

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF
THE FRENCH AMERICAN INTERNATIONAL SCHOOL
HELD ON April 14, 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 April 14, 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: Cyreena Boston Ashby, Matt Birchard (Secretary), Amy Duryea, Julie Falk (Chair), Scott Hardister (HoS), Charles Jenkins, Patti Shaffner Jordan, Dan Kirschner, Larry Lewis, Denisse Reyes, Stacey Reiber, Conor Reiten, Jim Sever, Michael Smythe, Gaston Suarez, Laura Taylor (Treasurer)

Absent: Erin-Kate Barton

Guests: Diego Zaragoza Tejas (Assistant Head of School), Lisa Johnson (CFO), Shawna Foster (Director of Development), Arezu Movahed (Director of Admissions), Cedric Strapart, Nadine Zaouk-Strapart, Robin Faltersack, Jerry Punkette

Welcome and Consent Agenda

The meeting was called to order at 6:34 PM by Chair, Julie Falk.

Motion: To approve the minutes of the Regular March 17, 2022 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the March 17, 2022 BoT.

M/S/A

Head of School Report

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

- Enrollment is above budget
- Gala raised approximately \$321,000, significant above budget
- Speakers are returning to campus
- French elections were hosted on campus, FAIS being the only site in Oregon
- 7th Grade Outdoor School
- Professional Development Days have been held on campus for faculty
- Site consultant Gensler has been on campus
- Very little COVID activity on campus

Executive Committee Update

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

Finance Report

Lisa Johnson, CFO, provided the trustees with a review of the pre-read, highlights include upside to budget, primarily driven by increased enrollment. Laura Taylor, Treasurer, provided a brief status report of ongoing committee work.

Site Committee Update

Scott Hardister gave an update on Site Committee work. Gensler, the selected consultant, has had productive working sessions with faculty and staff. They've also held meetings with parents and the Site Committee. Site Committee will meet with Gensler again prior to the next Board meeting, and Trustees will have a separate meeting with Gensler to review site work.

Strategic Planning Committee Update

Julie Falk, Board Chair, provided an update on Strategic Planning. The committee is in the phase of refining some of the draft goals, rationale, and sample tactics developed. There was a reminder that the Board will vote on Goals. As an outcome of the Strategic Plan, there will be three versions created, the first being the Board approved Strategic Plan. From this will come two sub items, a Marketing Piece to share the Strategic Plan with the community, and a working document for leadership to execute on.

The committee is on target for a Board vote at the June meeting.

As part of Strategic Planning, it was determined that branding and identity work needs to be completed, and two firms are being interviewed for as consultants on this work. A reminder from the school will go to the community after Spring Break regarding Strategic Planning work.

Mission Review Update

Amy Duryea, co-chair of the Mission Review Committee, provided an update to the Board. The committee will provide a new Mission to the Board to vote on at the May meeting. The Board will vote on new Mission, Guiding Principles, and Core Values. The Committee has been working in several small groups with productive output and similarities of thought. It is planned that the Committee will present two options to the Board to choose from.

Enrollment Update

Arezu Movahed, Director of Admission, provided an update on Enrollment to the Board. An overview of historical enrollment, back to the 2005-06 school year was provided, with a peak enrollment of 562 in 2014-15. Current budget for enrollment in the 2022-23 school year is 525. However, current enrollment for the next year is at **553**. Reenrollment is higher than projects, with attritions rates trending to half of prior years, but this metric won't be settled until the end of the school year. It was noted that the Admissions office has received an increase in inquiries from L'etoile, with some of this activity yielding new enrollments in the Lower School grades. Admissions is working to make more formal relationships with other schools to feed into the Middle School.

When reviewing declined enrollments (where FAIS as granted acceptance, but a family chose not to enroll), a growing concern for those who responded to Admission's inquiry was noted to be logistics reasons (trouble getting to and from campus). Additionally, some financial reasons were given. The Board had some discussions on increasing Financial Aid, and this led to how the school can spread the word about strong enrollment. A Trustee asked what applicants are looking for when they come to FAIS.

At this point the Board went into Closed Session and guests left the meeting.

Head of School Mid-Year Evaluation

The Board discussed the Head of School's mid-year self-assessment.

Committee on Trustees

A discussion of Board Committees was led by Patti Shaffner Jordan, Chair of the CoT.

Adjourn: 9:15 PM

Attachments:

A: Agenda