

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF
THE FRENCH AMERICAN INTERNATIONAL SCHOOL
HELD ON September 14, 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 September 14, 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, Amy Duryea, Julie Falk, Scott Hardister, Charles Jenkins, Dan Kirschner, Patti Shaffner Jordan, Connor Reiten, Denisse Reyes, Stacey Reiber, Jim Sever, Michael Smythe, Laura Taylor

Absent: Gaston Suarez, Larry Lewis

Guests: Robin Faltersack, Shawna Foster, Lisa Johnson, Diego Zaragoza Tejas

Welcome and Consent Agenda

The meeting was called to order at 6:31 PM by Chair, Julie Falk.

Motion: To approve the minutes of the minutes of the Regular June 17, 2021 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the June 14, 2021 BoT.

M/S/A

New Trustees Abstained

Committee on Trustees

Patti Shaffner Jordan, chair of the CoT, started the first meeting of the new board year with a brief FAIS trivia game and overview of the Mission, Vision, and Core Values of the school. Next, trustees were reminded of the Board's Standards of Conduct and Board/Head of School partnership.

Head of School Report

Scott Hardister gave his report to the board:

- FAIS has had the first opening of school on campus in 2 years (others have been remote)
- Faculty and Staff "Zero Week" (the week prior to students on campus) – they participated in workshops on Belonging, and what this means, including being seen, connected, supported, and proud.
- Mission Review Work: Faculty and Staff were asked about the current Mission, and what inspired them, was missing, and what they're omit. "Rigorous" was a word often cited to be removed. At this point in the meeting, there was Trustee discussion about this. In summary, many of the faculty and staff thought the mission lacks inspiration. Scott will combine common themes from the exercise and report them back to the Board.
- Summer Camps were financially beneficial beyond expectations, and programmatically successful

- The campus was refreshed, with updated or removed signage, landscaping work, the new Gym floor and Bouldering Wall was installed, and training on the Bouldering Wall for teachers was done.
- Enrollment: 522 against a budget of 510 (+12). There are 131 new students this year, the most in the school's history. Another TPS and Preschool section were added, to give the school more enrollment capacity. Growth in enrollment came in part due to a pivot to lower grades in marketing focus. Some discussion followed. There were also more off-grade admissions (those outside the normal entry points), and Admissions worked to ensure these enrolling students will be successful.
- A leadership Retreat was held in mid-August. The leadership team is newer, and they focused on Mission, Where should FAIS be in 3, 5, 10 years, the team, and Diversity Equity & Inclusion.
- The Technology department is looking to replace two positions, viewing the openings as an opportunity.
- Satellite Three experienced significant flood damage from a broken toilet tank connector over the Summer. It was cleaned and repaired, and the School's insurance should cover most costs, however there will be some expenses to the school for this beyond insurance coverage. The Facilities team has rechecked other such connectors for potential failures.
- The school currently has five open positions for Aides, and this staffing shortage is impacting FASCA.

Executive Committee Update

Julie Falk reported for the EC the following:

- Who the current members of the EC are and anticipated meeting cadence.
- Committee updates were also provided, including what the standing committees for the Board are.
- A Board Retreat update was also provided. The EC will meet with Triangle Associates, a strategic planning consultant that will be facilitating the Board Retreat.

Development Update

Shawna Foster, Director of Development, gave a presentation to the Board, highlighting Board giving. She also provided an overview of the Fete Du Vin, that will be virtual again this year due to COVID, but in a different format from the prior year. It will allow for free participation. Plans for the Annual Gala have not been confirmed if it will be in-person or virtual.

Finance Update:

Lisa Johnson, CFO, provided an update to the Board, walking them through the Finance packet provided to Trustees ahead of the meeting. This included a report on FY21 Year-end and start of FY22. An update on the Audit process was also provided, proceeding as expected. Other highlights noted included:

- Increased revenues from Summer Camps
- Positive rate news on the school's debt refinance (lower than expected)
- Cost impacts of the flooding in Satellite Three, which are not yet finalized

The Board also voted to change administrative check signers for the school's account, due to staffing changes.

Motion: The Board of Trustees authorizes the changing of administrative check signers to remove Kathy Fleener and add Diego Zaragoza Tejas.

M/S/A

Closing:

Matt Birchard, Board Secretary, gave a brief reminder to Trustees about updating their profile information on the FAIS website.

Adjourn: 8:14 PM

Attachments:

A: Agenda

B: Finance Packet