

BOARD OF DIRECTORS

**Meeting
September 9, 2009**

12001 Oak Knoll Drive, Austin, TX 78759

MEMBERS PRESENT: Jean-Marc Guyot, Isabelle Gunasena, Laura Cho, Eileen Lundy , Anne Léonetti
MEMBERS ABSENT: Pierre Grandjouan, Dominique Chastres, John Harmon, Rozina Maredia, Laurence Denis
STAFF PRESENT: Eric Thuau

CALL TO ORDER: 5:05 pm

ADJOURNMENT: 08:15 pm

AGENDA	DISCUSSION	ACTION/DECISION TAKEN OR TO BE TAKEN	ACTORS
INTRODUCTION	Meeting called to order.		
EXECUTIVE DIRECTOR'S REPORT	<p>Enrollment</p> <ul style="list-style-type: none"> ▪ Current enrollment for 2009-2010: 149 ▪ Waiting list: 4 ▪ Only 1 PS class this year; waiting list for another PS class. We will open another class when we have at least 7 students. <p>Curriculum update</p> <ul style="list-style-type: none"> ▪ Pedagogical meetings with parents, Eric & pedagogical coordinators to take place every other Friday ▪ In the next two weeks, each class's teachers will be meeting with parents regarding the specifics of that class ▪ School year priorities: 1. mastering the languages; 2. math, science, techno ▪ International Week will replace Dia del Espanol & Francophonie Day; week of activities in class to culminate with International Potluck Dinner ▪ Science Fair to be held Feb. 4, 2010 (mandatory for CE2 and up) ▪ Week of the Press & Media to be held March 2010 (CE2 and up) ▪ Choir Exchange Project: potential for CE1 and up to travel to France last week of April 2010 (optional); details being worked-out <p>Faculty</p> <ul style="list-style-type: none"> ▪ New teachers: Adela Morales (Spain); Cedric Hervé (France) ▪ Increased staffing this year: (1) Math (En & Fr teacher to teach math together for CP and up); (2) 2 English teachers for CM 1 / CM 2 class ▪ AIS has submitted an application for a grant from the French Senate to help with purchase of science materials; should hear result in late spring 2010 <p>Marketing, Web & IT Security</p> <ul style="list-style-type: none"> ▪ Visit of Professor Yves Quéré, Friday, 	<p>Action to be taken:</p> <ul style="list-style-type: none"> ▪ None 	Eric

	<p>9/11/09; 70 people expected to attend</p> <ul style="list-style-type: none"> Summer Camp: 137 students attended 		
FINANCIAL REPORT	<p>Overview</p> <p>Reports reviewed and figures discussed:</p> <ul style="list-style-type: none"> 2008/09 final P&L & Balance sheet Forecast for this year budget <p>The school as a solid P&L and balance sheet and is confident in its future, despite the current economic context</p>	<p>Action to be taken:</p> <ul style="list-style-type: none"> Janet to prepare for next Board meeting complete 2009/10 financial view. 	Janet
FACILITY REPORT	<p>H1N1</p> <ul style="list-style-type: none"> Discussed H1N1 preparedness No change on CDC recommendations <p>Space Reorganization</p> <ul style="list-style-type: none"> During the summer break, lots of activity to optimize space and improve customer experience. (new meeting room, new admission office, admin office reshaped, library completely reshaped, new storage). 	<p>Action to be taken:</p> <ul style="list-style-type: none"> None. All precautionary measures have been taken. Board would like to thank all the volunteers and employees who worked very hard over the summer to get this done. 	Eric
MARKETING & PROMOTION	<p>Annual Fundraising</p> <ul style="list-style-type: none"> Laura will head-up the Annual Fund this fall to be started ASAP Parent volunteers to be sought (esp. Room Parents) <p>Marketing & PR</p> <ul style="list-style-type: none"> Anne reported on PR plan. School has been awarded "Best Place In Town to Learn Foreign Language". 	<p>Action to be taken:</p> <ul style="list-style-type: none"> Begin work on Annual Fund drive Continue working on marketing plan 	Laura, Eric Anne
WORKING GROUPS	<p>Web Site 2.0</p> <ul style="list-style-type: none"> Reduced activity this summer. Group meeting will restart this month. <p>Vision/Mission update</p> <ul style="list-style-type: none"> Decision to work on new Graphic Chart and presentation brochures Board approved spending up to \$5K for this task (<\$3K as the target amount). The Board mandated Anne to oversee bidding process; she will present options to the Board at the November meeting 	<p>Action to be taken:</p> <ul style="list-style-type: none"> Organize next Hands-on meetings Continue working on vision/marketing Get bids from several graphic designers within set price range 	Anne Anne, Eric, Jean-Marc Isabelle
CLOSED SESSION	No public minutes recorded during closed session.		
ANY OTHER BUSINESS	The board will meet on October 15 th , 2009 at 5:00 p.m. in the multipurpose room.		

Approved: _____

09.12.2009

Jean Marc Guyot, President

Date