

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF  
THE FRENCH AMERICAN INTERNATIONAL SCHOOL  
HELD ON June 17, 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 June 17, 2021 via the Zoom remote platform due to ongoing effects of the COVID-19 pandemic. 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, 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:** Lisa Johnson, Shawna Foster, Anna Xenokrati

**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 May 18 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the May 18, 2021 BoT.

**M/S/A**

**Head of School Report**

Scott Hardister reported on:

Small Wins!

- 8<sup>th</sup> grade graduations were split into two groups and held under the pavilion, and the general sense was that of celebration
- Fete de la Musique on Monday – different than years past due to the pandemic, but there's a good feeling on the campus.
- Faculty and staff morale is reported to be high, with a lot of appreciation for the bonuses and catch up raises that the Board approved in the May meeting.
- There will be an all staff celebration the Friday after classes end, outside, in person. Boxed meals and wine will be provided, as a fun way to celebrate and end the year.
- It was also noted that many faculty are looking forward to traveling during the Summer as travel restrictions loosen.

Other general updates from the HoS:

- Enrollment is at 505 with contracts and deposits. There are an additional 5 contracts out and another 8 actively in process. As expected, the admissions process will be ongoing.

- Development had a banner year, far exceeding budget. Budgeted amount was \$465K, but Development brought in \$726K. Outraised Annual Fund by \$30K, excluding the tuition credits that were donated back.
- Summer camps are trending ahead of last year, with 301 registrations currently.
- COVID-19 Vaccine Policy. It was reported that OES has made vaccines mandatory for employees and age eligible students. The FAIS senior admin team had a robust discussion on this, including the school nurse and the school's attorney. It was decided that FAIS will not require this. No parent or employee has asked the HoS about this either.
  - The Board had some discussion on this topic, and it was left open, that if public school require vaccination, and final FDA approval comes through, the school's policy may change as well. COVID-19 vaccines may be treated in the same manner the school treats other vaccination requirements for students, if age eligible.

Note: Trustee Cyreena Boston Ashby joined the meeting in progress at this point.

- For the new school year in the Fall, we're awaiting official word from the state of Oregon with regards to COVID-19 distancing and other requirements. The school is planning on having PM classes, FASCA and athletics in the new year.

### **Executive Committee Update**

Julie Falk reported for the EC the following:

- Meeting once a month now, which is noted to be a sign that things are more stable. The EC will have another meeting the day after this Board meeting and at some point in the Summer for planning purposes.
- A year in review communication will be sent to the community introducing new board members.

### **Mission Monitoring Updates**

Scott Hardister provided an update on the Mission Review Committee's work.

An alumni survey is being worked on with the FAIS Marketing department, this survey will support the Mission Monitoring and Review work.

High School Placement for our graduating 8<sup>th</sup> grade students was also covered. Most of our graduating students go onto public schools. A trustee asked if the Board should have an opinion about High School placements, and other than continuation of the IB program at Lincoln HS or Sunset HS, the HoS has no real preference or opinion on High School placement.

A detailed Financial Aid Overview was provided (report provided as attachment) covering:

- FAIS follows best practice for Financial Aid
- It is need-based
- Staff tuition remission is included in Financial Aid
- Need based aid is computed by a third-party service, School & Student Services.
- Decisions made on Financial Aid are handled by the Head of School and CFO only, occasionally asking for input from the Director of Admissions, but Financial Aid is always treated with high confidentiality.
- FAIS has historically budgeted a percentage of tuition for Financial Aid.

Note: Trustee Connor Reiten joined the meeting in progress at this point.

- FAIS Financial Aid in the 2020-21 year was at 7.9% of gross tuition vs. 15% for NWAIS. It was also noted that FAIS has a lower endowment than the NWAIS average, with FAIS at \$937 per student compared to \$13,186 for NWAIS

- Average award in 20/21 school year was \$6,293, compared to \$4,834 in the prior year. 14.9% of the student population received financial aid in 20/21 compared to 9.3% in the prior year.
- It was reported that the school provided financial aid to everyone that applied, with the exclusion of those requesting 100% tuition be covered. This prompted discussion by the board around practices on awarding 100% scholarships, which have not historically been done at the school.
- Non-employee financial aid increased in the 20/21 school year.
- A note on the French government's assistance to their citizens, referred to as the Bourse, which provided \$98,600 in tuition to the school in the 20/21 school year.

Faculty Updates on Diversity, Equity and Inclusion work were provided:

- A bias/discrimination/harassment incident report form has been created
- The All School and Employee handbooks have been updated to reflect DEI considerations, including defining bias, use of preferred pronouns and gender identity.
- Sr. Admin is looking to expand "Diversity Responsive Schools" into the "Diversity Responsive Classroom." It's noted this is not new theory, but being implemented in the new school year. Also looking at curriculum around identity.

Mission Monitoring, Julie Falk shared a brief update:

- In the process of sharing information to determine what and how to measure. Some items the board has asked administration to implement, such as the "Diversity Responsive Schools" article.
- All this work feeds into strategic planning.

**At 7:21PM the meeting went into closed session and all guest left, with the exception of the CFO Lisa Johnson who stayed for the Finance portion of the agenda.**

**Adjacent Property Update:**

Head of School reported that we he has not heard from the property owner and offers made have now expired.

**Finance Committee Update:**

Treasurer Laura Taylor and CFO Lisa Johnson provided some context for the votes the motions the board was asked to vote on.

**Motion:** The Board of Trustees authorizes the CFO to apply for forgiveness of the second PPP loan (\$1,327,790 received on January 26, 2021).

**M/S/A**

**Motion:** The Board of Trustees approves using the accounting treatment to recognize PPP loan proceeds as income over the 2020-21 and 2021-22 fiscal years, allocated based on revenues lost due to COVID-19.

**M/S/A**

**Motion:** The Board of Trustees approves modifying the FAIS check signing policy to (1) remove the requirement for a Board Officer to provide a second approval on checks or payments exceeding \$2,500 and (2) to increase the threshold for a second approval to \$25,000. The policy as amended will require a second authorization from an approved FAIS leadership team member for payments exceeding \$25,000.

**M/S/A**

**Motion:** The Board of Trustees hereby approves the final 2021-22 budget.

**M/S/A**

At this point Trustee Erin-Kate Barton left, as did Head of School Scott Hardister and CFO Lisa Johnson.

**Head of School Review:**

Board Chair Julie Falk lead a discussion amongst the Board on the Head of School's Review.

**Committee on Trustees:**

Letters of interest and resumes for Class B nominees were sent to trustees by email prior to the meeting. Committee on Trustees Co-Chairs Denisse Reyes and Patti Shaffner Jordan provided brief background on each candidate.

**Motion:** To appoint Stacey Reiber as a Class B Trustee for a three-year term in accordance with the FAIS Bylaws.

**M/S/A**

**Motion:** To appoint Amy Druyea as a Class B Trustee for a three-year term in accordance with the FAIS Bylaws.

**M/S/A**

**Motion:** To appoint Jim Sever as a Class B Trustee for a three-year term in accordance with the FAIS Bylaws.

**M/S/A**

**Motion:** To appoint Larry Lewis as a Class B Trustee for a three-year term in accordance with the FAIS Bylaws.

**M/S/A**

**Motion:** To appoint Dan Kirschner as a Class B Trustee for a three-year term in accordance with the FAIS Bylaws.

**M/S/A**

The slate of officers of the Board were voted on next, each in succession, with those up for offices leaving the meeting during the voting on their position, and returning to the meeting afterwards. These members therefore abstained from voting for positions they were considered for.

**Motion:** Elect Julie Falk as Board Chair for 2021-22.

**M/S/A**

**Motion:** Elect Denisse Reyes as Board Vice Chair for 2021-22.

**M/S/A**

The Board held ample discussion around succession planning.

**Motion:** Elect Matt Birchard as Secretary for 2021-22.

**M/S/A**

**Motion:** Elect Laura Taylor as Treasurer for 2021-22.

**M/S/A**

**Farewell to Trustee:**

Departing Trustee Aaron Martindale was recognized for his service on the Board and on committees prior to serving as a Trustee.

**Adjourn:** 9:42 PM

**Attachments:**

A: Agenda

B: Financial Aid Overview