



## Board Meeting Minutes ~ Final (Approved at October 4, 2017 Meeting) September 14, 2017

Board Members in Attendance: Richard Maxfield, Diane Johnson (Telephonic), Mike Edmonds (Telephonic), Dan Griffiths, Matt Bowman, Laura Hamilton (non voting member)

Invited Guests in Attendance: Mark, Nathan, Robin Tenbrink, Katie Hunter, Katie Hedman

Agenda Items:	Discussion:	Follow Up Needed:
Approval of Board Meeting Minutes, August 18, 2017	Dan Griffiths motioned that the minutes be accepted as written. Mike Edmonds seconded the motion. Motion carried with one abstention by Diane Johnson as she did not attend the meeting.	
Public Comment	Laura Hamilton read onto the record the purpose for public comment  Aundrea Hurtado Angeles, parent of three children at AISU. All of the three are working below their potential which has resulted in her spending upward of \$500/month in math tutoring. Other families are at a disadvantage if they do not have the finances or the ability to work with tutors with their children.	Nathan Justis will follow up with Aundrea on this issue and some of the ideas she has on resources that could be available.
Approval of Special Education Manual	Katie Hedman presented the proposed special education manual. The manual has been updated due to changes the state has implemented. The changes include a transition plan at age 14. The only changes that were made to the manual are those items that are state requirements. Katie noted that RTI and discrepancy based review are the methods AISU is using to identify those who may need support from the special education. Nathan Justis recommended that the Board approve the special education manual as presented. Matt Bowman motioned that we adopt the special education manual. Diane Johnson seconded the motion. Discussion on the topic. Motion carried with one abstention by Richard given that he had not had time to review the manual.	
Approval of Proposed AISU Policy ~ PE, Health, Arts in Middle School	Robin Tenbrink and Katie Hunter presented on the change in Utah law to move middle school physical education, health, and arts to no longer being a part of the core curriculum, but rather elective courses. AISU would like to move to continue to include arts and physical education as a part of the core program. Dan Griffiths motioned that we accept the proposed policy to maintain art, health, and physical education as core courses with the ability for families to apply for a waiver. Mike seconded the motion. Motion carried through unanimous vote.	
Approval of AISU Fee Schedule	Nathan Justis presented the fee schedule for the school year. There was no material departure from the previous fee schedule. Discussion was held regarding fees for chrome books which are included on the fee schedule. Assignment was given to Nathan Justis to provide an overview of how many chrome books are lost and not paid for each year. No communication has come in about fees being excessive. Fees for sports depend on the number of players, coaches, gym rentals, and league fees are what is used to inform those fees. The sports uniform policy will be that uniforms are returned instead of given to the students, and that there is a new vendor moving forward which would result in cost savings. Suggestion was made that better communication with parents about what the fees are related to and how they are calculated would be beneficial. Dan Griffiths motioned to approve the fee schedule as presented. Matt seconded the motion. Discussion on the topic. Nathan Justis noted that he appreciated the input for potential changes for next year and some communication that could take place to better inform families of the composition of the fees. Dan Griffiths indicated that he is comfortable approving this year's fee schedule given the consistency with previous years. Motion carried with a unanimous vote.	Nathan Justis will check with the front desk staff and provide the Board with an overview of how many chrome books are lost each year that are not reimbursed to the school.  Nathan Justis will work on communication with the AISU community for next year. Communication will include information about how these fees were composed.



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Approval of Proposal on RFP	<p>An RFP went out one month ago for financial services and business management services. Two firms, Red Apple and Charter Solutions, responded with complete responses. The evaluation criteria for the proposals included 1) Experience with charter school business management 2) Experience in placing an employees to work on campus full time, and 3) Software compliance with state accounting methods. Mark Smith and Nathan Justis reviewed the two proposals in depth. Red Apple is not able to meet all three criteria where Charter Solutions can.</p> <p>Nathan Justis will meet with Charter Solutions and negotiate what the package for AISU would look like.</p> <p>The way the software through Charter Solutions is set up is more user friendly for what the state charter board needs, so we should explore the potential cost savings in audit fees by utilizing their services. Nathan Justis will clarify if we need to purchase the software package that Charter Solutions utilizes, or if it is included in the bid costs.</p> <p>Chairman of the Audit Committee, Dan Griffiths and Chairman of the Finance Committee, Mike Edmonds agreed to work with Nathan Justis to sort out the details of the final bid cost with Charter Solutions.</p> <p>Dan Griffiths motioned that we move forward negotiating a contract with Charter Solutions. Matt Bowman seconded the motion. Motion carried with Mike Edmonds not participating in this vote due to dropping off the conference call.</p>	Nathan Justis will work alongside Dan Griffiths and Mike Edmonds to find out if software pricing is included in the bid that they provided and to further define what the monthly cost to AISU would be for the services outlined in the RFP response.
Athletic Facility Proposal	Mark Smith reported that the City of Murray has placed additional requirements on the group we were in negotiations with that added \$175K in cost, a significant increase. He indicated that he is working with the group to re-evaluate how to move forward and if we are going to move forward.	Mark Smith will follow up with contacts at the Murray City offices and will update the Board of any movement on this partnership.
Statewide Online Education Program Update	Nathan Justis has been in touch with the directors of the state online education program. AISU applied to be a provider of online courses and our application was approved a few months ago, but since that point in time due to some miscommunication and lack of resonance from their technical support, AISU has been removed from the program. Dan Griffiths met with Scott Jones and understands that in order to re-authorize us in the program, they need to feel comfortable that we have responded to the audits appropriately.	
New Board Member Committee	<p>Kent Burggraaf was called to provide his statement to the Board. Areas where he has goals is to help AISU remain fiscally sound by mitigating legal liabilities, reviewing contracts for potentially issues, he is around long term with AISU. Thoughtful consideration for responsible growth would also be important to him. Ensure AISU is a great place to work for staff and faculty ~ helping us attract the best teachers. Ensure AISU is providing the best education we can.</p> <p>Wendy provided her statement to the Board. She is an AISU mom. She would like to contribute in this way and see foundations built with our students to get past some of the challenges our kids may face. She would like to address things from a policy side. She feels with her background she could help with messaging and bring cohesiveness to our Board. She wants to ensure the mission is communicated well to the community and work through those that she has a relationship to help AISU grow even more. She sees this as a way to say thank you for what the school has offered her family.</p> <p>Laura read Lisa's statement that was provided in written form to the Board.</p> <p>Diane noted that the Board would discuss nominees in Executive Session. Richard Maxfield asked if this topic was allowed to be delayed to Executive Session to which Laura Hamilton responded that it was a matter of professional qualifications and character, so it met the requirements for Executive Session. Mike Edmunds has rejoined the call.</p>	



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Communication Committee	<p>Matt Bowman communicated that after a communications task force meeting, there were three main assignments to improve communication. The assignments included an updated website, a Tuesday newsletter with relevant communications for that week, and clean data. All of this was to be accomplished while working with Royce VanTassle at the Charter School Associate in crafting messages.</p> <p>Nathan Justis has been able to follow through with the recommendations of the task force. Jordan King has worked diligently to launch a new website for AISU one week ago: <a href="http://www.myaisu.org">www.myaisu.org</a>. The newsletters have gone out as scheduled each Tuesday. Clean data was a goal to ensure we had the right email addresses and means to contact families. Nathan Justis will need to double check to see where we are at with this, but he understand that Jordan King has been using bounce back emails to track where appropriate updates are needed.</p> <p>Richard Maxfield requested that Nathan Justis continue to work with Jordan King to get all past meeting minutes posted from Bioard Meetings. He also requested that a demand letter go out to Mike Farley for any meeitngs 2013-current that he has recordings and minutes for.</p>	Nathan Justis to follow up on a demand letter for meeting minutes that are in Mike Farley's possession.
New Board Member Training	<p>Laura Hamilton noted that the training overview for upcoming courses through the Charter Board Association was sent to each member of the Board and encouraged everyone to attend these trainings. Richard Maxfield would also like the Board Members to review the contract with the State Charter Board and ensure they understand what we are required to follow. Richard Maxfield has had a conversation about what the state charter board expects from us realistically.</p>	<p>Laura Hamilton will send a copy of the contract to the Board.</p> <p>Nathan Justis will provide an overview that the state previously provided. If this is different from the contract Laura Hamilton is able to access, she will send out both.</p>
Audit Committee	<p>Dan visited with individuals in finance at the state office. There are concerns that still exist within the state charter board offices regarding AISU's response to the audit. There is a need to move quickly to get the state board the information they are requesting. Natalie Grange will be providing us a list of pending items she needs to get copies of from a documentation perspective.</p> <p>Nathan Justis noted that part of the follow up audit recently conducted was regarding student enrollment records and immunization records. The data collection by Squire on this audit was clean. There was only one exception in everything they reviewed.</p>	
Executive Session	<p>Executive session will be used to explore the legal avenues to deal with Mike Farley's mideads and to fully execute our contract with the state.</p> <p>Richard Maxfield indicated he would entertain a motion to go into executive session. Motion to go into executive session was made by Dan Griffiths. Matt Bowman seconded the motion. Motion carried with verbal yes votes by Richard Maxfield, Matt Bowman, Dan Griffiths, Diane Johnson (telephonic), and Mike Edmonds (telephonic).</p> <p>Matt Bowman motioned that the Board exit Executive Session. Dan Griffiths seconded the motion. Motion carried with verbal yes votes by Richard Maxfield, Matt Bowman, Dan Griffiths, Diane Johnson (telephonic), and Mike Edmonds (telephonic).</p>	



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New Board Members	<p>Diane Johnson motioned that two new board members of AISU be appointed. Those two candidates would be Kent Burggraaf and Lisa Taylor-Swanson. Both would be seated as voting board members with the anticipation that we would add other board members in the future given the excellent candidates we have received. Dan Griffiths seconded the motion.</p> <p>Discussion on the motion: Dan commented that we would like to see other candidates who expressed interest added into the advisory council capacity and form a group of individuals that we could pull from in the future as Board Members. There were outstanding individuals who expressed interest that we should engage to provide advice and expertise to the Board as we face different challenges where their skills could be leveraged.</p> <p>Motion carried with a unanimous vote.</p> <p>Diane Johnson was given an approval at the last meeting to compose an advisory council.</p>	<p>Laura Hamilton will work to put a phone call together to let Lisa Taylor-Swanson and Kent Burggraaf know that they were approved for appointment the Board. This will be a conference call with Richard Maxfield and a written acceptance of their appointment will be necessary.</p>
Mike Farley Proposal	<p>Mike Edmunds shared that the Board has received over the last several months multiple iterations proposals from Mike Farley regarding management and involvement with AIS and AISU. Mike would like to ensure that we as a Board we acknowledge receipt of the proposal on the public record. These various proposals that have been submitted to the Board are variations of a proposal previously declined by the Board. The Board will not entertain this or future proposals from Mike Farley, nor any business relationship with him moving forward as it is not in the best interest or beneficial to AISU. Mike Edmunds suggests the Board should ensure the EB-5 investors are aware that the Board will be managing the school in accordance with Utah state law, so that we will not be accepting any of those proposals by Mike Farley.</p>	
Financials Update	<p>Budget shortfall noted by Dan Griffiths regarding information the Finance Committee received just prior to this meeting. Nathan Justis noted that the shortfall comes from a number of students not returning from AISU who did not notify the school that they would not be returning. The school plans for a certain percentage who will not return, but this year there was close to 100 students who did not return and did not communicate their intent not to return. For our October 1 count, we are hoping to see an increase in enrollment through other partnerships to mitigate the loss.</p>	<p>Laura Hamilton will ensure there is an update from Finance Committee on the agenda for the October Board Meeting.</p>
Meeting Adjournment	<p>Dan Griffiths motioned that the Board Meeting adjourn. Matt Bowman seconded the motion. Motion carried with a unanimous vote.</p>	