

BOARD OF DIRECTORS

Open Session Minutes

September 9, 2010

12001 Oak Knoll Drive, Austin, TX 78759

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

MEMBERS ABSENT: Pierre Grandjouan, Patrice Vanoni, John Harmon, Laurence Denis (honorary member)

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

CALL TO ORDER: 5:18 pm

ADJOURNMENT: 9:30 pm

AGENDA	DISCUSSION	ACTION/DECISION TAKEN OR TO BE TAKEN	ACTORS
WELCOME & INTRODUCTION	<ul style="list-style-type: none"> ▪ The Board welcomed Christophe Bonnet to his first meeting as AIS's new Head of School. ▪ The Board recognized and noted its appreciation for the work done last year by former board member Andres Forero, who is now the parent of three AIS students. ▪ The Board also expressed its appreciation for the service of former Board member and Attache Culturelle Dominique Chastres who has now returned to France. ▪ The Board looks forward to welcoming the new Attache Culturelle, Patrice Vanoni, to the AIS Board once he is settled in Houston. ▪ The Board welcomed new member and Board Treasurer, Remi Taillefer, to his first meeting. 	Action to be Taken: <ul style="list-style-type: none"> ▪ None 	
HEAD OF SCHOOL'S REPORT	<p>General:</p> <ul style="list-style-type: none"> ▪ Enrollment is: 159 current students plus 2 new students coming from France in October (CM2 & CP2) ▪ <i>Personnel Update:</i> Laurence Raud will be the staff member at front desk. She will also manage after school activities and summer camp to provide some consistency with those from year to year. She will be in charge of all summer camp items (budget included). AIS is also looking into hiring a janitor/maintenance person as it will be more economical than the current services etc. ▪ <i>After School Activities:</i> Christophe believes they need to be managed differently. We need to run the show and set up what we need and make vendors accommodate us rather than the other way around. Laurence will 	Action to be Taken: <ul style="list-style-type: none"> ▪ None 	

manage this process and AIS will look for vendors or people in the AIS community who can provide these appropriate classes.

Student Support:

- Many students in the school need academic support at different levels. AIS will provide support to some students during the school day (free of charge) and after school (paid by parents). Teachers will request support for those they think need it.
- Staff is working to establish three levels of after school support: (1) Study Hall—students who just need a quiet, monitored place to do their homework after school (no help needed), (2) Directed Studies—one teacher will help kids (in a group of around 4) with doing their homework and with extra help as needed, (3) Tutoring—one on one attention for those who need it.
- Christophe will work with the PTO to get fees that work for parents and are cost neutral to AIS for the after school part. Most of the support will be linguistic support.

Visitors:

- JC Deberre, the General Director of the MLF will be visiting AIS on November 16, 2010.
- Soizic Charpentier, the *attachee culturelle* based in Washington, DC will be visiting AIS on November 18, 2010.
- George Alzina, inspector of the French Ministry of Education will visit AIS on January 18-19, 2011.

Bank/Finance:

- We have a new proposal from Banc Transatlantique for land purchase loan; this proposal has a lower interest rate than the original one.
- AIS is searching for a broker to manage stocks and potentially for a local bank. Interest in a local bank is to improve our roots in the community and to get better service, and also to look for people at the bank who can help us be more visible the community.
- Christophe would like to move AIS to a more departmental budget. Right now it is hard to track expenses and no one is accountable for their use of funds. Departmental budgeting will make teachers more accountable and allow them greater control at the same time. (Christophe will set the budget for each department and they must work within it).
- Christophe believes this will lead to savings overall.

Other:

- Christine Christy will visit FASNY during October break to visit with

	<p>Director of Admissions, Head of Lower School and potentially Head of Middle School.</p> <ul style="list-style-type: none"> ▪ Head of Lower School at FASNY will come visit here in the future to observe and advise the English department. 		
BUDGET/FINANCIAL REPORT	<p>General:</p> <ul style="list-style-type: none"> ▪ Report covers summer and is a final year-end report. Our CPA did a quick review of the numbers as well. ▪ Changes made to the booking of Operating Income from 2007/2008 during Audit Process reduced OI for 2007/2008 and raised OI for 2008/2009. ▪ This year's revenue was below budget due to poor summer camp revenue (under budget by \$23K). ▪ 2008/2009 Budget Expense and Revenue line each increased by \$183K due to hail damage costs (one time event) and insurance reimbursement. ▪ 2009/2010 expenses were overall close to budget—overages were due mostly to increased IT support (new SmartBoards and getting other IT working properly) and professional fees (Audit was not in original budget and Janet moved into full-time staff later than expected so was billed as professional fees for longer than budgeted). ▪ Christophe notes that IT in the classrooms (for school size) is in good shape. 	<p>Action to be Taken:</p> <ul style="list-style-type: none"> ▪ None 	
MEETING WITH PARENTS	<ul style="list-style-type: none"> ▪ A meeting with Board members for interested parents is scheduled for 8:30 am on Friday, September 10, 2010. 	<p>Action to be Taken:</p> <ul style="list-style-type: none"> ▪ Meet with parents. 	Laura, Edmond & Christophe
NEXT MEETING	<ul style="list-style-type: none"> ▪ Thursday, October 7, 2010 at 5:00pm at AIS. 		

Approved: _____

9/9/2010

Jean-Marc Guyot, President

Date