

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF
THE FRENCH AMERICAN INTERNATIONAL SCHOOL
HELD ON March 17, 2022 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 March 17, 2022 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: Erin-Kate Barton, Matt Birchard (Secretary), Amy Duryea, Julie Falk (Chair), Scott Hardister (HoS), Charles Jenkins, Patti Shaffner Jordan, Larry Lewis, Denisse Reyes, Stacey Reiber, Conor Reiten, Jim Sever, Laura Taylor (Treasurer)

Absent: Cyreena Boston Ashby, Dan Kirschner, Michael Smythe, Gaston Suarez,

Guests: Diego Zaragoza Tejas (Assistant Head of School), Lisa Johnson (CFO), Shawna Foster (Director of Development), Cedric Strapart, Nadine Zaouk-Strapart, Robin Faltersack, Gabrielle Esbeck

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 Regular February 17, 2022 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the February 17, 2022 BoT.

M/S/A

Head of School Report

Scott Hardister gave his report to the board starting with "Small Wins" and updates:

- Unmasked at school, two years later
- Gala sold out!
- Master Site Planning has begun
- Field studies are back, no international trips, but a DC trip is planned, plus other local trips
- Summer Camps have been determined with registration opening earlier than the prior 2 years

Diego, assistant Head of School, shared that the school has been working on restructuring extra-curricular with the addition of Shannon McLaughlin filling the new role of "Extra-Curricular & Extended Learning" from Development (though Shannon will be assisting Development through the Gala). This new role will seek to keep the enthusiasm for learning within the IB learner profile across out-of-classroom activities. Additionally, a position has been created for After Care Coordinator. Further, "Student Aides" have been retitled "Student Monitors" and further training in security, including accountable talk with students has been implemented. This aligns with tightening up responsibilities for these staff, while also looking into more organized play. An additional Student Monitor position is still open and actively being recruited for. Following this, Diego left the meeting.

Scott continued with regular updates that included:

- IB Self Study is next year, along with accreditation during the 23-24 school year. Both will be completed at the same time, with the self-study encompassing a full year. The NWAIS accreditation follows in the 24-25 school year.
- Mission Review Update: The committee will meet this week (week of March 17) and they are working on a package of Mission Statement plus Guiding Principles and Core Values. The Committee is also looking at what the labels / names are for these with a target of a Board presentation in May.
- Site Committee Update: The Committee had an in-person charette (interactive workshop) with Gensler on March 9th. Site work is in full swing, getting all ideas on the table. A parent charette is upcoming, and Board members who are parents are encouraged to attend.
- Strategic Planning Committee Update: The Committee is working on creating draft Goals, Strategies and Tactics for review.

Executive Committee Update

Julie Falk reported for the EC that the group had met to prep for this Board meeting and for agenda setting.

Innovations in Maternelle

Gabrielle Esbeck, Division Head of Maternelle, gave a presentation to the Board on Innovations in Maternelle. This is a new position at FAIS, as previously we had one division head in charge of both Maternelle and the Lower School. Prior to assuming the role of Division Head, Gabrielle had been a full-time teacher at FAIS. The role of the Maternelle Division Head is to:

- Liaise between teachers, parents, and leadership
- Cater to and see the specific needs for our students, teachers, and parents
- Set a vision for creating the best in early childhood education in Portland
- Accompany new families
- Serve as a connection between ELD and French early childhood programs
- As well as create Maternelle signature events

Maternelle faculty and staff is composed of:

- 10 French teachers
- 10 assistant teachers
- 3 English teachers
- 2 Student Support teachers
- 2 Music teachers
- 1 Physical Education teacher
- 2 Librarians
- 1 Counselor
- 4 Student Monitors

90% of our teachers have a Masters degree with our French teachers having a tenure ranging from 10 – 33 years who are all able to teach any grade yet chose to teach in Maternelle. All French teachers and all assistant teachers are bilingual. Nine nationalities are represented by faculty and staff in Maternelle. Gabrielle states that FAIS is “Not a daycare, we are a school.”

Our Maternelle curriculum and accreditations include:

- Ministère de l'Éducation nationale et de la Jeunesse (The Ministry of National Education, Youth and Sports – Republic of France)

- Agency for French Education Abroad (AEFE)
- MLF America
- Association of IB World Schools
- Oregon Department of Education – Early Learning Division
- NWAIS
- NAIS

Maternelle believes the environment is also a teacher, and utilizes our campus spaces for this purpose, including the kitchen, playground, gym, forest, Discovery Park, and Preau. The division has 144 students enrolled this year, with 26 in TPS, 41 in PS, 35 in PK, and 42 in K. There are more than 30 languages spoken at home for our students. FAIS received an Oregon ELD Grant for \$161,000 and proceeds were used to improve the program. We have two new spaces in Maternelle, a small library and a maker space. We've also built a DEI book collection (150 English and 150 French), improved the outdoor environment with planting boxes and mushroom drums. The division is also making use of new literacy tools, including Early Bird early reading screening and Wired for Reading programs.

New for next year will be:

- A third PK class
- 2nd Step Program (self-regulation, social emotional tools)
- Student-led conferences in March
- New furniture
- Outdoor play structure in TPS

Long-term Goals for Maternelle:

- 3 Classes per grade level
- Be the BEST early learning childhood program in Portland
- New Maternelle Building
- Continue to emphasize professional development

Overall, enrollment in Maternelle is up 38 students from 1 year ago, and up 36 from 5 years ago. Growth has come from the addition of more classes.

Following this presentation, the Board went into a closed session to discuss the next topics. All guests left the meeting, except for Lisa Johnson (CFO) remaining at the Board's request.

Financial Reserves Discussion

Laura Taylor, Board Treasurer, led a robust discussion on the school's reserve policies, covering our pool of accumulated assets. This included a preview of work done by the Finance Committee on forthcoming recommendations for changes to reserve policies. After this discussion, Lisa Johnson left the meeting.

Committee on Trustees

CoT Chair, Patti Shaffner Jordan, provided a recap of pre-reads sent to the Board on the topics of Responsibilities of Trustees and the Board / Head Partnership.

Committees of the Board were also briefly discussed, and in accordance with the Bylaws, the Board held a vote on constituting a new committee.

Motion: The Board shall constitute an Investment Committee.

M/S/A unanimously

As wrap up, the Board held brief discussions on continuing to hold remote zoom meetings or in-person meetings as mask mandates due to COVID-19 have been lifted. It was decided that the April meeting would be held as a remote zoom meeting.

Adjourn: 8:46 PM

Attachments:

A: Agenda