

## BOARD OF DIRECTORS

### Open Session Minutes

**October 7, 2010**

12001 Oak Knoll Drive, Austin, TX 78759

**MEMBERS PRESENT:** Pierre Grandjouan, Jean-Marc Guyot, Isabelle Gunaseña, Laura Scanlan Cho, Eileen Lundy, Anne Léonetti, Karen Herbert, Remi Taillefer

**MEMBERS ABSENT:** Patrice Vanoni, John Harmon, Edmond Bazerghi, Laurence Denis (honorary member)

**STAFF & GUESTS PRESENT:** Christophe Bonnet, Janet Shotwell (for a portion of the meeting)

**CALL TO ORDER:** 5:18 pm

**ADJOURNMENT:** 8:30 pm

AGENDA	DISCUSSION & DECISIONS	ACTION TO BE TAKEN & ACTOR
<b>HEAD OF SCHOOL'S REPORT</b>	<p><b>Enrollment:</b> 158 students (+2 coming this month)</p> <p><b>Staff Development:</b></p> <ul style="list-style-type: none"> <li>▪ October 11, Staff professional development day—work on establishing good practices for excellence in teaching in an international school.</li> <li>▪ This will become the basis for teacher evaluation.</li> <li>▪ Cedric Herve spent 3 days in Houston at an MLF workshop. Christine Christy will spend 2 days at FASNY meeting with teachers there.</li> <li>▪ Marc Cauet, pedagogical coordinator for AEFÉ will come spend 2 days at AIS and will do training/professional development for Teaching Assistants.</li> </ul> <p><b>Accreditations:</b></p> <ul style="list-style-type: none"> <li>▪ NAEYC: Christine and Ester are working on it. Should be completed by spring 2011.</li> <li>▪ NAIS: hoping to apply for this in the new location; will need to provide additional professional development for staff to meet their requirements.</li> </ul> <p><b>Open House:</b> First fall open house November 6, with new logo, brochures</p> <p><b>Financials:</b></p> <ul style="list-style-type: none"> <li>▪ School has \$250,000 in savings and is working on a strategy to place the money in a ladder of CDs. Another option is placing money in an endowment fund at Austin Community Foundation—this would be matched up to \$20,000, but would have to stay there for 4 years.</li> <li>▪ AIS is moving progressively towards a departmental budget. Remaining instructional expenses for this year have already been placed in this kind of budget.</li> </ul>	
<b>BUDGET &amp; FINANCIAL REPORT</b>	<ul style="list-style-type: none"> <li>▪ Working on closing the month earlier than when they are currently closed.</li> <li>▪ August revenue is in line with budget with the exception of fundraising, but that is a phasing issue. Expenses are a little below budget because there is no loan payment yet for new land. Salaries also below budget due to delayed payment to one teacher. Income is \$3K over budget, but lower than last year, but much of the amount off from last year may be due to phasing.</li> </ul>	
<b>WORKING GROUP UPDATES</b>	<p><b>Marketing:</b> has been on hold due to new logo, but new items are in progress. New items will be available on October 14 for display.</p> <p><b>Web:</b> operational brief being written; goal for new website to be up by 1/1/11</p>	
<b>NEXT MEETING</b>	<ul style="list-style-type: none"> <li>▪ Wednesday, November 3, 2010 at 5:00pm at AIS.</li> </ul>	

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

10/7/2010

Jean-Marc Guyot, President

Date