

**Board Meeting Minutes**  
**American International School of Utah**  
June 19, 2018 @ 4:00 p.m.

Welcome: The meeting was called to order at 4:00 p.m.

Board Members Present: Kent Burggraaf; Matt Bowman; Diane Longhurst Johnson (telephonically); Dan Griffiths; Lisa Taylor-Swenson (joined telephonically at 5:50 p.m.); Tasi Young (non-voting); Monnica Manuel

Excused Board Members: Craig Lawson

Faculty and Staff: Abbey Wallace; Janae Powell; Jennifer Humphries

Lincoln Fillmore (Charter Solutions); Schon Nielsen (Charter Solutions)

Public: Denny Pehrson; Sophia Weiss; Jamie Onigkeit; Michelle Schweiss-Sterling

Approval of minutes for May 22, 2018 Board meeting and June 5, 2018 Special Board meeting

Motion: Mindy Young

Second: Matt Bowman

For: Unanimous (passes)

Against: None

Public Comment:

Sophia Weiss shared letter from parent Tanya Stepaneko regarding school lunch concern and shared her personal concern regarding the appointment of a new Lower Elementary Principal who will not be full-time for the first part of the school year.

Abbey Wallace shared an update regarding the status of the applications for the international school.

State of the School Report – Tasi Young: Discussed the time he spent with outgoing Acting School Director, Nathan Justis as well as faculty, staff and parents and has been introduced to the issues facing the school and is working with the team to make a plan.

Kent Burggraaf: Noted that the Board needs to provide Tasi with the priorities set by the Board, against which he can structure his updates.

Discussion and Consideration for Adoption of the 2018-2019 Budget

Lincoln Fillmore: provided an update on changes to the budget since the budget hearing, the current status of cash-on-hand and the contingency plans in place in the case of lower than anticipated enrollment numbers.

Motion to Adopt the 2018-2019 Budget: Dan Griffiths

Second: Matt Bowman

Roll-call vote - For: Kent Burggraaf; Diane Longhurst Johnson; Mindy Young; Dan Griffiths; and Matt Bowman

Against: None

Subsequent discussion and vote, clarifying the Board's approval and adoption of both the fiscal year 2018 budget and the fiscal year 2019 budget. [Vote was a roll-call vote and again was unanimous, and therefore passed.]

Discussion and Consideration Regarding Meridian School - Tasi Young

Motion to postpone: Mindy Young

Second: Matt Bowman

For: Unanimous (passes)

Against: None

Discussion and Consideration for Adoption of Fiscal Policies

Motion to postpone: Matt Bowman

Second: Mindy Young

For: Unanimous (passes)

Against: None

Discussion and Consideration for Adoption of AISU Employee Handbook: Lincoln Fillmore explained the need for an administrable handbook that limits risk for AISU. Janae Powell agreed to share the current AISU handbook with the Board so that they could review it, as well as the one Charter Solutions proposed. No vote needed at this time.

Dan Griffiths stepped out at 5:00 PM

Discussion and Consideration for Appointing a Proxy for Decisions Related to AIS, LLC Member Meetings -

Kent Burggraaf: Discussed that in order to minimize the time commitment on the part of the Board, a Proxy can be appointed who will attend AIS meetings and represent the Board. Noted that the Proxy will not represent the Board in decisions regarding the allocation of public funds.

Motion to appoint Kent Burggraaf as Proxy: Matt Bowman

Second: Mindy Young

Roll-call vote - For: Kent Burggraaf; Diane Longhurst Johnson; Matt Bowman; and Mindy Young

Against: None

Reassignment/discussion of tasks previously assigned related to the Net Promoter Score survey

1. Aggregate the comments from the NPS survey to present common themes to the Board at the next meeting and separate out the comments of parents, versus staff.
2. Coordinate with Tasi in getting the NPS survey pushed back out to AISU students. Consider timing

**Assignment:** Tasi will look to obtain the data from the NPS survey and will coordinate the above items.

Committee Reports & Assignments

Academic Excellence – Lisa Taylor-Swanson: No report.

Tasi Young: Faculty and Staff met to discuss the handling of objections to curriculum content.

Advisory Council – Diane Longhurst Johnson: Discussed the current committee and asked if she should keep it as is or seek to change or add members. Kent Burggraaf suggested that she check the governance policy.

Audit – Dan Griffiths: A response letter has been sent to the State, related to the prior year audit.

Board Member Recruitment - Diane Longhurst-Johnson: Discussed the need to replace or add to the Board.

Financial Responsibility – Craig Lawson & Lincoln Fillmore: Nothing further to add to what was said during the consideration of the 2018/19 Budget.

Capital Fundraising & Innovations – Mindy Young: Discussed additional connections that have been made and could be made with the connections that the other Board Members have. Discussed having an annual alumni theatrical event. Discussed trimester awards for faculty/staff (“Dragon Master”).

Communications – Matt Bowman: The committee has arranged to keep Jordan on through the summer so that communications can continue to be sent to the community. Sophia Weiss mentioned that the PTO wants to begin planning of the annual Gala early and wants to send a communication from the school to the parents regarding volunteer hours.

Executive Committee – Kent Burggraaf: No report.

Curriculum Committee – Tasi Young: Nothing more to add to what was said during State of the School Report

School Trust Land Council – Tasi Young: No report.

Chairman's Report – Kent Burggraaf: Discussed attendance at UAPCS conference and will be introducing the Board to two of the vendors that he met there, who may be able to give input on the bonding process and legal counsel. Discussed reviewing the Annual Review Assurances once completed by Nate or Tasi. Janae Powell stated that the School's requirements have been met for reporting numbers to the State prior to July 1, 2018.

Dan Griffiths rejoined at 5:45 PM

Mindy Young left the meeting at 6:17 PM

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

Roll-call vote - For: Kent Burggraaf; Mindy Young; Lisa Taylor-Swanson; Diane Longhurst Johnson; Matt Bowman; and Dan Griffiths

Against: None

Executive Session (Roll Call)

Present: Kent Burggraaf; Matt Bowman; Dan Griffiths; Diane Longhurst Johnson; Lisa Taylor-Swanson; and Tasi Young

Invited to Closed Session: Monnica Manuel

Excused from the meeting: Craig Lawson and Mindy Young

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

Second: Matt Bowman

Roll-call vote - For: Kent Burggraaf; Dan Griffiths; Lisa Taylor-Swanson; Matt Bowman; and Diane Longhurst Johnson

Against: None

Assignments and Future Agenda Items

Tasi will let the Board know when it will be appropriate to take up the consideration of adoption/revision to discipline policy.

Adjournment

Motion: Dan Griffiths

Second: Matt Bowman

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 8:00 p.m. Notice was emailed to the AIS members, or their designated representative, two days prior.

AIS Members Present:

Representing the Class A member, AISU and their Board by proxy: Kent Burggraaf(written proxy submitted prior to meeting)

Class B Members: None

Staff: Tasi Young

Public: None

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

Update on Adoption of Amended Operating Agreement – Tasi Young: Stated that he is still in the process of following up with Class B members.

Update of Downtown SLC Office – Tasi Young: Still not re-let; possibly will be by August.

Additional Action Items/Future Agenda Items - Tasi Young: Stated that AIS is still moving toward operating in accordance with management agreement, as a separate entity.

Adjournment