

## BOARD OF DIRECTORS

**Offsite Meeting  
February 28, 2009**

**Members Present:**

Pierre Grandjouan, Dominique Chastres, John Harmon, Isabelle Gunasena, Mark McCain, Rozina Maredia, Jean-Marc Guyot, Laura Cho, Eileen Lundy

**Members Absent:** Ahmad Chamseddine, Laurence Denis.

**Staff Present:** Eric Thuau

**Call to Order:** 9:05 am

**Adjournment:** 4:50 pm

AGENDA	DISCUSSION	ACTION/DECISION TAKEN OR TO BE TAKEN	ACTORS
<b>BOARD OF DIRECTORS</b>	<p><b>Role of the Board and commissions:</b></p> <ul style="list-style-type: none"> <li>- No committee was formed apart from a Nominating Committee: other committees will be formed as deemed necessary and may be temporary or permanent in nature</li> <li>- Working Groups will also be set up on a need basis with interested parents or non parents included: The Board member in charge of the subject will present the group's conclusions/recommendations to the Board during monthly meetings</li> </ul>	<p><b>Motion approved in the afternoon:</b> Initial members of the Nominating Committee will be Eric and Isabelle</p> <p>Eric and Isabelle will organize the vote for the new President: to take place at the next Board meeting on 11<sup>th</sup> March 2009</p> <p>Additional members of the Nominating Committee to be considered after the election of the new President</p>	Eric and Isabelle
	Board meeting organization was discussed	Agenda will be posted on bulletin board one week prior to every meeting (see below)	Board and Eric
	<p><b>Recruitment of new Board members and nomination of officers:</b> The current bylaws still apply. Additional guidelines to be considered by the Nominating Committee and presented to the Board going forward.</p>	<b>Motion approved:</b> Secret ballots will be used for votes	

	<p><b>Communication to and from the AIS Community:</b></p> <p>The Board is and has always been committed to transparency. Attempts at clear communication have not been very successful in the past few years so the Board decided to put in place some new tools and measures in order to improve communication with the parents:</p> <ul style="list-style-type: none"> <li>- Monthly Board meetings will be open widely to parents. Only confidential items will be kept for closed session discussion.</li> <li>- Agendas of these Board meetings will be posted on the school information board a week in advance.</li> <li>- Parents are welcome to attend open meetings but will not be invited to participate in Board meetings, no questions will be taken or answered during these meetings</li> <li>- A monthly Board/parents meeting will be proposed to all interested parents: that specific meeting will be the place where interaction between parents and board will be welcomed. They will be conducted as open forums and the board will welcome comments/suggestions.</li> </ul> <p>With these new tools in place, the Board of directors decided that an APE Representative will not be needed anymore since the communication both ways will be directly offered by Board members. The Board wishes to communicate with all parents at once whether members of the APE or not.</p>	<p>After approval by Board members, Board meeting minutes will be posted on the website no later than a week after the meeting.</p> <p>First Board/parent meeting on 4<sup>th</sup> March @ 9:00 am in the multipurpose room.</p> <p><b>Motion approved:</b> to replace current APE Board representative with all new tools described</p>	<p>Rozina</p> <p>Isabelle and Eileen Eric</p>
<p><b>SCHOOL GOALS</b></p>	<p><b>AIS Mission statement restated:</b>          “Austin International School provides a highly academic international education built from the French curriculum harmonized with the American one and taught in three languages. This traditional and solid foundation helps students acquire critical academic and social skills while becoming proficient in three languages and will lead them in the future to either the International Baccalaureate (IB) or the French Baccalaureate diplomas.”</p>	<p>Add the Mission Statement to the website.</p>	<p>Eric</p>

<b>SCHOOL ACADEMICS</b>	<p>AIS currently offers a bilingual curriculum (French and US/Texan) taught in 3 languages.</p> <p>Currently, the school is accredited by the French Ministry of Education for all grade levels.</p> <p>The school is accredited by the NAEYC.</p>	<ul style="list-style-type: none"> <li>- A ratio stacked area chart with the ratios of French/English/Spanish teaching time per grade level will be prepared and presented at the next Board meeting.</li> <li>- A visual summary of the actual curriculum document will be prepared: 1 page per grade. The visual will show how the program is implemented using all three languages. The document will also demonstrate compliance to the French and US systems; this document will be completed by the end of April.</li> <li>- Look into starting a process of other American Accreditation specific to higher grades</li> </ul>	<p>Eric and Mark</p> <p>Eric and Jean-Marc</p> <p>Eric</p>
<b>FINANCIAL REPORT</b>	<p>Current Financial Reports reviewed and discussed:</p> <ul style="list-style-type: none"> <li>- Budget for the school year 2009-2010 will be discussed at the next meeting with all necessary data</li> <li>- The accountant will come to present her reports to the Board at each Board meeting</li> </ul>	<ul style="list-style-type: none"> <li>- Presentation format of the financial report will be modified to answer to Board discussion needs</li> <li>- Janet will provide if possible a week in advance of all meetings: P&amp;L to date with comparison of current expenses with forecasted budget, projections to the end of the year with updated forecasted profit/loss and cash flow.</li> </ul>	<p>Mark, Janet and Eric</p>
<b>FACULTY</b>	<p>Teachers' salaries and benefits presented and discussed.</p>		
<b>MARKETING</b>	<p><b>Visibility of the school:</b> Marketing and PR discussed. More expertise is needed on the Board to organize PR and a Marcom Campaign</p>	<p>Get some professional help</p>	<p>Nominating Committee</p>

<p><b>FUTURE OF THE SCHOOL</b></p>	<p>Financial uncertainty at this time and its possible effect on AIS were discussed:</p> <ul style="list-style-type: none"> <li>- Private Franco-American schools across the country are predicting a 10 to 20% drop in their enrollment.</li> <li>- It is too early to know how much the economic downturn will affect the enrollment next year.</li> </ul> <p><b>Facility:</b> An amendment to extend the lease for 3 years for the current location was signed in February.</p> <p>Expansion into the adjacent Remax building might not be necessary given the uncertainty around re-enrolment next year: To revisit at the next Board meeting.</p> <p><b>Enrollment:</b> Based on the parent survey results, we might have only 130 students enrolled in AIS next year instead of the 150 this year: However enrolment as of today shows higher numbers than last year at the same time, so we will have to revisit the numbers next month.</p> <p>Middle School Opening: The Board will rework the timeline of the opening of the middle school section when more data is available for next year.</p> <p>Accordingly, the Board will adjust the timeline of the next facility move and Capital Campaign: all documents are in place and ready to go but the economic context pushed the board to put the plans on hold for now.</p>		
<p><b>ANY OTHER BUSINESS</b></p>	<p>The Board will meet on March 11<sup>th</sup>, 2009 at 5:00 p.m. in the multipurpose room.</p>		

Approved: \_\_\_\_\_

03.05.2009

Isabelle Gunasena, President

Date