

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
August 17, 2016
6:30 pm; Adelphi Campus**

Board Members Present: Liz Wiley, Amy Brown, Kate McCarthy, Stacey McDougal, Ricardo Sanchez, Francois Waelbroeck, Nathan Yang, Ana-Barbara Llorente

Absent: Kathleen Baireuther, Anne Idiart,

Quorum: Yes

Resources: Jacques Weber, April O'Quinn

The agenda having been circulated prior to the meeting, the regularly scheduled August 17, 2016 meeting of the AIS Board of Directors was called to order at 6:34 pm. The Board convened in closed session at 8:37 PM.

Proceedings – Public Session

I. Chair Report

- a. Liz reported her plan to have more work done in committee during the upcoming year in an attempt to make the length of Board meetings more manageable.
- b. Ricardo will be acting as Treasurer for the time being while search continues for Board member for this position.

II. HOS Report (Jacques)

- a. **Back to School** – Jacques reported on back-to-school activities and outreach efforts with April.
- b. **Director of Primary** – Jacques reported on status of search for candidates for Director of Primary, with goal of decision by August 19.
- c. **Professional Growth and Evaluation Process** – Report on work on evaluation and standards handbook being prepared for consistent and objective standard for evaluating teachers and staff.
- d. **Enrollment and Recruiting** – Enrollment is at 196 with 4 to 5 pending. The Board posed a question about attrition of students; staff will respond in further detail at later time. Incentives are being discussed as other means to attract students. A report was made on marketing through the Austin Relocation Guide.

e. **COO Report (April)**

- i) **Insurance Limit and D&O Liability** – Additional coverage was required: for building's addition, with further review later in year. Liability increased from 1M to 1.5M. D&O limits were not changed.
- ii) **Retirement Plan Options** – Work being done to assess best plan for retirement plan for AIS, with view to a Simple IRA as potentially the best option for AIS. The Board posed questions about deadlines and communications to staff
- iii) **Revision of the Budget** – An update of the budget based on actual enrollment will be prepared once final numbers are confirmed, with assistance from Board treasurer. The Board will receive update at the September Board meeting with an official revised budget ready by October.

III. Strategic Planning Report (Amy)

- a. The Strategic Plan Committee (Amy, Jacques, April, and Liz) reported on status of meetings: (1) need to revise mission and vision statements; (2) inclusion of Middle School within those statements. By consensus the Board determined that the Strategic Plan will be expanded to a 5-year window.

IV. Audit & Risk Assessment (ARA) Committee Report (Ana Barbara)

- a. The field work for the financial audit is scheduled for October 24 and the engagement letter is being prepared now. The ARA will focus first on review of the employee handbook and report on status at the September Board meeting.

V. IRS Audit Update (Liz, April)

- a. The closing agreement has been signed and the \$7,000 penalty check was also sent to the IRS. The next phase is ensuring that AIS administration monitors the distribution phase

VI. Document Retention Policy (Liz)

- a. A draft was circulated of a proposed document retention policy to include in the Board's manual. Liz will work with AIS staff to refine and present a revised version for Board's consideration.
- b. The Board discussed use of programs such as Dropbox or Slack for document retention. Consensus reached that the Board will use Slack, with follow-up later on whether it is optimal means for storing other core documents. Nathan agreed to start the process.

VII. Development Committee: Function, Mission (Liz)

- a. Amy and Nathan are going to spearhead this committee to start laying the groundwork for more fundraising and a potential capital campaign.

VIII. State of the School

- a. The Board chose October 19 (6:30 pm) for the State of the School presentation.
- b. A Board Communication Calendar had been developed to plan emails, meetings, and any communications with the AIS community.

IX. Marketing Committee

- a. Currently only Stacey is on this committee and she is looking for new members.

To conclude the session Liz identified the action items of the meeting:

ACTION ITEMS:

1. April – To send accounting of how many students each class has as well as a list of reasons students have left.
2. April – To send information about the retirement plan options, including timing and tax consequences.
3. Amy – To send a proposed communications calendar.
4. Nathan – To send out information regarding use and implementation of Slack.

There being no further business before the Board the public proceedings concluded at 8:37pm.

Approved on September 28, 2016

Signed:

Kate McCarthy