

**Board Meeting Agenda**  
**American International School of Utah**  
May 22, 2018 @ 4:00 p.m.

Welcome – Roll Call (Board members & staff; present & excused)

Board Members Present: Kent Burggraaf; Matt Bowman (telephonically and in-person); Diane Longhurst Johnson (telephonically); Lisa Taylor-Swanson (telephonically); Nathan Justis (non-voting); Dan Griffiths; Mindy Young; Laura Hamilton (telephonically)

Excused Board Members: Craig Lawson; Monnica Manuel

Staff: Tasi Young (AIS); Lincoln Fillmore (Charter Solutions); Larry King; Jennifer Humphries; Janae Powell; Sara Casaday; Abbey Wallace; Robert Muhlestein

Public (as noted): Andrea Hurtado Angelo; Peter Westman (Realms of Inquiry); Royce Van Tassell (UAPCS); Sophia Weiss (PTO); Jamie Adamson (PTO)

Approval of minutes for April 17, 2018 Board meeting

[Diane Longhurst Johnson joined the meeting by telephone during this item.]

Motion: Dan Griffiths

Second: Mindy Young

For: Kent Burggraaf; Matt Bowman; Lisa Taylor-Swanson; Dan Griffiths; Mindy Young; Laura Hamilton

Against: None

Abstain: Diane Longhurst Johnson

Motion passes

Public Comment (10 minutes)

[Lisa Taylor-Swanson joined the meeting by telephone during first comment.

Royce Van Tassel (UAPCS): Board and administration of AISU invited to UAPCS Annual Conference; scholarship offered for those wanting to attend; State Board of Education came out with an audit regarding school fees; a school fees task force formed; this will likely result in changes to laws and regulations related to school fees; please review audit, State laws and regulations related to school fees; another audit from the State Legislature will come out in July.

Jamie Adamson (PTO): Requests that after school activities become a priority for AISU administration and staff to attend; make PAC video/sound person more regularly available, so PAC can be utilized more, allowing programs to be improved.

Andrea Hurtado Angelo (Parent): Questions whether students' interest in mind when evaluating competency and standards at AISU; students not college ready; don't lower standards; higher standards is a selling point; students were aware of the theft issue and are aware of drug and other issues, usually mentioned on social media; an AISU teacher was not asked to come back next year, for whom Andrea wrote a letter of recommendation.

Peter Westman (Realms of Inquiry): Introduced himself.

State of the School Report – Nathan Justis

Financial status – projected to finish the year with a balance of about \$250,000;

Draft 2018-2019 budget contains small savings of about \$20,000; this is just the first pass at it;

Shifting from debit cards to State Procurement Card program, which will allow for a rebate and better tracking;

Academic achievement – State Sage testing scores reviewed; saw improvement in English Language Arts; Math – saw mostly improvement, but some decline; Science results is a mix; hopefully this is enough of an improvement to keep AISU out of the need for mentorship with the State; had many more students test, with

much less opting out; ACT composite score improved – getting closer and closer to State average and hope to surpass;

Community engagement and satisfaction – students that stole firearms; police quickly contacted when students recognized; staff watched all doors; Murray Police provided strong support; because one student had not been picked up by law enforcement, system for checking out students was implemented; comments from parents were overwhelming positive;

Survey about bullying discussed; staff will continue to address comments on Facebook from parents;

Net Promoter Score shared: NPS was lower than desired; 453 individuals took survey; something got in the way of students taking the survey, so responses are all from parents and faculty; other charter schools have higher scores than AISU's NPS; AISU's score is -11, low; we should follow-up and take action to address comments; interesting to separate the staff survey results versus parents' comments; question to staff may have been ambiguous as to who the audience was.

Introduction of Jennifer Humphries and Janae Powell.

ACTION: Laura will aggregate the comments from the NPS survey to present common themes to the Board at the next meeting. She will separate out the comments of parents, versus staff.

ACTION: Laura to coordinate with Nate in getting the NPS survey pushed back out to AISU students.

Update on School Director Search – Kent Burggraaf  
Process and progress discussed

Consideration of the appointment of a School Director for AISU (may be postponed until after executive session)

Motion to postpone discussion and decision regarding appointment of the school director following executive session:

Dan Griffiths

Second: Matt Bowman

For: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Dan Griffiths; Mindy Young; Laura Hamilton

Against: None

Motion passes

Discussion regarding the Elementary School Assistant Principal/Director Position

2018-2019 proposed budget accounts for the addition of an elementary school Assistant Director/Principal. Discussed board's thoughts on the current administration moving forward with the hiring for this position, versus waiting for the new school director to make this hiring decision. Current school admin. structure discussed. Mixed opinions were expressed, with the majority of the board members agreeing that Nate should move forward with the process.

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

Lincoln Fillmore: The proposed 2018-2019 budget is essentially a breakeven budget, because of how small the savings it contains; the budget still needs to be adjusted to account for some information recently received related to the international program; budget includes a 3% raise for faculty and staff; money included for legal, marketing, and audit; added process to budget, asking teachers well in advance of what their budgeting needs would be; purchase property services shifted to a principal and interest payments; before budget adopted, enrollment will be monitored.

Dan Griffiths: Discussed issues with 2017-2018 budget adopted.

Nate Justis: This years budget issues related to the enrollment projection being too high. This year we are using a projection of 1,380; only assumes a bump of 20 students from last October. Would like to see enrollment of at-home program increase, through Harmony Ed, estimated to increase by 30 students, which would increase the projection to 1,410.

Meeting opened up for public comment related to the 2018-2019 proposed budget:

Sara Casaday: Projected revenue of the international program may be different.

Sophia Weiss: Quality of food provided through the lunch program should be considered in relation to the amount budget.

Nathan Justis: School lunch program now compliant with requirements and operating in the black. Will be seeking to provide better and better meals.

Jamie Adamson: Inquired whether enough is being budgeted for school lunches.

Denny Pearson commented on the food program being improved.

Mindy Young: If additional revenue comes in, beyond what is being projected, where would it be used?

Nate Justis: Consideration should be given to hiring an academic development director, if additional revenue available.

Mindy Young: Need to increase funds for teaching training, to increase performance.

Sophia Weiss: Missing parts for playground needed. Confirmed the parts will be purchased.

#### Board discussion:

Nathan Justis: Budget includes funds for a buildout of office space needed. Discussion regarding using current year funds to pay for buildout. Will need to publicly notice current year budget modification for next meeting or special meeting.

Dan Griffiths: Contingency plan if enrollment projection not reached.

Kent Burggraaf: Was hoping enrollment projection was consistent with this years actual enrollment.

Nathan Justis: We will come up with a contingency plan. 1,380 is a conservative number.

Matt Bowman: Do we have cash on-hand/reserves accounted for in this budget. Discussion regarding the reserves, and 30 days cash on-hand requirement. The budget needs to plan for/work towards the required cash on-hand. Should be a line item putting money in reserve. It's a priority.

Royce Van Tassel: The budget should be paired back; Lincoln's proposed budget anticipates that the Board would want it reduced.

**ACTION:** If Board members have questions for Lincoln, they should be emailed to him within 10 days. Lincoln to send response to questions at least one week prior to next regular board meeting.

**ACTION:** Within 10 days, board members should submit to Nate Justis and Lincoln Fillmore what they feel are highest priority items for the budget and/or where they believe the budget can be trimmed.

**ACTION:** Nate Justis and Lincoln Fillmore should adjust the 2018-2019 budget to account for the requirements for cash on-hand/reserve, or a plan for reaching what is required.

#### Committee Reports & Assignments (Committee representatives will report, if necessary)

Academic Excellence – Lisa Taylor-Swanson: Inquiry as to the difference between this committee and the curriculum committee; Board Governance Policy and AISU's Charter outline the responsibilities of each committee. ACT scores have increased.

Advisory Council – Diane Longhurst Johnson: Addressing bullying is still a priority.

#### Audit – Dan Griffiths & Nathan Justis

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

Nate to circulate current draft of audit response. If Board members have any input, submit them by this next week. Then we will get the response submitted to the State Board.

Board Membership/Recruitment – Diane Longhurst Johnson: None.

Financial Responsibility – Craig Lawson & Lincoln Fillmore: None.

#### Capital Fundraising & Innovations – Mindy Young:

Mindy would like to look into some partnership opportunities with tech. companies she is contacting (including Silicon Slopes, Instructure);

Discussed Broadway in Utah – Every year instead of every other year;  
Alumni event and fundraisers; and  
Amazon Prime and Smith's push to be explored.

Communications – Matt Bowman: None.

Executive Committee – Kent Burggraaf: None.

Curriculum Committee – Nathan Justis: Contract with provider of high school core curriculum being considered, at a reduced rate; provider of GCE curriculum is GLM; project based, and globally themed; in years past AISU contracted directly with GLM; now the former GLM director, in business on his own, is offering the curriculum at 2/3rds the cost. Issues with proposed contract, including clarity of the scope, need to be addressed by provider. Nate will follow-up.

School Trust Land Council – Nathan Justis: None.

Chairman's Report (5 minutes) – Kent Burggraaf

Invited board members to attend all or part of the 2018 Utah Association of Public Charter Schools Conference, June 13-14, at the Davis Conference Center. Email Monnica if you can attend all or part of the conference.

Motion to go into Closed/Executive Session in accordance with the Utah Open and Public Meetings Act for the following: 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 (roll call vote): Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Dan Griffiths; Mindy Young; Laura Hamilton

Against: None.

Motion passes

Executive Session (Roll Call)

Present: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Dan Griffiths; Mindy Young; Laura Hamilton; Nathan Justis

Invited to Closed Session (at different points): Janae Powell; Jennifer Humphries; Tasi Young

Excused from the meeting: Craig Lawson

Motion to exit Executive/Closed Session and go back into open session: Dan Griffiths

Second: Mindy Young

For (roll call vote): Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Dan Griffiths; Mindy Young; Laura Hamilton

Against: None.

Motion passes

Consideration of appointment of an AISU School Director was re-addressed (previously postponed)

Explanation that we would like the top candidate to present to the AISU community, including parents, faculty, and staff, allowing questions to be submitted in advance, following thereafter feedback would be solicited and then reviewed by the Board. Tasi accepted the invitation to participate in this event and will coordinate with staff to have this scheduled next week.

Pending the outcome of the presentation and the input received, we will potentially need to discuss the particulars of the offer to be extended.

Motion to authorize the Board Chair, Kent Burggraaf, to commence negotiations with Tasi Young regarding an offer for the AISU School Director position, pending the outcome and input from the presentation to the AISU community: Dan Griffiths

Second: Mindy Young

For: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Dan Griffiths; Mindy Young; Laura Hamilton

Against: None.

Motion passes

[Dan Griffiths excused and excused from special meeting in two weeks.]

#### Assignments and Future Agenda Items

Review of the AISU Disciplinary Policy & Student Handbook - Nathan Justis & Jennifer Humphries

Consider Adoption of Proposed Discipline Policy - Laura Hamilton

#### Adjournment

Motion: Mindy Young

Second: Lisa Taylor-Swanson

For: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Mindy Young; Laura Hamilton

Against: None.

Motion passes

### **AIS, LLC Member Meeting**

May 22, 2018

#### Welcome – Roll Call and Confirmation of Proper Notice

AIS Members Present:

Representing AISU: Kent Burggraaf; Matt Bowman (telephonically); Diane Longhurst Johnson (telephonically); Lisa Taylor-Swanson (telephonically); Nathan Justis (non-voting); Mindy Young; Laura Hamilton (telephonically)

Class B Members: None.

Staff: Tasi Young

#### Approval of Minutes of April 17, 2018 meeting

Motion: Mindy Young

Second: Matt Bowman

For: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Nathan Justis; Mindy Young; Laura Hamilton

Against: None.

Motion passes

Discussion Regarding AIS Manager Position (in light of new or pending appointment of new AISU School Director)  
Discussion postponed.

#### Update on EB-5 Applications – Tasi Young

Review of new business plan draft: Members discussed draft business plan, proposed to be submitted with EB-5 application. Feedback regarding proposed plan needs to be provided to Tasi prior to the June 19<sup>th</sup> member meeting, when we will consider approving it.

#### Update on Adoption of Amended Operating Agreement – Tasi Young

Discussed members that have signed the Amended Operating Agreement and those that have not.

Update of Downtown SLC Office – Tasi Young

Location still not re-let to another (i.e., still AIS's financial obligation).

Additional Action Items/Future Agenda Items: Approval of draft business plan for EB-5 applications.

Adjournment

Motion: Mindy Young

Second: Lisa Taylor-Swanson

For: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson; Lisa Taylor-Swanson; Nathan Justis; Mindy Young; Laura Hamilton

Against: None.

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