

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
September 28, 2016
6:30 pm; Adelphi Campus**

Board Members Present: Liz Wiley, Amy Brown, Kate McCarthy, Stacey McDougal, Francois Waelbroeck, Nathan Yang, Ana-Barbara Llorente, Kathleen Baireuther, Anne Idiart

Absent: Ricardo Sanchez

Quorum: Yes

Resources: Jacques Weber, Conrad Wildsmith, April O'Quinn (by phone)

The agenda having been circulated prior to the meeting, the regularly scheduled September 28, 2016 meeting of the AIS Board of Directors was called to order at 6:34 pm. The Board convened in closed session at 10:05 PM.

Proceedings – Public Session

I. Chair Report – The October meeting was moved to October 27 while State of the School was moved to October 18 at 6:30 PM.

II. Minutes

- a. Liz moved to approve the minutes from the Open Session of the August 17, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.
- b. Liz moved to approve the minutes from the Closed Session of the August 17, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.
- c. Liz moved to approve the minutes from the Executive Session of the August 17, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.

III. HOS Report (Jacques)

- a. Jacques introduced Conrad Wildsmith to the Board as the newly hired Head of Primary.
- b. **Back to School** – Jacques reported that the start of the new school year had gone well, that new teachers were integrating well and there had been no major issues.
- c. **Updated Website** – The updated website is expected to be ready in another 4 to 6 weeks. The platform host will be moving to RenWeb. Michelle Mundy has been taking care of social media for the school. Questions were posed by the Board on how these new programs and overhauls are being done within the current budget and how these initiatives work in light of what looks to be a tight budget year with a shortfall. The administrative team detailed the limited financial outlay for this and the need for

school to update an antiquated information database to manage student and other AIS information.

- d. **Professional Connections** – Jacques has been connecting with other international schools to get an idea of how their middle schools are run. He met with his counterpart at the Awty International School in Houston and has plans to meet with Dallas International School as well. While travelling for IB workshops, Jacques visited the Swiss School in Dubai and a school in Kinshasa to expand AIS's connections and develop ideas and concepts for the seamless curriculum in the middle school.
- e. **Professional Training and Leadership** – Jacques is working to bring more training and leadership opportunities to AIS also in an effort to expand connections.
- f. **Press Releases** – French Morning is publishing an article on the new head of school as well as the opening of the Middle School in 2017.
- g. **Enrollment** – Enrollment is at 199 with 7 to 11 pending for January enrollment. Questions were raised by the Board about the low enrollment and initiatives to encourage parent and Board help to increase. Discussion about which grades are most critical to fill to keep
- h. **COO Report (April)** - The IRS closing agreement has been received. Additional corrections may be necessary and may affect the timing of the switch to the new retirement plan. April is working with Principal to make clear to participants the any information they need to close their accounts and transfer balances. April described the research and interviews she had done with accountants, legal and other resources to come to the conclusion on how and why the best option at this time is for a Simple IRA. She described the support and seminars the Vanguard plan would include and how the interface would work for staff working with the site. Discussion ensued on proper communications with the staff to ensure we are keeping the school community up to date on status. Questions posed by the Board included how the admin team would ensure accountability of who manages this new plan and how oversight would exist to ensure staff had all the resources they needed to oversee and manage any problems or concerns with the site and ensuring that contributions made timely. Staff confirmed that plans are in place for monitoring how contributions are made and creating document procedures and policies regarding the plan. Staff responded that the payroll vendor will be responsible for making the timely IRA deposits.

IV. Document Retention Policy - The document retention policy was circulated before the meeting for review. Liz moved to approve the policy, Amy seconded and the policy was unanimously approved.

- V. Strategic Planning Report (Amy)** – The updated vision, mission and core values were presented, having been circulated before the meeting. An outline of the draft Strategic Plan, expanded to 5 years as previously agreed to, was also presented. Jacques requested an *informal* approval of the plan to allow him to make strategic decisions accordingly and the Board concurred. Amy made a motion to vote on the approval of the mission statement and Liz seconded. A discussion was had regarding proposed changes to statement that were not fully incorporated. As a result Liz withdrew her second sending the mission and vision statement back to the strategic committee for additional refinement and perhaps a vote before the next Board meeting.
- VI. Finance (April)** – The Board was presented a revised budget based on the actual enrollment. April went through the two documents including the dashboard to identify a more detailed breakdown of costs and revenue. She is in the process of reclassifying various items or accounts to comport with a more conventional and up-to-date accounting and budgeting system. These changes will allow for more accurate forecasts and budgeting. The Board welcomed the more clear definitions and details provided in this presentation of the budget. An official revised budget will be ready by the November Board meeting and at that time a plan for some areas of cost savings is expected. Discussion about steps to take in short term to address shortfall and the importance of identifying which classes most need enrollment and how much revenue from enrollment can make up shortfall versus some other options, including triggering the reserve policy. Discussion ensued on how that is triggered, which Liz read from the manual, and how it can be shown on the financials to ensure we are monitoring compliance.
- VII. Audit & Risk Assessment (ARA) Committee Report (Ana Barbara)** – Work on the Financial Audit is expected to begin next week. The ARA Committee report was circulated prior to the meeting. Liz moved to approve the committee report, Amy seconded and the report was unanimously approved.
- VIII. Development Committee (Amy)** – The Development Committee has met a couple of times with its two new members. They are working on creating a baseline communication with the community.

There being no further business before the Board the public proceedings concluded at 10:05 pm.

Approved on October 27, 2016

Signed: 