

Board Meeting Minutes
American International School of Utah
April 17, 2018 @ 4:00 p.m.

Welcome: The meeting was called to order at 4:50 p.m., when a quorum was present. Prior to the meeting being called to order, at 4:00 p.m., Nathan Justis presented his State of the School report to the members of the Board, staff, and public that was present.

Board Members Present: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Nathan Justis (non-voting); Laura Hamilton; Dan Griffiths (initially by phone, at 4:50 p.m., then in-person at 5:00 p.m.)

Excused Board Members: Mindy Young; Lisa Taylor-Swanson; and Craig Lawson; Monnica Manuel (Board Secretary)
Staff: Tasi Young; Lincoln Fillmore (Charter Solutions); Schon Nielsen (Charter Solutions)

Public: Michelle Johnson; Jamie Adamson; Andrea Hurtado Angeles; and Sophia Weiss

Approval of minutes for March 20, 2018 and March 27, 2018 Board meetings

Motion: Matt Bowman

Second: Diane

For: Unanimous (passes)

Against: None

Public Comment:

Sophia Weiss shared info. about the Bubble Fun 5K event, scheduled for May 5th.

Jamie Adamson commented on the AISU survey and whether she or other parents could recommend AISU to others.

State of the School Report – Nathan Justis: Provided previously, beginning at 4:00 p.m.

Discussed financial report to be provided by Charter Solutions and preparations of the budget for the coming school year. Discussed the academic achievement being sought, preparations being made for State testing and current measurements for gauging anticipated performance. Discussed community engagement and the community satisfaction survey. Discussed parent-teacher conferences and AISU 5.0 presentation. Discussed the pros and cons to including “C” grades as part of the AISU curriculum, including parent input received.

Update on School Director Search – Nathan Justis & Laura Hamilton:

We have 32 applicants so far. The job announcement is still active on Indeed and in two other locations. Screening process for the applications already received will commence, but subsequent applicants may be considered. At each level in which the candidate pool is reduced, members of the Board may suggest additional candidates to be considered. Standard questions for all applicants and AISU staff shall be included in the selection process.

Assignment: Laura Hamilton will assemble all the documents received by the current applicants, placing them in a shared Google Drive folder, then sharing it with the Board. Laura will perform an initial paper review, reducing the list of candidates to 6-8 qualified candidates, circulating those names and pre-screening questions to the members of the Board for input.

Assignment: The members of the Board will review the list of 6-8 candidates and pre-screening questions provided by Laura Hamilton, providing her with any additional input within 48 hours.

Assignment: Laura will contact the 6-8 candidates, making inquiry utilizing the pre-screening questions. Thereafter, Laura will make a recommendation of 3-4 candidates for in-person interviews.

Assignment: Kent Burggraaf will coordinate and schedule in-person interviews with the 3-4 candidates submitted by Laura, inviting Jennifer Humphries and Janae Powell to participate.

Subsequent process for interviewing and selecting a candidate will be coordinated, with the goal to have the matter ready for a decision by the Board’s regular meeting in May, unless more time is needed.

Annual Conflict Disclosures – Kent Burggraaf:

Conflict disclosure forms have been provided to the members of the Board, pursuant to the Governance Policy. These disclosure forms shall be maintained by the Board Secretary.

Assignment: Board members should turn in a conflict disclosure form to Monnica by the May Board meeting.

Consideration for amendment to this year's LAND Trust plan – Nathan Justis:

Motion: Matt Bowman moved to amend this year's Land Trust Plan to re-appropriate \$5,700 to be utilized by the literary staff in lieu of using it for Montessori math.

Second: Laura Hamilton

For: Unanimous (passed)

Against: None

Consideration for staff compensation/salary increase for the 2018-2019 school year – Nathan Justis: With the increase in WPU and other funds by the State, Nathan Justis recommends compensation for staff be increased by 3%. Lincoln Fillmore confirmed that this was reasonable based on the increased funding. Salary notifications will go out to staff this week.

Motion: Matt Bowman moved to increase staff compensation/salaries by 3% for the 2018-2019 school year

Second: Dan Griffiths

For: Unanimous (passed)

Against: None

Committee Reports & Assignments

Academic Excellence – Lisa Taylor-Swanson: No report.

Advisory Council – Diane Longhurst Johnson: Results to a bullying survey still being sought. Jennifer Humphries moving forward with anti-bullying program. Christine King agreed to serve on the Advisory Council. Discussed Parents Empowered, Rachel's Challenge, and Peace Day.

Audit – Dan Griffiths & Nate Justis

Progress on responses requested to audits (USBE responses, due April 30 2018 and by the end of July): The response that is due by the end of July is ready for the Board to consider.

The response that is due by April 30, 2018 will be finalized this week and submitted. This will require that the Treasurer's Bond issue be finalized.

Assignment: Nate will coordinate with AISU's insurance and Craig Lawson to get the Treasurer's Bond, then acquire the needed signatures and submit the response.

Board Membership/Recruitment – Diane Longhurst Johnson: No report.

Financial Responsibility – Craig Lawson & Lincoln Fillmore: Lincoln Fillmore met with Craig Lawson. Lincoln presented and discussed an AISU and AIS Combined Income Statement and Forecast. AISU/AIS is operating within budget at the present time and is forecasted to remain in the positive through the end of the year. Nathan Justis and Lincoln Fillmore are working on the proposed budget for the 2018-2019 school year, to be considered at the May Board meeting, then adopted in June.

Capital Fundraising & Innovations – Diane Longhurst Johnson: Mindy Young will take over as chair of this committee. No further report.

Communications – Matt Bowman: The committee has met and discussed the improvements to the AISU website (myaisu.org). Jordan King has cleaned up the social media resources being used, reducing response times down to an average of 12 minutes. Bi-weekly AISU newsletters are being circulated. Ensuring clean data/accurate contact info. and reducing bounce back emails has been successful. Goals to establish an elementary school communications plan and instituting the ambassador program.

Executive Committee – Kent Burggraaf: No report.

Curriculum Committee – Nathan Justis: Will be meeting with Lisa Taylor-Swanson and the core lead teachers.

School Trust Land Council – Nathan Justis: No report.

Chairman's Report – Kent Burggraaf: Discussed attendance at AISU all-staff meetings and our limited/observer role as Board members when attending. Discussed Utah Association of Public Charter Schools meetings and trainings. Discussed recent communications with Utah State Charter School Office. Discussed and prioritized a few issues: (1) ensuring AISU's financial viability; (2) ensure all programs and endeavors are within the scope of the AISU charter and State law, including AISU's homeschooling program; (3) verify that AISU's interaction with its affiliates/subsidiaries (private schools or entities) is in compliance with State laws and regulations; and (4) ensure that AISU's scores improve. Discussed training and mentoring offered by the State Office and Charter Association.

Motion to go into Closed Executive Session in accordance with the Utah Open and Public Meetings Act for the following or other purposes outlined in the law: 1) to discuss the character, professional competence, or physical or mental health of individuals; 2) to discuss pending or reasonably imminent litigation: Dan Griffiths

Second: Matt Bowman

For: Kent Burggraaf; Matt Bowman; Dan Griffiths; Laura Hamilton; and Diane Longhurst Johnson

Against: None

Executive Session (Roll Call)

Present: Kent Burggraaf; Matt Bowman; Dan Griffiths; Laura Hamilton; Diane Longhurst Johnson; and Nathan Justis

Invited to Closed Session: Tasi Young

Excused from the meeting: Mindy Young; Lisa Taylor-Swanson; and Craig Lawson

Motion to exit Executive/Closed Session and go back into open session: Laura Hamilton

Second: Dan Griffiths

For: Kent Burggraaf; Matt Bowman; Dan Griffiths; Laura Hamilton; and Diane Longhurst Johnson

Against: None

Assignments and Future Agenda Items

Consideration of the appointment of a school director for AISU;

Consideration of the requested response related to the audit performed last year;

Review of the AISU disciplinary policy; and

Public hearing and consideration of the budget for the 2018-2019 school year.

Adjournment

Motion: Dan Griffiths

Second: Laura Hamilton

For: Unanimous (passes)

Against: None

AIS, LLC Members Meeting

April 17, 2018

Start time: 6:00 p.m. (or immediately following the AISU Board meeting)

Welcome – Roll Call and Confirmation of Proper Notice: Meeting was called to order at about 6:45 p.m. Notice was emailed to the AIS members, or their designated representative, the day prior. That notice was within 24 hours of the meeting.

AIS Members Present:

Representing the Class A member, AISU: Kent Burggraaf; Matt Bowman; Dan Griffiths; Laura Hamilton; and Diane Longhurst Johnson

Class B Members: Mike Farley (by telephone), representing 51 Talk

Staff: Tasi Young

Public:

Approval of Minutes of February 20, 2018 and March 20, 2018 meetings

Motion: Dan Griffiths (but adjusting the year in the minutes from 2016 to 2018)

Second: Matt Bowman

For: Class A member votes in favor (passes)

Against: None

Update on EB-5 Applications – Tasi Young: Discussed progress and efforts of attorney.

Update on Adoption of Amended Operating Agreement – Tasi Young: 4 Class B members have signed. Tasi will follow up with the others.

Update of Downtown SLC Office – Tasi Young: Still not re-let.

Adjournment

Motion: Laura Hamilton

Second: Dan Griffiths

For: Class A member votes in favor (passes)

Against: None

[Notice: This meeting included a meeting of a quorum of the AISU Board, representing the Class A Member of AIS, LLC.]