

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF  
THE FRENCH AMERICAN INTERNATIONAL SCHOOL  
HELD ON May 20, 2021 ZOOM REMOTE PLATFORM**

The Regular Meeting of the Board of Trustees of the French American International School (the "Corporation") was called by email notice (the "Notice") of the Board of Trustees in accordance with the notice provisions of the Oregon Revised Statute (ORS) and the Corporation's bylaws. Such notice stated that such Meeting would be held as a virtual meeting on May 20, 2021 via the Zoom remote platform in order to comply with the State of Oregon's "Stay-at-Home Order" effective March 23, 2020. An Agenda (attachment A) was sent electronically to all members of the Board of Trustees.

In accordance with the Notice, the meeting was held via Zoom, beginning at 6:30 PM. In attendance were the following members of the Board of Trustees, constituting a quorum of the members of the Board of Trustees:

**Attending:** Cyreena Boston Ashby (joined at 6:52PM), Erin-Kate Barton (joined at 6:42PM), Matt Birchard, Julie Falk, Scott Hardister, Charles Jenkins, Patti Shaffner Jordan, Aaron Martindale, Connor Reiten, Denisse Reyes, Michael Smythe, Gaston Suarez, Laura Taylor

**Absent:** None

**Guests:** Arezu Movahed, Lisa Johnson, Shawna Foster, Robin Faltersack, Kathy Fleener

**Welcome and Consent Agenda**

The meeting was called to order at 6:32 PM by Chair, Julie Falk.

**Motion:** To approve the minutes of the minutes of the Regular April 15 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the April 15, 2021 BoT.

**M/S/A**

**Head of School Report**

Scott Hardister reported on:

Small Wins!

- All students back on campus.
- Graduations for 5<sup>th</sup> and 8<sup>th</sup> grades will be held on campus under the pavilion, social distanced and within guidelines.
- New Assistant Head of School has been hired and will be on campus Monday & Tuesday, May 24 & 25.
- Coffees with Scott have not been highly attended, but there has been little talk of COVID-19 during them, which is a welcome change and a sign that the parent community seems satisfied on this front.
- For Middle School students, we've had guides from Trackers Earth (a local organization that provides hands on, outdoor activities in wilderness survival) on campus leading various activities to offset the cancellations of outdoor school.

Committee & Task Force updates from the HoS:

- The Mission Review Task Force is pausing following a survey. They've done more work but realized more engagement will be needed.

- The Site Committee has been working through process, with a view towards engaging a consultant in the coming year.
- Mission Monitoring Committee is developing a schedule for next fall.

Other updates from the HoS:

- Exit interviews with graduation 8<sup>th</sup> graders are being scheduled. This is something the previous HoS did, and Scott will be continuing. They were not conducted last year due to COVID-19.
- Summer Camp registrations have been going well, tracking a little ahead of 2019, but with a reduced overall capacity from prior years. The school is awaiting updates from the State of Oregon on requirements.
- The new flooring for the Gym has arrived (as part of the Gala Special Appeal project) and it is ready for installation. The Bouldering wall should be completed by August. There are some excess funds left from the special appeal, and it may be used for new playground equipment.

### **Executive Committee Update**

Julie Falk reported for the EC the following:

- The EC only met one time between board meeting, primarily for agenda setting. This is in part due to the fact there are fewer items for the EC to respond to.
- Noted the inclusion of specific topics on the agenda under the heading of “Mission Monitoring”

### **Enrollment Update**

Arezu Movahed, Director of Admissions, provided an update to trustees, which is a condensed version of a full report shared with the Board in September. Historical numbers were shared, with the note and explanation of the Portland French School closure “bubble” that increased enrollment by about 100 in one year. Additional highlights include:

- 503 fully enrolled as of May 10<sup>th</sup> for next year. High confidence in 4 additional re-enrolls and 5 new enrolls.
- Expanded Preschool to three classes.
- Expanded TPS to two classes.
- Two new 1<sup>st</sup> grade enrollments from students without prior French language experience.
- Yield of 109 new enrollments is the best number at this time in many years.
- Attrition is below NWAIS and NAIS means.

There was some Board discussion about declining applicants and waitlisting. And in reviewing yield numbers, trustees asked clarifying questions. Reasons given for declined offers of enrollment or re-enrollment include:

- Move/relocation as the top reason
- Logistics (i.e. commuting to campus) is the second most commonly cited reason
- “Seeking other programs” is the third, four families noted they wanted a high school. This led to some discussion on having a high school as a lower school admissions draw.

### **English Learning in Lower School Presentation:**

Kathy Fleener, Director of Special Programs, provided Trustees with an overview of English Learning in the Lower School that was first presented to the PLC earlier this year. As background, FAIS is accountable to the French Ministry of Education standards as well as the International Baccalaureate. The school has also chosen to follow

standards for English, though it's not required. Research has consistently shown that an immersion program has a positive impact on English learning. The school subscribes to the Educational Records Bureau for standardized testing results, and we've always ranked competitively with other independent schools. The school reviews three years of data for trends, and a lot of data is routinely collected. FAIS has an every other year testing cadence. Our data is very stable historically. Internal reporting is done starting in the second grade and this helps with curriculum development or adjustment to the PYP and standards. It was noted that standards are available within the parent portal on the FAIS website. Curriculum mapping is done to correlate standards to the learner profile. FAIS does not "teach to the test" but rather look at how to make adjustments to the ends of the range of results.

The Board had some discussion on extra tutoring, and what communications from the school regarding this were like. Additionally, there was discussion from Trustees on the communication of measurement to families. The Board also talked about how to use this information and next steps.

**At 8:25PM the meeting went into closed executive session with all guests leaving the meeting.**

**Executive Session:**

Finance Committee provided an update and the Board voted on the following resolutions:

**Motion:** The Board of Trustees hereby authorizes a "catch up" payment of 3.6% salary to be paid out in this academic year to faculty who received only a 2.4% salary increase in the FY21 budget.

**M/S/A**

**Motion:** The Board of Trustees hereby authorizes the expense of between \$50,000 and \$60,000 for capital improvements to replace and upgrade the HVAC system for the gym to be completed in FY21. This amount is net of a rebate of approximately \$20,000 from the Energy Trust of Oregon for the work.

**M/S/A**

**Motion:** The Board of Trustees hereby authorizes the payout of a one-time bonus to all faculty and staff, with the exclusion of the Head of School, in the net amount of \$300 to \$500, dependent upon FTE.

**M/S/A**

**Motion:** The Board of Trustees hereby authorizes the financing of the full purchase price of the adjacent property, located at 735 NW Miller Road, by borrowing funds on a term not to exceed the existing loan. This assumes negotiations to acquire the property are successful, within the parameters of the prior Board approval set for offer price.

**M/S/A**

**Voice Motion:** The Board of Trustees authorized the CFO to secure the funds for the adjacent property acquisition now, without waiting for negotiations to conclude.

**M/S/A**

Following the Finance Committee update, the Committee on Trustees provided a brief update on the process of new trustee recruitment.

**Adjourn:** 9:12 PM

**Attachments:**

A: Agenda

B: Enrollment Update

C: English Learning in Lower School