

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF  
THE FRENCH AMERICAN INTERNATIONAL SCHOOL  
HELD ON June 16, 2022 IN PERSON IN THE COMMONS**

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 in person on June 16, 2022 in the Commons. An Agenda (attachment A) was sent electronically to all members of the Board of Trustees.

In accordance with the Notice, the meeting was held, beginning at 5:30 PM. In attendance were the following members of the Board of Trustees, constituting a quorum of the members of the Board of Trustees:

**Attending:** Matt Birchard (Secretary), Amy Duryea, Julie Falk (Chair), Scott Hardister (HoS), Patti Shaffner Jordan, Charles Jenkins, Larry Lewis, Denisse Reyes, Stacey Reiber, Jim Sever, Michael Smythe, Gaston Suarez, Laura Taylor (Treasurer)

**Absent:** Cyreena Boston Ashby, Dan Kirschner, Conor Reiten

**Guests:** Lisa Johnson (CFO), Diego Zaragoza (Asst. HoS), Nadine Zaouk-Strapart, Cedric Strapart

**Welcome and Consent Agenda**

The meeting was called to order at 5:34 PM by Chair, Julie Falk.

**Motion:** To approve the minutes of the Regular May 26, 2022 Board Meeting, sent to all board members by email prior to the meeting: Minutes of the May 26, 2022 BoT.

**M/S/A**

**Head of School Report**

Scott Hardister started his update to the Board with "Small Wins" and updates:

- Full year of school (without COVID interruptions)
- 76% full for Summer camp. Had to add some classes for the younger kids with some waitlisted. Improvements due to earlier communications to families.
- Fete de Musique will be next Tuesday (6/21/22)
- Graduations are set up, and it feels like a proper end of year

Following this, Scott spoke about communication over the Summer:

- Ordered a prefab small building as the kiosk to allow for checking people in and out of campus. Will start hiring for it.
- Middle School is locked. Exposure is someone can walk through the plaza and end up on campus. Looking for a gate solution.
- These items are in the budget, part of the Summer plans.
- Will communicate the things we're already doing, like cameras.

Additional topics covered in the Head of School report were:

- Branding/ID work has started. Met with admin team and some middle school parents. Will schedule a meeting with Trustees. Planning to meet with Elizabeth Gilkey, granddaughter of the Middle School's namesake.
- Moving admissions downstairs into the lower level. Business office will move up to a computer lab near the Commons. Other shifts in staff offices.
- Still have 2 positions open, Dir. of MarCom & Dir of Admissions.

### **Executive Committee Update**

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

**At this point the Board went into Closed Session and guests left the meeting. The Board asked Lisa Johnson and Diego Zaragozo to remain.**

### **Strategic Planning Goals**

The Board discussed the main goals and made a few minor revisions to one. Following this, the Board held a vote to approve the goals to be revealed to the community at a later date.

**M/S/A - Unanimous**

### **Finance Update**

Laura Taylor and Lisa Johnson provided a recap to Trustees on the following policies to be voted on.

#### *Tuition Policy*

**Motion:** To adopt the Tuition Policy as presented and as recommended by the Finance Committee to the Board.

**M/S/A – Unanimous**

#### *Reserves Policy*

**Motion:** To adopt the Reserves Policy as presented and as recommended by the Finance Committee to the Board.

**M/S/A – Unanimous**

#### *Investment Policy*

**Motion:** To adopt the Investment Policy as presented and as recommended by the Finance Committee to the Board.

**M/S/A - Unanimous**

Following these policy votes, Lisa provided the Board with a review of the Annual Budget presentation that was sent to Trustees as a pre-read.

**Motion:** To adopt the 2022-23 budget, as recommended by the Finance & Budget Committee.

**M/S/A – Unanimous**

**Following this vote, Trustee Gaston Suarez joined the meeting.**

### **Site Master Plan**

Scott Hardister provided the Board with a brief review of the Site Master Plan.

**Motion:** To adopt the direction of the Site Plan as presented.

**M/S/A**

**Motion:** To proceed with planning and fundraising for Phase 2 of the Site Plan.

**M/S/A**

### **Committee on Trustees**

Patti Shaffner Jordan, Chair of the Committee on Trustees, guided the Board through the process of voting on the appointment of Trustees to the Board.

**Motion:** To reappoint Denisse Reyes as Class B Trustee, effective July 1, 2022, for a second 3-year term expiring June 30, 2025.

**M/S/A** – one abstention.

**Motion:** To appoint Philippe Mazaud as a Class B Trustee, effective July 1, 2022, with a 3-year term expiring June 30, 2025.

**M/S/A**

**Motion:** To appoint Janna McDougall as a Class B Trustee, effective July 1, 2022, with a 3-year term expiring June 30, 2025.

**M/S/A**

**Motion:** To appoint Nate Schwalbach as a Class B Trustee, effective July 1, 2022, with a 3-year term expiring June 30, 2025.

**M/S/A**

Appointment of the Executive Slate:

**Motion:** To appoint Denisse Reyes as Board Chair for the 2022-2023 Board term

**M/S/A** - one abstention.

**Motion:** To appoint Patti Shaffner Jordan as Vice Board Chair for the 2022-2023 Board term

**M/S/A** - one abstention.

**Motion:** To reappoint Matt Birchard as Secretary for the 2022-2023 Board term

**M/S/A** - one abstention.

**Motion:** To reappoint Laura Taylor as Treasurer for the 2022-2023 Board term

M/S/A - one abstention.

The meeting concluded with recognition of Trustee Connor Reiten's service to the Board as he will not be returning in the 2022-23 year. The Board also presented a gift to Julie Falk for her service as Board Chair.

**Adjourn:** 8:15 PM

**Attachments:**

A: Agenda