

**Minutes of the Regular Meeting of the Board of Directors of  
Austin International School  
November 9, 2016  
6:30 pm; Adelphi Campus**

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

**Absent:** Ricardo Sanchez, Nathan Yang

**Quorum:** Yes

**Resources:** Jacques Weber, April O'Quinn

**Members of the Public:** Holly Johnson, Marcus Simpson

The agenda having been circulated prior to the meeting, the regularly scheduled November 9, 2016 meeting of the AIS Board of Directors was called to order at 6:37 pm. The Board convened in closed session at 8:42 PM.

**Proceedings – Public Session**

- I. Chair Report** – The meeting scheduled for March was moved to March 22 so as not to conflict with Spring Break.
- II. Minutes** – Liz moved to approve the minutes from the Open Session of the October 27, 2016 Board meeting. Amy seconded and the minutes were unanimously approved.
- III. HOS Report (Jacques)** – Jacques gave a brief overview of events that had happened in and around school in the last month. Items of note included the release of the staff handbook, more contact with Awty between some teachers, attendance at the ATX Bilingual School Fair, middle-school information sessions and student council elections.
  - a. **Strategy Documents** – An effort is underway to get the strategy documents translated into the three languages of the school. A more public version that explains jargon clearly, will be available on website eventually. There are also plans to involve the children in illustrating the core values.
  - b. **Enrollment** – Enrollment is still at 199. There was discussion regarding improving enrollment in PS and what that might require. At present there is one PS class and three MS classes. Plans are for next year to return to two PS classes but at present there aren't enough students to open a second PS class.
  - c. **Fundraising** – A request was sent out to parents in the form of a letter sent with students for donations for the Annual Fund as well as other fundraising events like the

Gala, Fund Run and Family Day (formerly Grandparents Day). The Board then spent time discussing how to approach families with these fundraising requests because of the multi-cultural nature of the community. The many nationalities among the community mean that the need and goals of fundraising will have to be explained in several ways and repeated to bridge the understanding of the need and reliance on philanthropy for the improvement of the school.

- d. **Middle School update** – Jacques reported that he has held two of the first three sessions planned for parents interested in the middle school. He gave a brief overview of the presentation shown to parents. Plans for rolling out the 6<sup>th</sup> grade are currently on schedule as the hard launch was planned on November 1. Jacques reported that there had been no questions at the two presentations about the facilities for the middle school, but following one meeting he did have a long talk with a French parent who was concerned that with the middle school offering a French Bac track and an IB track, that ultimately the school would moving away from the French curriculum on which the seamless curriculum is now based, and more toward an IB program. Jacques assured him that was not the intent but recommended that the Board’s commitment to the French Bac should be addressed by the Board in a communication to parents to allay fears that several parents seem to have regarding this issue.
- e. **Finance (April)** – A revised budget is still in the works as a result of committee member’s travel schedule. April was able to provide a dashboard view of the September 2016 Monthly Dashboard as well as a FY 16/17 cash flow with revised projections dashboard. Questions were raised from the Board regarding ideas for making up this year’s budget shortfall. It was discussed that this year should also be looked at as an investment year with so much happening including the new head of school and preparation for the opening of the middle school. PS and MS recruitment is seen as key to the improvement of finances. While the updated budget is still being worked through, it was pointed out that expenses were tight and generally already dedicated and as a result the key to an improvement in the budget is seen as an increase in revenue. Increases in revenue being pursued currently, in addition to enrollment, included increases in after school care revenue through additional programming and enrollment as well as additional off-hours facility rental.

April reported that the auditors had also been at the school this week and that so far things had gone very well. The results are expected to be ready for presentation to the Board in January.

- IV. **Magellan – integrated middle school** – Liz had circulated prior to the meeting a press release from Magellan detailing their plan to remove the “middle” from middle school and generally move forward with a K-8 program without the “middle school” distinction. Also included in the documents was the summary of studies, reported by NPR, that have shown

that K-8 (or PK-8) schools have shown fewer instances of bullying and behavior issues with the middle school age students as compared to 6 to 8 grade only schools. Cited reasons include the community that is built in these schools and leadership required of all older students in K-8 schools as compared to 6 to 8 grade only school. The studies also showed that these results were true even if new students moved into the K-8 school in middle school years. The Board discussed how this organization matched with vision Jacques had express in terms on integrating the elementary and middle school, including housing them on the same campus for the immediate future.

- V. **Committees** – The large banner will be over 38<sup>th</sup> Street for the next couple of weeks. Calls have already come in requesting information regarding the middle school. April reported that there will be ads on Sun Radio and a one day sponsorship of the Armadillo Christmas Bazar. An investigation into the feasibility of running a bus from central Austin to school is also being undertaken. The marketing committee will be spending time reviewing businesses that are established in the zip codes where many of our students reside.

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

**Approved on December 14, 2016**

**Signed:**

*Kate McCarthy*