

**Minutes of the Regular Meeting of the Board of Directors of
Austin International School
February 11, 2015
6:30 pm; Adelphi Campus**

Board Members Present: David Arnow, Barksdale English, Sophie Cano, Guillaume Hennion, Ana Barbara Llorete, Stacey McDougal, Ricardo Sanchez, Dina Sherzer, Liz Wiley

Absent: Hanifa Smine

Quorum: Yes

Visitors: PTO members: Natalie Anderson, Kate McCarty, Marcus Simpson

Resources: Christophe Bonnet, Head of School.

Proceedings – Public Session

The agenda having been circulated prior to the meeting, the February 11, 2015 meeting of the AIS Board of Directors was called to order at 6:40 pm. With a quorum present the Board convened in a public session.

The chair called up the minutes of the January 7, 2015 regular meeting of the Board. Liz moved to approve the amended minutes, Sophie seconded. With no further discussion the motion passed on a unanimous vote of 8-0 with no abstentions and no dissents.

I. HOS Report to Board

a. Enrollment

The admission and re-enrollment documents are on line and very user friendly.

In addition to signing up for the open houses, now more people want to tour the school.

We currently have 205 students, 212 are projected for next year.

b. Update on staff

For next year the number of teachers needed have been recruited

d. Language certification

Next year the school will offer a Language Certification in French. Children who want to take the test, will be trained for it after school. This certificate, which shows a proficiency in French as a second language, will be very useful as it will enable students to apply in schools in France, or to get credits in American Middle and High schools. Eventually the school will offer a test in English for non-native speakers.

e. Exchange program with the French school of Saint Avit

Thanks to the remarkable efforts of the program organizer 33 French students are discovering American life. They enjoyed outdoor life in a Texas ranch. In May fifth grade students will be hosted by French families in Saint Avit.

d. Gala

This year the attendance was 10% higher than before, and the revenues increased by 20%.

II. PTO Update

The committee is actively working on a handbook to help foreign teachers to adapt themselves to American life.

III. Committee Reports**a. Finance Committee**

i. Ana Barbara moved that the Board approve the Policy Statement for the School operating fund as presented. David seconded. The vote was unanimous. This document will be included in the Policy and Procedure Manual.

ii. Ana Barbara moved to designate \$700000 from the school existing cash to fund the new operating fund. David seconded. The vote was unanimous.

iii. Miscellaneous

Ana Barbara presented the October-December Financials. Then she explained that in order to provide the best financial statements to the Board the following steps are taken. Janet the accountant reviews expenses with Christophe, Ana Barbara checks the statements monthly, Barksdale reviews them, and finally the Annual Audit examines them.

Ana Barbara will present the Financial Statements to the Board every three months. She informed the Board that the French bank the school works with is a solid, reputable and well-known bank.

b. Audit Committee

The committee had 4 goals which have been accomplished:

Hire auditors

Document procedure for the future

Examine the financial condition of the school

Present internal control and checks and balances

c. Gift Acceptance Policy

After some discussion, the document previously circulated, with some additions, was brought up for a vote. Barksdale moved that the Board accept the Policy, Sophie seconded. The vote was unanimous. The document will be included in the Policy and Procedure Manual.

c. Annual fund

The chair reminded members that leadership participation is essential. He informed the Board that a challenge fund has been issued to encourage future donors and that the naming of the Science Lab will result in a donation to the school as well.

d. Retreat

It was agreed that the Board retreat this year will take place May 30. Like last year David graciously offered his office for the meeting. The June 10 meeting will be cancelled if it is not needed.

There being no further business before the Board the public proceedings concluded at 8:35 PM.

Approved on March 25, 2015

Signed:

Dina Sherzer