

BOARD OF DIRECTORS

Open Session Minutes

November 3, 2010

12001 Oak Knoll Drive, Austin, TX 78759

MEMBERS PRESENT: John Harmon, Jean-Marc Guyot, Isabelle Gunaseña (by proxy to Anne Léonetti), Laura Scanlan Cho, Eileen Lundy (by proxy to Edmond Bazerghi), Anne Léonetti, Karen Herbert (by proxy to Laura Scanlan Cho), Remi Taillefer

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

STAFF & GUESTS PRESENT: Christophe Bonnet

CALL TO ORDER: 5:00 pm

ADJOURNMENT: 10:15 pm

AGENDA	DISCUSSION & DECISIONS	ACTION TO BE TAKEN & ACTOR
HEAD OF SCHOOL'S REPORT	<p>CALENDAR:</p> <ul style="list-style-type: none"> ▪ Saturday November 6: First open house ▪ November 10-12: Parent-Teacher Conferences ▪ November 10-13: Christophe at the AEFÉ/MLF meetings in San Francisco ▪ Tuesday November 16: J.C. Deberre, Viviane Octor and J.F. Genay from MLF will visit our campus ▪ Thursday November 18: S. Charpentier from AEFÉ will visit our campus <p>MLF/AEFÉ:</p> <ul style="list-style-type: none"> ▪ Have signed a convention. It appears that schools in the US will be choosing to be members of one or the other. Fee will probably end up being 1% of tuition costs plus fees for various services. ▪ Ministry of Education is in charge of homologation (certification) of French schools—but they work with MLF and AEFÉ as agents that manage the network and present the applications. <p>PERSONNEL:</p> <ul style="list-style-type: none"> ▪ Hired Janitor/Handyman—Kevin Baird. ▪ Worked with teachers to set good practices on October 11; assessment of teachers will be based on this. <p>MARKETING/DEVELOPMENT:</p> <ul style="list-style-type: none"> ▪ 100% positive feedback on the new logo ▪ Very positive feedback overall on the advertisement ▪ Jim is starting visits to large companies to give away brochures ▪ Video will be done end of November—there will be 2 versions (shorter version on website; longer for open houses and to HR departments) ▪ Website technical brief is done; has been sent to 4 companies; will narrow to 2 and then select (around 11/19); goal for major part of website (perhaps not all functionality) by mid January. <p>MISC:</p>	

	<ul style="list-style-type: none"> ▪ Visit from Mayor of Angers was very good. Will have a sister school program with a school there (Austin and Angers are now sister cities). Hope that we will have 5th grade exchange visits. ▪ AIS will have a book fair next spring—parents are beginning to plan it. ▪ Students from La Blachere will visit in the spring. ▪ School mission statement will be put in classrooms and in visible places around the school and explained to the students. 	
BUDGET & FINANCIAL REPORT	<ul style="list-style-type: none"> ▪ Christophe has sent department heads request for budgetary needs as starting point for new budget for next year. First draft of budget to be presented in December. Hope to finalize in January. ▪ Income for September tracked very close to budget. ▪ Expenses came in well under budget due to not using the loan for new facilities yet. Other expenses under budget are due to phasing of salary payments. 	
NEXT MEETING	<ul style="list-style-type: none"> ▪ Wednesday, December 8, 2010 at 5:00pm at AIS. 	

Approved: _____

11/3/2010

Jean-Marc Guyot, President

Date