

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
APRIL 12, 2017
6:30 pm; Adelphi Campus**

Board Members Present: Liz Wiley, Amy Brown, Kate McCarthy, Stacey McDougal, Francois Waelbroeck, Anne Idiart, Nathan Yang and Kathleen Baireuther. Ricardo Sanchez arrived at 7:04.

Absent: Ana-Barbara Llorente

Quorum: Yes

Resources: Jacques Weber, April O'Quinn

The agenda having been circulated prior to the meeting, the regularly scheduled April 12, 2017 meeting of the AIS Board of Directors was called to order at 6:35 pm. The Board convened in closed session at 8:37 pm.

Proceedings – Public Session

- I. Chair Report** –Liz reported that she had a meeting with Derek and April to review three months of receipts, credit card statements and bank statements as part of the process of providing a check on policy and procedures. Security was discussed with a reminder that one of the responsibilities of the honorary consul is to inform people of what's happening.
- II. Minutes** – Kate moved to approve the minutes from the Public Session of the March 22, 2017 Board meeting. Amy seconded and the minutes were approved with Liz abstaining—for the stated reason of not being able to read the minute before the meeting—and Ricardo absent at the time of this vote.
- III. HOS Report (Jacques)** – Jacques gave a brief overview of recent happenings at school included the Fun(d) Run, the Austin International Poetry Festival, and Jacques' attendance at the MLF Global Conference in New York City. Jacques also discussed that there would be a new shelter in place drill taking place at school as required by TDFPS and the French Government.
 - a. **MLF Global Conference** – Jacques explained that the French Bach and IB were developing a joint diploma. The Board posed questions to clarify the benefits of MLF membership and differences from other affiliations for AIS. This particular affiliation provides access to recruitment resources, workshops, and training. MLF also supports the process for homologation, such as reviewing all forms before submitting them to the AEFÉ.

- b. **Enrollment Update** – Enrollment for 6th grade currently stands at 3 with 2 to 4 additional possible additional students. Some ideas were discussed about how to boost the profile of 6th grade enrollment and generate some excitement for the class.

A review of overall enrollment for the 2017/2018 currently stands at 161. A breakdown of returning students in upper grades shows a large drop in CE2 (3rd grade) for the upcoming school year. Much of that attrition is the result of learning difficulties which begin to be observed in the first and second grades. The Board raised the question of whether it would be worthwhile to have at least a part time specialist at the school for students with learning challenges and it was explained that some options have been reviewed. Jacques explained that for the purposes of increasing enrollment that he would like to have a plan for the integration of non-French speaking students in CE1 and above given the current model in which students entering after GC must have sufficient French proficiency to be admitted. The Board discussed ways to communicate to parents the importance of enrollment and how it impacts the budget and consequences for planning and sustainability of the school. Board members addressed options for use of resources that could be out-sourced and thus more easily scale up and down as budget issues require adjustments.

- c. **Facilities Meeting** – Jacques and April met with the architecture firm that designed the original renovation of the school and reviewed the previous plans and discussed revision concepts for expanding the facilities for the middle school. More discussion will occur after the administration team has the financials for the upcoming year.
- d. **Insurance Update** – Pursuant to the Board’s request to analyze other insurance options for facilities and liability, April reported on the status of that search. The request to providers includes securing quotes for comport with what is standard for schools of our size and how schools manage the choices to make between costs and appropriate coverage.
- e. **Budget** – April reported that the budget for 2017/2018 was being developed for the original forecast of 206 students and with more conservative numbers. The Board addressed the cost of seamless curriculum in terms of human resources and the importance of communicating this fact to parents on the work and dedication required to support our commitment to it. This fact could be used as another advantage and hallmark of our unique program: emphasize the investment AIS makes in its programming above other schools. A review of the budget is in process and will be presented at the May meeting as follow-up to review with Ricardo and previous presentations to the Board. April then went over the dashboard and reported that the Gala made \$105,000; the book fair numbers were revised and brought in more money than previously reported. The gap for the losses for the year has been closed from

previous projections, but increased since last month, to \$170,000. Discussion ensued regarding questions for the revisions, how to properly plan for

- f. **Upcoming Events** – Jacques gave a rundown of upcoming school events which include STEAM week, Family Day, and the French Elections.

There being no further business before the Board the public proceedings concluded at 8:56 pm.

Approved on May 10, 2017.

Signed: 