

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF  
THE FRENCH AMERICAN INTERNATIONAL SCHOOL  
HELD ON April 15, 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 April 15, 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, Erin-Kate Barton (joined at 6:52PM), Matt Birchard, Julie Falk, Scott Hardister, Charles Jenkins, Patti Shaffner Jordan, Aaron Martindale, Denisse Reyes, Michael Smythe, Gaston Suarez, Laura Taylor

**Absent:** Connor Reiten

**Guests:** Lisa Johnson, Shawna Foster, Robin Faltersack

**Welcome and Consent Agenda**

The meeting was called to order at 6:33 PM by Chair, Julie Falk.

**Motion:** To approve the minutes of the minutes of the Regular March 18 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the March 18, 2021 BoT.

**M/S/A**

**Head of School Report**

Scott Hardister reported on:

- Virtual Gala was a tremendous success on April 10, exceeding fundraising expectations.
- All students will be on campus everyday by April 26.
- In-person graduation plans are underway, expected to have this limited to participants only, and potentially streamed live online.
- There may be a Fete de la Musique on the first day of Summer, but plans are still in flux on how/if this can be done safely given COVID-19 guidelines.
- Assistant Head of School search is going well with three strong candidates. Hoping to wrap up shortly, with an announcement to the community as early as April 27<sup>th</sup>.
- New Librarian search is similarly going well.
- Planning for reopening next year has begun.
- Enrollment update. Arezu will present at the May board meeting, but current enrollment for next year is at 502, with several contracts out. Budget is for 510, but there's confidence in achieving the budget number.

### **Executive Committee Update**

Julie Falk reported for the EC the following:

- Engaged in agenda setting for upcoming meetings
- The Executive Committee also followed up on the prior legal question in the HoS contract, and based upon the school's legal counsel's recommendation, removed the automatic renewal in favor of language reflecting "the parties agree..."

### **Finance Update**

A brief Finance update was provided by Laura.

- The committee is reviewing February YTD numbers. Tuition credits ended for the youngest students in February, older students in March.
- YTD results are below budget.
- PPP Loans: first at \$1.26 MM, second at \$1.33 MM. Expect forgiveness on the first, that has been applied for. Committee is discussing allocation of proceeds from the second draw loan.
- At the May meeting, there will be a review of updated YTD as well as a proposal for the 3.6% "catch up" raise for faculty that did not receive the 6% raise. There was some discussion about timing of this catch up, and if there are other items the Finance Committee may recommend pulling into the current fiscal budget, including some capital expenses. There has been some talk of using some PPP loan proceeds for a one-time faculty/staff bonus, but the committee does not yet have a recommendation on this.
- Finance Committee is also looking at the impact of loss Summer camp revenue.

### **Development Update:**

Shawna Foster, Director of Development, provided Trustees with an update on Development post Gala.

- Overall, the Development Department is very happy with the Gala.
- For benchmarking, the Annual Fund has received ~\$320,000, with ~\$192,500 of that in giving and ~\$127,600 from Tuition Credit donations.
  - 195 Families gave, or approximately 50%.
  - 100% Board giving to the Annual Fund.
- Events earned \$302,850, with \$80,000 given on the night of the event.
- 24 families gave at the \$2,500 level for Gala. This may have been due to the naming opportunities for the gym.
- Most of the costs for the Gala were related to meals.
- There were 89 Special Appeal donors, more than in-person events historically.

There was Board discussion on the Financial Aide budget based upon our fundraising at Gala. Also, discussion on the broad appeal of the Special Appeal and how this benefits all students. Additionally, the class art projects were one per grade versus one per class as in previous years. There was discussion related to the strategy and planning of this. Board chair, Julie, will send thank you notes to volunteers and donors.

**At 7:15PM the meeting went into closed executive session with all guests leaving the meeting.**

### **Executive Session:**

Board had a discussion on Committee on Trustees topics and other discussions.

**Adjourn:** 9:06 PM

**Attachments:**

A: Agenda