

**Minutes of the Regular Meeting of the Board of Directors of  
Austin International School  
October 8, 2014  
6:30 pm; Adelphi Campus**

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**Board Members Present:** David Arnow, Sophie Cano, Barksdale English, Ana-Barbara LLorente, Liz Wiley

**Absent:** Guillaume Hennion, Ricardo Sanchez, Dina Sherzer

**Proxy:** Guillaume provided his proxy to Liz

**Quorum:** Yes (at 7:50 pm)

**Visitors:** Hanifa Smine, PTO president,  
PTO parents: Natalie Anderson, Kate McCarthy, Stacey McDougal, Philippe Montillet

**Resources:** Christophe Bonnet, Head of School.

The agenda having been circulated prior to the meeting, the October 8, 2014 meeting of the AIS Board of Directors was called to order at 6:39 pm.

**Proceedings – Public Session**

1. HOS Report to Board
  - a. Enrollment
    - i. As of today we have 201 students enrolled. We should have 205 +/- 1 students at the end of the year. This will represent a 4% growth from last year.
  - b. Marketing and Communication
    - i. With the help of our consultants, we have segmented our constituents into 4 'buckets'. We have already brainstormed some messaging ideas to tailor to each audience and key questions to identify prospective parents. We have also started to identify potential media outlets to 'tell our story'.
    - ii. We have hired Sharon Munroe as a part-time consultant to help us develop an ambassador group and engage the school in two-way conversations with our community through social media. Sharon's contract is for 30-hours per week and expenses will remain within the budget established by the board.
  - c. Development

- i. We had our first meeting with the gala committee and we will send a communication to our parents about “ways to support your school” (fundraising menu and ambassadorship).
      - ii. We will hold a “Win(e) the world” cruise on lake Austin on May 1st, 2014.
      - iii. We might have a major donation to name the science lab from a parent at the school.
    - d. School life
      - i. We will host the Cordell Hull Foundation Seminar for teachers holding a J1 visa on Sunday October 19th. We welcomed teachers from Dallas International School and Magellan.
      - ii. A delegation of 5 school administrators from Lille will visit the school on Monday November 10th.
      - iii. We had a two-day professional development training attended by 6 maternelle teachers on campus. It was facilitated by Philippe Roi from Mission Laïque. Teachers were very pleased.
      - iv. We will welcome Gerard Vincent our science specialist from France next month for a week. He will work with Cedric on adapting the NGSS and train mostly CE/CM French teachers.
      - v. Christophe facilitated our first Critical Friend Group on September 17. It was a success and a group of 8 teachers have committed to join the group for the rest of the year.
      - vi. Cedric and Christophe will attend training in San Francisco from January 26-30 for AIS to become a certified school to deliver French certification diplomas. We will give a certificate to all our 5th graders and will also offer an alumni program based on these certifications. This can allow us as well to expand our after school classes program. In the future, we will get trained as well to be able to do the same thing in English and in Spanish.
- 2. Review of August 2014 closed financials
  - a. Ana-Barbara presented to the Board the school’s financials ended August 31, 2014
  - b. She will present the fiscal year 2014 closed financials at the November board meeting
    - i. Ana-Barbara will use the presentation as an opportunity to provide some professional development for board members who are less familiar with reading financial statements
    - ii. It was requested that the finance committee make a recommendation to the Board on how to consider depreciation

given that AIS is a non-profit organization with significant capital assets

3. PTO Report

- a. The PTO is developing cash handling policies as the organization receives a lot cash through various programs, like the Friday afternoon bake sale. They are coordinating with AIS staff to develop these procedures.
- b. The PTO will provide a finance update of year-to-date spending in January or February.
- c. New programs to be rolled out: carpool coordination for parents; new teacher orientation and welcome packets
- d. The next PTO meeting will take place November 12, 2014 at 6:30 PM.

There being no further business before the Board the public proceedings concluded and the meeting recessed at 7:42 PM.

**Approved on November 12, 2014**

**Signed:** 