

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
February 8, 2017
6:30 pm; Adelphi Campus**

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

Absent: Nathan Yang, Ricardo Sanchez and Anne Idiart

Quorum: Yes

Resources: Jacques Weber, April O'Quinn

The agenda having been circulated prior to the meeting, the regularly scheduled February 8, 2017 meeting of the AIS Board of Directors was called to order at 6:34 pm. The Board convened in closed session at 8:45pm.

Proceedings – Public Session

- I. Chair Report** –Liz reported that the open house that was help the previous Saturday went well. Only four prospective families were there but many current AIS families came to support the open house and recruiting showing a great dedication to the school community. Liz also reported that she and other leaders of the French community had lunch with the Consul General this week and reminded the board that the Consul General and the Cultural Attaché are ex-officio members of the Board.
- II. Minutes** – Liz moved to approve the minutes from the Public Session of the January 11, 2017 Board meeting. Amy seconded and the minutes were unanimously approved.
- III. VOTE – Approval of the Report from the Auditors** – The auditors from Atchley & Associates, LLP presented the results of their report at the December 2016 Board meeting. Ana-Barbara made a motion to approve the auditors' report. Amy seconded and the report was unanimously approved.
- IV. HOS Report (Jacques)** – Jacques gave a brief overview of recent events that include a “Learning Journey” for the PS, MS and GS classes went well and had good parent feedback. Other things happening in February include student feedback surveys (GS to CM2) for teachers, a parent satisfaction survey, and the Measures of Academic Progress (MAP) survey of students which allows a way to measure a student’s growth year over year against common core standards. Jacque explained that the MAP survey is a much better way of evaluating students’ progress than the ERB which has been used previously. Questions were raised about whether this testing would be more useful to parents and Jacques explained it would be helpful in making sure that a student was being challenged at

an appropriate level for their ability and that it also allows for more appropriate comparison between schools, including other international schools. Attendance of a training session for understanding of the MAP results will also be required of parents before their child's results are released to them to ensure that they understand the metrics.

- a. **Staffing** – Jacques reported the GS English teacher had to leave as a result of unavoidable personal reasons. Kim Gordon, the former GS English teacher was available and moved back into that position. Intents to return were completed by teachers and 100% of faculty have committed to return and only two people on the administrative side may not be returning. Optimization of scheduling is currently being evaluated. A salary grid review is also underway. Jacques explained that current salaries don't follow the salary grid and that assistant teachers have not been on the salary grid in the past but will be going forward. He answered questions about why the disparities in the salaries exist, how they compare to other schools in the area, how they are planning roll out the new salary grid and how it has been received by teachers. When the updated salary grid is available, Jacques was asked to share it with the Board.
- b. **Policy Updates** – The admissions policy has been published on the new website. The special education is under review.
- c. **Website** – The new website will be live before the Gala on Saturday.
- d. **Enrollment Update** – Enrollment is at 203 with 5 students in the pipeline. There are 45 prospective students for the upcoming school year, 24 external applications completed, 12 of which are from the open house.
- e. **Accreditation Status** – Jacques explained the options for accreditation that would be most relevant to our school. Some of the options include AdvancED, Independent School Association of the Southwest (ISAS) and Council of International Schools (CIS) (the gold standard for international schools). Accreditation ensures the quality of the school. At present, AIS has NAYC which covers pre-schools and MLF. AIS started accreditation with NAIS (part of ISAS) but that was put on hold as a result of the departure of administrative staff overseeing the process. Jacques was questioned about why we were ready now to start the process again and he explained that his experience in accreditation helps AIS with their preparations. Jacques explained the timeline and costs associated with each of the accreditations. He recommended that the school start with an AdvancED accreditation because that can be completed by the end of next year. AdvancED is a well-recognized accreditation in international schools. This was preferential to pursuing ISAS, even though we've already spent \$2,500 toward that accreditation, because ISAS takes two years and will cost slightly more. Jacques was questioned about the coordination of these accreditations with the MLF and he

explained that it does not. A more detailed plan about accreditation will be forthcoming.

- f. **MLF** – There was some confusion with MLF regarding the opening of the middle school, which has been resolved. Clarification with MLF also was required based on previous presentation of the AIS curriculum to MLF. Jacques is working to improve the last administration's submission to MLF.
 - g. **Gala** – Attendance was confirmed at 129. That happens Saturday.
 - h. **Amplify Austin** – April explained AISs participation in Amplify Austin. Discussion occurred with Board members and questions from same regarding strategies and difficulties that may make the event too little return on investment. It was left to staff to decide on scope of AIS participation.
- V. **PTO Report** – Liz reported that she spoke with Jen Larson who reported on PTO status and efforts underway regarding finances. PTO assistance to school will include a new dishwasher for the kitchen and training for administration of the DELF exam.
- VI. **Discussion: 7th and 8th Grade Expansion and Growth Plan** – Discussions are underway for addressing expansion for the 7th and 8th grades. The Board discussed occurred regarding communication with parent community to ensure the community is aware of costs and choices required as move forward with plans for expansion and to ensure transparency. April explained that there were plans in the works to do some of this in an annual report. Jacques reported that the number of sections for middle school will dictate the need for space.
- VII. **Committee Reports** – Committee reports were circulated before the meeting for Development, Finance and Audit committees.

There being no further business before the Board the public proceedings concluded at 8:28pm.

Approved on March 22, 2017.

Signed:

