

Board Meeting Minutes
American International School of Utah
4998 South Galleria Drive, Murray, UT 84123
November 20, 2018 @ 4:00 p.m.

Welcome– Roll Call (Board members & staff; present & excused): Kent Burggraaf welcomed everyone and then turned over the role of conducting the meeting to Craig Lawson, Board Treasurer, since Kent and Matt Bowman were only present telephonically.

Board Members Present: Kent Burggraaf(Telephonic); Craig Lawson; Diane Longhurst-Johnson; Mindy Young (left @ 5:30) and Tasi Young (non-voting); April Todd (non-voting), Matt Bowman (joined Telephonic 4:08pm), Dan Griffiths (joined 4:19pm)
Excused Board Members: none
Absentee Board Members: none
Staff: Kris Petersen, Peter Westman head of Realms, Abbey Wallace
Public: Sophia Weiss, Ken Grover, Jen Humphries, Lincoln Fillmore

Approval of minutes for October 16, 2018 Board meeting

Motion: Diane Longhurst-Johnson
Second: Mindy Young
For: Unanimous
Against: None

Public Comment

Sophia Weiss, PTO President - STEM supplies ordered and making plans to distribute to teachers; middle of book fair, going well; Grandparents' Lunch happened and went well; Santa Breakfast coming up; Movie Night, Dec 14, Elf; GALA need help with sponsors goal to raise \$25,000, March 2nd.

State of the School Report – Tasi Young

Tasi Young - Highlights: Celebration of Learning is today; things are going well; students all over the state and world; HS Musical; PTO doing great things. Land Trust Council up and going again. Struggles: Complicated Organization; 3 different school levels; K, Lower, Upper El, Middle, High, Realms, International, Distance learning, times 2. All this equals additional complication. Want to look at ways to simplify. The Facility is also a complicating factor; so limited on space, which adds to the complication of organization. Charter alignment is also a struggle. Intensives/personalized learning/project based learning, so many different goals.

Abbey Wallace: School is going in a good direction; director team is going to start looking as ways to better tackle these challenges.

Matt Bowman: Excited to see the progression of the school team

Academic Achievement - MAPP Assessment

Community Engagement and Satisfaction

Financial Responsibility Committee Report - Craig Lawson & Lincoln Fillmore

Craig Lawson - Review of Financial overview

Lincoln - Debt Coverage Ratio, looking to update with new audit data. Debt Burden Ratio.

Craig Lawson - Recommends considerations of bond options with more exact numbers including past financial obligations. AISU revenue is trending a little lower than planned for the month, caused by student enrollment lower than projected at the time the budget was initially adopted. Personal cuts in November in hopes to reduce future months expenses; other than salaries, expenses are below planned; indicate we are trying to be fiscally responsible.

Tasi Young - In previous years AISU operated with a \$1-\$2 million deficit. Goal was to have a \$250,000 deficit, because of the unpredicted Property Tax assessed (approx. \$250,000), which was not assessed in years past. Staff cuts were one of the targeted areas to compensate for the \$750,000 deficit (based on lower enrollment, lower number of international

students, and property taxes assessed). Multiple staff members let go since the last board meeting. With the changes it looks like we are still an additional \$160,000 deficit above what we had hoped to be.

Public Hearing and Board Discussion on Proposed Budget Amendment: Changes to the budget discussed. Opened up for public comment.

Motion to adopt the amended budget: Dan Griffiths

Second: Mindy Young

For: Unanimous

Against: None

Discussion and Consideration of [AISU Early Literacy Plan](#) - Tasi Young (vote needed)

AISU Early Literacy Plan was discussed. Implementation of this plan began last year but was not on record as adopted. This literacy plan is what we have been operating on and is currently budgeted for.

Motion to adopt AISU Early Literacy Plan: Mindy Young

Second: Dan Griffiths

For: Unanimous

Against: None

Consideration Amendment/Adoption to the [Fee Schedule](#) and Waiver Policy - Tasi Young (vote needed)

Fee Schedule and Waiver policy has already been implemented in previous years, but is not on record as adopted. This is what we have been operating on and is consistent with our Charter.

Motion: Dan Griffiths

Second: Mindy Young

For: Unanimous

Against: None

Discussion of AISU [2019-2020 School Calendar](#)

April - This Calendar that is being proposed is very similar to the 2018-2019 calendar. Biggest change is a shorter winter break, a little later start, and a shorter leadership Intensive. Long Term looking at ways to better support our teachers in our current model, before we try to make a larger shift to our calendar constructs.

Motion to approve proposed calendar: Mindy Young

Second: Dan Griffiths

For: Unanimous

Against: None

Board Membership & Recruitment Committee Report - Diane Longhurst-Johnson

Diane Longhurst-Johnson - Asked potential Board Members, Jen Humphries and Kenneth Grover, to give a brief overview of their interest in a board position and background.

Diane Longhurst-Johnson - Gave a favorable recommendation for both candidates, due to understanding the complexity of AISU organization and history of expertise in other educational positions.

Tasi Young - Supports the recommendation of both candidates.

Consideration of appointing Jennifer Humphries to a 3-year term as a board member

Motion: Dan Griffiths

Second: Mindy Young

For: Unanimous

Against: None

Consideration of appointment of Kenneth Grover to a 3-year term as a board member

Motion: Dan Griffiths

Second: Mindy Young

For: Unanimous

Against: none

Strike the Executive Session from the meeting because no need. Discussion of potential new board members, their including competence and character, was discussed in open session and votes were already taken.

Additional Committee Reports & Assignments

Need to have an audit committee members clarified and possibly adjusted.

Kent - Suggests that board revisit how AISU committees are constructed and supported. Have board members report in future board meetings.

Chairman's Report – Kent Burggraaf

Discussion of Scheduled Board Meeting on December 18, 2018

Tasi Young - planning on meeting with a board committee (less than a quorum) to discuss the AIS and AISU balance. No knowledge of pressing matters to discuss in the December Board meeting.

Motion to cancel December 18, 2018 Board meeting

Motion: Dan Griffiths

Second: Diane Longhurst-Johnson

For: Unanimous

Against: None

Tasi Young announced that the AISU Title 1 parent Involvement policy title has been changed to Parent and Family Engagement Policy.

Discussion of Assignments, Future Agenda Items, or Items Related to AIS, LLC

Status of Downtown SLC location

Tasi Young - A charitable organization would like to occupy and possibly sub-lease to them after January currently paying about \$2,500 a month on rent.

Dan Griffiths - wants to calendar an extended meeting in January or February. Follow up with Tasi Young and Kent Burggraaf about scheduling this.

Adjourn

Motion: Dan Griffiths

Second: Ken Grover

For: unanimous

Against: none