Griselda Santacruz-Collet, Bertrand Hazard, Eric Olsen

The agenda having been circulated prior to the meeting, the regularly scheduled October 27, 2016 meeting of the AIS Board of Directors was called to order at 6:39 pm. The Board convened at 6:38PM.

Proceedings – Public Session

I. Chair Report

- a. The dates of future Board meetings for the year were discussed. The March meeting will be changed as it falls during Spring Break.
- b. The State of the School was held on October 18 and went well in terms of feedback from parents. Though it only had a small audience in attendance, many others watched on-line via Periscope thanks to Jenn Larson.

II. Minutes

- a. Liz moved to approve the minutes from the Open Session of the September 28, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.
- b. Liz moved to approve the minutes from the Closed Session of the September 28, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.
- c. Liz moved to approve the minutes from the Executive Session of the September 28, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.

III. HOS Report (Jacques was not able to attend the meeting due to illness; Liz gave a portion of his report based on meetings with him before the Board meeting)

- a. Liz attended a meeting at Dallas International School which gave a chance for collaboration and to see and learn some of what the Dallas IS is doing differently.

Conversations with the HOS at DIS will lead to additional dialogue and communications about projects and best practices. Jacques will follow up with Bertrand and HOS once better.

- b. Tony Parker's management team of the San Antonio Spurs contacted Jacques because of an interest in creating a French school in San Antonio. Mr. Parker visited the school on October 19 and express an interest in using AIS as the model for his school.
- c. Enrollment is at 199 with 7 pending for January enrollment.
- d. A personal invitation was made to CM2 parents for an information session about the plans for opening the Middle School with 6th grade next year. Several other information sessions are planned for anyone to attend. A look at staffing for the start of the MS next year indicates only 2 to 3 additional teachers may be needed.
- e. One of Jacques' entries for SXSWedu was accepted, which will provide tremendous exposure for the school. It was discussed how to support this event within the community of parents who may be in Austin during that time.

IV. Finance, Budget & Enrollment (April)

- a. A new budget dashboard format was presented that included the reclassification discussed at the last meeting of various items or accounts to comport with a more conventional and up-to-date accounting and budgeting system. An updated budget that includes first quarter financial picture to better gauge a revised budget will be presented expected for November. The Board discussed the budget shortfall and inquired about what money saving measures could be implemented to help make up for the lower than planned for enrollment numbers that is the source of the shortfall. Finance committee explained that options were being examined about options that could be taken in the short term but that as the bulk of expenses is personnel, it is difficult to find substantial savings in other parts of the budget.
- b. The new payroll system is in place and working well so far.
- c. A new dashboard view of enrollment was presented to the Board that covered enrollment, retention, demographics and recruitment tracking. April reported that the number of students was down mainly as a result of a lack of new enrollment and not because of problems in retention, as retention rates remain steady. Most reasons given for students leaving AIS were financial issues or because families were moving. The success of recruitment efforts is also now being tracked.
- d. In response to questions about how AIS manages document storage and organization, April also reported that documents and data being used to create these dashboards and

other information are now being stored and shared on the Google drive and not on individual computers.

- V. Strategic Planning Report (Amy)** – The updated vision, mission and core values were circulated before the meeting.

VOTE: Any moved to approve the high-level strategic plan. Liz seconded and it was unanimously approved (Anne had previously approved by email, as had Nathan. Ana-Barbara's proxy was given to Liz who approved on her behalf).

- VI. Retirement Plan (April)** – It was discovered that additional corrections are needed to several accounts before the account with Principal can be terminated and the new retirement plan started. A new plan is not expected before January 1, 2017 as a result.

- VII. Development Committee (Amy)** – Amy discussed the Development Committee's plan to begin fostering a culture of fundraising within the school community. The committee outlined the development goals to include cultivating a sense of community with the neighborhood, outside organizations, alumni and within the school, inspire school loyalty and pride, and optimizing volunteerism. The committee set a 2-year goal of generating \$300,000 in fundraising which will include getting families to spread the word and encourage others to enroll, outside organization fundraising, and development of alumni, etc. A goal of an average of \$715 per student per year. The Development Committee thinks that by making clear the budget shortfalls and showing clearly where money goes, that additional fundraising will be possible. The Chair reminded everyone that 100% Board participation was the goal for participation in the Annual Fund.

- VIII. Review Bylaws (Liz)** – The Chair reported that a review of the language regarding background checks included in the bylaws could be ambiguous due to reference to it being done regularly. It was noted that to continue compliance that we would need to do additional background checks on members who have been on the Board more than two years. Discussion ensued about a new procedure given previous board members handled this process due to access to proprietary programs. **ACTION ITEM:** Liz to check with Sophie Cano about getting her records regarding background checks for current board members. The Board considered using the same process that AIS administration uses for all other background checks.

- IX. Public Comment Session** – Several questions were raised regarding how seamless curriculum will continue given the plan to have an International track and a French curriculum track. Communication about the State of the School meeting was criticized since it was only included in the Friday Flash newsletter before the break. The suggestion was also made to provide a list of books in several languages on the school website to help parents choose appropriate books.

There being no further business before the Board the public proceedings concluded at 8:50 pm.

Approved on November 9, 2016

Signed:

Kate McCarthy