

American International School of Utah

Board Governance Policy



Table of Contents

Introduction..... 3

01—Board Governance..... 4

 01-101—Committee Policy 4

 01-102—Conflict of Interest Policy 6

 01-103—Complaint Policy 9

 01-104—Records Management Policy..... 9

 01-105—Sponsorship and Material Display or Distribution Policy..... 12

 01-106—Board Member Code of Conduct..... 13

 01-107—Governance Process Policy 14

 01-108—Board to Administration Delegation Policy 15

 01-109—Costs of Governance Policy 16

 01-110—Executive Limitations..... 17

 01-111—Data Management..... 22

 01-112—Policy Development..... 23

 01-113—Board Members, Structure, and Meetings 23

 01-114—Board Officers..... 25

 01-115—Board Fiscal Responsibilities 27

Introduction

The mission and vision statements should guide the day-to-day operation of American International School of Utah (“AISU”) and should drive and dictate every decision made. Developing systems that ensure the growth of the school is a shared responsibility of the Board of Directors/Trustees and the school Director (referred to elsewhere as Principal or Superintendent), and will assist in maintaining continuity between the current board’s vision and that of future governing boards.

At AISU, we seek to personalize, accelerate, and enrich learning using technology facilitated, student-centered blended learning model within a flexible, creative, and inspiring school environment that encourages students to be personally invested and globally engaged.

Our mission is to improve the world as we learn, live, lead and serve with Purpose, Passion and Persistence.

Be present · Leave no trace · Strive for excellence · Ensure the safety of all · Be conscious of your volume · Be kind and considerate

The AISU Charter Application was incorporated by reference by the *Utah State Charter School Board Charter School Agreement with American International School of Utah* (hereinafter, “Charter” and “Charter Application”) and is binding on the Governing Board. See AISU Charter Section 2(a), p. 3. References herein to the Charter also include the provisions contained in the Charter Application.

AISU policies may be modified when necessary, without a Board vote, when the modification is not substantive and is for the purpose of correcting grammar or improving structure and format. All policies should be dated as of the adoption/revised date.

Whenever any provision of AISU policies conflict with the provisions of federal, state, or local law, or the AISU Charter or Bylaws, the provisions of the Charter and Bylaws shall control, with the provisions of law superseding all else.

Adopted/revised: 03/20/18

01—Board Governance

01-101—Committee Policy

The purpose of Committees is to assist the Board, the Director (i.e., Superintendent or Manager), and the Parent Organization in accomplishing the Mission and Charter of American International School of Utah (“AISU”).

The Board establishes the following standing committees to report to the Board:

- Academic Excellence (Accountability)
- Financial Accountability
- Audit
- Capital Fundraising, & Innovation
- Executive
- School Land Trust Council

The Board directs the Director to establish the following standing Committees to report to the Director:

- Curriculum
- Public and Parent Relations
- Technology
- Safety

The Director will establish additional committees and the Parent Organization leadership will establish additional PTO committees as they deem necessary for the performance of their specific responsibilities and authority within AISU's Mission and Charter.

The Director and Committees shall not cause or allow any decision, action, condition, or organizational circumstance that is illegal, imprudent, contrary to commonly accepted business practices and professional ethics, or contrary to the school's Charter, Mission, or adopted policies. Committees shall meet on a regular basis throughout the school year (monthly or quarterly, as necessary), providing sufficient notice to committee members.

The **Academic Excellence Committee** is delegated the responsibility to present to the Board annually an accountability plan for gathering data about the school's academic progress, staff, student, and parent relationships. The Academic Excellence Committee is responsible to compile the data required by the school's accountability plan and charter and present the data plus a summary to the Board. Members of the Academic Excellence Committee will be appointed by the Board. This Committee will assume the responsibilities of the Accountability Committee and may coordinate with the Curriculum Committee, as outlined in the Charter Application (*see* Charter Application, p. 70-71). The Committee will report to the AISU Board proposed curriculum changes.

The **Financial Accountability Committee** will insure proper accounting controls are implemented and utilized, prescribe and supervise the methods and systems of accounting to be followed, see

that complete books and records of account are kept, and oversee the preparation of statements of account showing the financial position of AISU and the results of its operations. The Committee will present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner. The Treasurer will chair the Financial Accountability Committee and the Director will be a member. Other members of the Financial Accountability Committee will be appointed by the AISU Board.

The **Audit Committee** is delegated the responsibility to assist with and oversee any formal or informal audit, required by law, the State Board of Education, the AISU Charter, or otherwise requested by the Board. The Committee will prescribe and supervise an adequate system of internal audit and will make recommendations for and work with external auditors. The Committee will present audit results and recommendations to the Board in a timely fashion, ensuring that required reports are properly filed in a timely manner. The Treasurer of the AISU Board will not be a member of the Audit Committee. The Director will be a non-voting member of the Committee and will subvert his role on the Committee where directed by the Audit Committee Chair.

The **Capital Fundraising & Innovation Committee** is delegated the responsibility to raise large donations to the school for use in capital improvements and other large one-time expenses. The Capital Fundraising & Innovation Committee will coordinate with other fundraising committees established by the Director or Parent Organization. The Committee will recommend to the Board a plan for special honors to individuals or groups making large donations to the school. The Committee will also seek out and evaluate new methods and technology for improving education, including partnerships which may generate long term revenue for AISU. This Committee may partner at times with the Academic Excellence Committee when considering items related to academic performance. Members of the Capital Fundraising & Innovation Committee will be appointed by the Board. This Committee will assume the responsibilities of the Facilities Committee, as outlined in the Charter (*see* Charter Application, p. 70).

The **Executive Committee** will review and provide guidance in the organization, maintenance, and content of contracts and agreements to which AISU or its subsidiaries are a party. The Committee will coordinate with the Director and designated staff when negotiating or entering into new agreements. The Committee will provide input and recommendations to the Director/Superintendent and the AISU Board for appropriate contractual or legal matters. The Committee will evaluate the Director's job performance annually. The Committee will oversee HR issues, when appropriate, and issues of Board governance, making appropriate recommendations to the Board. The Committee will consist of the AISU Board Chair, Vice-Chair, and Treasurer. The Committee shall not subvert the authority and role of the Director/Superintendent or the AISU Board in matters of their purview, without properly delegated authority.

The Board designates elected members of the Board and the Director as the members of the **School Land Trust Committee** (i.e., Council). An additional member of the school staff will be elected annually by the staff to serve on the School Land Trust Committee. Additional members will be designated by the Board. The number of Committee members who are parents or guardians of students enrolled at AISU shall exceed all other members combined by at least two. The School

Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Utah Code Section 53A-16-101.5 and any State Board Rules. The Committee shall prepare a plan for the use of School LAND Trust Program money, meeting the criteria of Utah Code Section 53A-16-101.5(6). The plan shall be submitted to the AISU Board for approval. The Committee shall then post the approved plan on the School LAND Trust Program website, with a report of the Committee members voting for and against the approved plan. The Director shall provide a signed, written assurance that AISU has complied with establishing a council in accordance with Utah Code Section 53A-16-101.5(9). Notwithstanding the foregoing, the Committee shall be constituted and comply with the requirements of Utah State Code, as amended from time to time.

Members of committees reporting to the Director will be appointed by the Director, except where noted otherwise in the Charter (*see* Charter Application, p. 70-71; e.g., Curriculum Committee). Members of committees may include board members, staff, parents, or other community members. Responsibilities of committees reporting to the Director will be delegated to the committee in writing by the Director. The Director will ensure that the responsibilities of the standing committees reporting to the Director are consistent with roles and duties outlined in the school's Charter, State and Federal Law, and the requirements of State and Federal grants the school has accepted.

Adopted/revised: 03/20/18

01-102—Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to AISU or its subsidiaries, or result in personal financial, professional, or political gain on the part of such persons at the expense of AISU or its members, supporters, and other stakeholders.

Definitions: References to *AISU*, also includes its subsidiaries. *Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members, officers, and board members of AISU. *Board* means the Board of Directors. *Officer* means an officer of the Board of Directors. *Volunteer* means a person -- other than a board member -- who does not receive compensation for services and expertise provided to AISU. *Staff Member* means a person who receives all or part of her/his income from the payroll of AISU. *Supporter* means corporations, foundations, individuals, 501(c)(3) nonprofits, and other nonprofit organizations who contribute to AISU.

POLICY AND PRACTICES

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:
 - a. A board member is related to another board member or staff member by blood, marriage or domestic partnership.

- b. A staff member in a supervisory capacity is related to another staff member whom she/he supervises.
 - c. A board member or their organization stands to benefit from an AISU transaction or staff member of such organization receives payment from AISU for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
 - d. A board member's organization receives grant funding from AISU.
 - e. A board member or staff member is a member of the governing body of a contributor to AISU.
 - f. A volunteer working on behalf of AISU who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect AISU's best interests. Both votes shall be by a majority vote without counting the vote of any interested Board member or director, even if the disinterested Board members are less than a quorum, provided that at least one consenting Board member is disinterested.
 3. A Board member or Committee member who is formally considering employment with AISU must take a temporary leave of absence until the position is filled. Such a leave will be taken within the Board member's elected term which will not be extended because of the leave. A Board member or Committee member who is formally considering employment with AISU must submit a written request for a temporary leave of absence to the Secretary of the Board, indicating the time period of the leave. The Secretary of the Board will inform the Chair of the Board of such a request. The Chair will bring the request to the Board for action. The request and any action taken shall be reflected in the official minutes of the AISU.
 4. An interested Board member, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
 5. Anyone in a position to make decisions about spending AISU's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.
 6. A copy of this policy shall be given to all Board members, staff members, volunteers or other key stakeholders upon commencement of such person's relationship with AISU or at the official adoption of stated policy. Each board member, officer, staff member, and volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
 7. This policy and disclosure form must be filed annually by all specified parties.

Adopted/revised: 03/20/18

Conflict of Interest Disclosure Form

American International School of Utah

This form must be filed annually by all specified parties, as identified in the AISU Conflict of Interest Policy Statement (ratified by AISU's Board of Directors on January 16, 2018)

___ I have no conflict of interest to report

___ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Printed Name

Date

01-103—Complaint Policy

See Charter Application, Appendix E, Complaint Policy.

Adopted/revised: 03/20/18

01-104—Records Management Policy

The AISU Board is committed to see that school records are managed in an efficient and responsible manner. Therefore, the Board delegates to the Administration the responsibility for maintaining, classifying, preserving, accessing, and destroying school records in compliance with the Government Records Access and Management Act (GRAMA), Utah Code, Title 63G, Chapter 2, and the AISU Data Governance Plan, adopted in accordance with Utah Code, Title 53A, Chapter 1, Part 14. Where this policy or the Data Governance Plan unlawfully deviates from federal or state laws or regulations, the state laws or regulations shall apply.

A. Records Management

- a. The Director or designee shall be the records officer for all general school records including, Human Resource Records, and any documents related to fiscal matters such as property, budgets, payroll, accounts, contracts, AISU subsidiaries, etc.
- b. The Director or designee shall be the records officer for all records related to students.
 - i. The Director shall:
 1. Create and maintain a list of all employees who may access a student’s educational record, including the name and position of each school employee that has such access
 2. Provide the “Employees with Access to Educational Records List” to the governing board annually or when updated
 3. Provide training on student privacy laws to those on the “Employees with Access to Educational Records List”
 4. Provide a certified statement, signed by each school employee, that certifies that the employee(s) completed the training and understands student privacy requirements
- c. The board secretary shall be the records officer for all board documents, including policies, minutes, and recordings of board meetings.

B. Records Classification

- a. All school records shall be classified as public, private, controlled, protected, or exempt as defined in statute.
- b. Public Records shall include:
 - i. Official minutes, actions and decisions of the Board and School Administration, unless these records involve information that is classified as private, controlled, or protected.
 - ii. Official School policies, contracts, minutes, and accounts.
 - iii. Names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours, and dates of employment of all current and former employees.

- iv. Documents showing formal criminal charges against an employee, unless, in the judgment of the Director, the charges are groundless, or the charges are not sustained.
- v. Public records shall be open for public inspection during regular office hours as defined in section H Access to School Records.
- c. Private Records shall include:
 - i. Personnel files including applications, nominations, recommendations, evaluations, and proposals for advancements or appointments.
 - ii. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, and military status.
 - iii. Individual student records.
 - iv. Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Educational Rights and Protection Act (FERPA).
- d. Controlled Records shall include
 - i. Records containing medical, psychiatric, or physiological data on an individual which, if disclosed, could be detrimental to the individual's mental health or safety.
 - ii. Controlled records shall be open only to authorized persons or agencies, but will not be open to the subject of the record.
- e. Protected Records shall include:
 - i. Any information that, if disclosed, would jeopardize the life or safety of an individual or security of school property or programs.
 - ii. Documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining position, or could enable circumvention of an audit.
 - iii. Records related to potential litigation or personnel hearings.
 - iv. Records generated in meetings which are closed in accordance with the Utah Open and Public Meetings law.
 - v. Test questions.
 - vi. Protected records shall be open only to authorized individuals and agencies or in response to court order.
- f. Exempt Records: Exempt records shall include student records that are protected by the Family Educational Rights and Protection Act (FERPA).
- C. Access to School Records
 - a. All requests must be submitted in writing by using the AISU GRAMA Request form. Requests to view school records should be addressed to the appropriate records officer during regular business hours.
 - b. Individuals requesting to view records classified as private, controlled, protected, or exempt shall be required to prove their right to access the record through personal

identification, written release from the subject of the record, power of attorney, court order, or other appropriate means.

- c. The Director shall determine whether access to the requested record(s) is to be granted or denied.
 - i. If the request is approved, the records shall be provided as soon as possible and not more than ten (10) working days from the date the request was received.
 - ii. If the request is denied, the records officer must specify the reason, and the requester shall be informed of the right to appeal.

D. Appeals Process

- a. Appeals to the AISU Board
 - i. The requester shall file a written request for a hearing with the Board Secretary at least ten days before the requested hearing date.
 - ii. Upon receiving the request, the Board Secretary shall schedule a mutually convenient date, time, and location for the hearing and notify all parties and post the meeting as required under open meetings law.
 - iii. The requester has the right to be represented by legal counsel at the hearing.
 - 1. If the requester is to be represented by legal counsel, the administration must be notified at least 10 working days in advance of the hearing.
 - 2. If the requester has legal counsel present at the hearing, the administration may also be represented by legal counsel.
 - 3. Within ten (10) working days of the hearing, the Board Secretary shall notify the requester in writing of the Board's decision.
 - 4. If the Board upholds the action of the School Administration, the requester has the right to take any legal action open to the requester.

E. Copying School Records

- a. AISU may charge a fee for duplicating school records that is equal to the actual duplication cost plus any employee time involved.
- b. AISU shall refuse to allow duplication of copyrighted materials (except in accordance with educational copyright laws and with respect to educational materials).
- c. AISU shall charge 5 cents per page for duplicating records, plus the cost of labor involved at the rate of \$12 per hour.

F. Retention of School Records

- a. AISU shall adhere to the general schedule for records retention approved by the State Records Committee.
- b. Records that are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
- c. Only those confidential records required for retention at the school as per state guidelines shall be retained. The school will not retain other confidential records.

Adopted/revised: 03/20/18

01-105—Sponsorship and Material Display or Distribution Policy

The Board recognizes the educational value of proper and wholesome resources in the nature of individual personalities, business and institutional publications and the many materials of local, state, and national agencies.

The property, parking lots, sidewalks, and facilities of AISU and the publications of AISU are a closed forum, to be managed in the best interests of the students and patrons as determined by school Administration.

The Board of Directors adopts the following policy relating to sponsorship of school facilities or activities by outside entities and for the distribution of advertising or other materials from outside parties on campus.

SPONSORSHIP OF FACILITIES OR ACTIVITIES

The board or administration may seek sponsorship for specific school activities or for any part of the school's facilities. All sponsors must:

1. Be approved by the School Administration
2. Not participate in any activity or produce any product that would be prohibited on school grounds by policy, rule, or statute
3. Pay a sponsorship fee (or make an in-kind donation) as negotiated with school administration

AISU and any sponsor shall enter a written agreement specifying the fee or donation, the activity or facility (or portion thereof) sponsored, and the length or term of the sponsorship. The Board may revoke the sponsorship agreement at any time by majority vote and refunding the prorated fee or donation based on the proportion of actual sponsorship compared to the agreed term.

SCHOOL PUBLICATIONS AND PRINTED MATERIALS

The Board places the responsibility for school publications and distribution of any materials with school administration. Therefore, printed material of any nature shall not be distributed on the school premises without the consent of the Director. Flyers, handbills, or other printed materials which are not either approved by the Director are prohibited and may not be posted or distributed on school property or placed in mail boxes that are provided for school staff. All publications shall be free of any adverse, lewd, wanton, or lascivious writings or pictures. There shall be no publications of a nature that would ridicule, defame, belittle, or otherwise injure the character of any individual or group.

AISU will not accept or publish public political advertising on ballot initiatives, constitutional amendments, and candidates for election. The Board may publicize its position on initiatives and other matters sponsored by the Board or having a direct bearing on the education of students at AISU.

Printed material advertising a private service not related to AISU or education in general may be distributed at the discretion of the school director. The director may require the sponsors of such material to pay a fee to the school for the privilege of distribution within the school. Fees shall be uniformly applied, but may be waived for community events and activities sponsored by a local city or other community organization, or for services or activities that are closely related to AISU's mission. Fliers may not advertise any activity or product that would be prohibited on school grounds by policy, rule, or statute.

Adopted/revised: 03/20/18

01-106—Board Member Code of Conduct

The Board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. The Board shall have power over and control of the business affairs as provided for in Utah and federal law, and in the Articles of Incorporation.

1. Members must demonstrate loyalty to the charter and board policy, and the ability to put the needs of the school ahead of the needs of individuals or personal agendas.
2. Members have a responsibility to be knowledgeable about essential documents binding or affecting AISU and its subsidiaries, including the AISU Charter, bylaws, policies, procedures, and budgets.
3. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There will be no self-dealing or business by a member with the school outside the scope of the conflict of interest policy. Members will annually disclose their involvements with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest.
 - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote but also from the deliberation.
 - c. Board members will not use their board position to obtain employment at the school for themselves, family members, or close associates. A board member who applies for employment must first resign from the board or take a temporary leave of absence until the position is filled (i.e., pursuant to the Conflict of Interest Policy).
4. Board members may not attempt to exercise individual authority over the organization.
 - a. Members' interaction with the Director or other staff must recognize the lack of authority vested in individuals except when explicitly authorized through a board vote, and members must interact appropriately with staff when acting as the parent of a student.
 - b. Members' interaction with the public, the press, the authorizer, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly-stated board decisions. Members will adhere to the lines of communication established by the Board as to specific matters, including designations of an official spokesperson, when necessary, in which case Members should refer such matters to the chosen spokesperson.

- c. Except for participation in board deliberation about whether the director has achieved any reasonable interpretation of board policy, or when expressing an appropriate opinion as the parent of a student, members will not express individual judgments of performance of employees or the director.
5. Members will respect the confidentiality appropriate to issues of a sensitive nature. Members will maintain the confidentiality of discussions in executive/closed session.
6. Members will be properly prepared and present for board deliberation.
7. Members will support the legitimacy and authority of the final determination of the Board on any matter without regard to the member's personal position on the issue.
8. Members will undergo a criminal background check prior to appointment to the board, or with their appointment being conditional upon a background check being received within thirty days of appointment.
9. Members are encouraged to discuss issues with one another, orally, electronically, or in writing. When communication is had outside a properly noticed Board meeting, members will not communicate to a quorum of Members at the same time, except for the purpose of providing notice of scheduled meetings and documents pertaining thereto. Members may provide informational emails, text/multimedia messages, or letters to other Members, to which the receiving Members should not "reply all" for commentary, questions or answers to questions posed. Where appropriate, Members should blind carbon copy (bcc:) other Members when sending informational emails, or text/multimedia messages, in order to avoid the potential for "reply all" scenarios to a quorum of Members.
10. Members will exhibit professional demeanor at all Board meetings. Issues being discussed shall not be personalized and directed toward any other Member, staff, parent, or anyone else.
11. Members will direct criticisms about staff or other Members asserted by parents or other interested parties, to that Member or staff member that the situation involves (see the complaint process and policy).
12. Members will not speak negatively about staff or other Members to the school community or parties outside the AISU community. In the event this occurs, the Board will take corrective action, which may include reprimanding the offending Member, or in severe cases, may include dismissal from the Board.
13. Members should not engage in personnel management of AISU, other than to review and work with the Director.
14. In the event the Director is the subject of an investigation regarding the activities that either imperil the proper operation of AISU or its subsidiaries, or manifest illegal activities, the Board will appoint two Members to conduct interviews with staff members and others to ascertain whether or not the allegations are founded.

Adopted/revised: 03/20/18

01-107—Governance Process Policy

The purpose of the Board, in compliance with its AISU's Charter, is to ensure that AISU achieves appropriate results for its students at an appropriate cost and avoid unacceptable actions and situations.

The Board will govern lawfully, observing the principles of Policy Governance and the school's charter, with an emphasis on strategic leadership more than administrative details, clear distinction of board and administrative roles, encouragement of open discussion in viewpoints, united rather than individual decisions, and proactivity rather than reactivity.

The Board shall produce within the above limitations:

1. Authoritative linkage between the Charter and the operational organization of the school.
2. Written governing policies that realistically address the broadest levels of all organizational decisions and situations.
 - a. Outcomes: the organizational impacts, benefits, outcomes; recipients, beneficiaries, impacted groups; and their relative worth in cost or priority.
 - b. Methods: constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c. Governance Process: specification of how the board conceives, carries out, and monitors its own task.
 - d. Delegation: how power is delegated and its proper use monitored; the Director's role, authority, and accountability.
 - e. Assurance of successful school performance on outcomes and methods.

Adopted/revised: 03/20/18

01-108—Board to Administration Delegation Policy

- 1) Except for where explicitly stated otherwise, the Board's sole official connection to the school, its achievements, and conduct will be through the School Director.
 - a) The School Director is the Board's only link to school achievement and conduct, so that all performance of staff, as far as the Board is concerned, is considered the performance of the School Director.
 - b) The Board will never give instructions to persons who report directly or indirectly to the School Director.
 - c) The Board will not evaluate, either formally or informally, any staff other than the School Director.
 - d) The Board will view School Director performance as identical to school performance so that accomplishment of Board stated outcomes and consistency with Executive Limitations will be viewed as successful School Director performance.
- 2) The Board will instruct the School Director through written policies that define outcomes to be achieved and define situations and actions to be avoided, allowing the School Director to use any reasonable interpretation of these policies.
 - a) Only officially passed motions of the Board are binding on the School Director.
 - b) Decisions or instructions of individual Board members, officers, or committees are not binding on School Director except in rare instances when the Board has specifically authorized such exercise of authority.

- c) In the case of Board members or committees requesting information or assistance without Board authorization, the School Director can refuse such requests that require, in the School Director’s opinion, a material amount of staff time or funds, or are disruptive.
 - d) Consistent with the school’s charter and existing policy, the School Director is authorized to establish all procedures and practices, make all decisions, take all actions, and pursue all activities. Such decisions of the School Director shall have full force and authority as if decided by the Board.
- 3) The Board will monitor and evaluate the School Director’s job performance only against defined outcomes and limitations.
- a) The Board will acquire monitoring information by one or more of three methods:
 1. By internal report, in which the School Director discloses interpretations and compliance information to the board
 2. By external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies
 3. By direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
 4. The standard of compliance shall be any reasonable School Director interpretation of Policy. The Board will judge reasonableness by a reasonable person standard, rather than with an interpretation favored by Board members or the Board as a whole.
 5. All policies that instruct the School Director will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule:

Policy	Method	Frequency	Timing
Financial Condition	External	Annually	October
Succession Planning	Internal	Annually	August
Asset Protection	Internal	Annually	July
Compensation and Benefits	Internal	Annually	March
Communication and Support to the Board	Direct Inspection	Monthly	
Outcome Focus of Grants or Contracts	Internal	As needed	
Outcome of student achievement	External	As outlined in charter agreement	As outlined in charter agreement

Adopted/revised: 03/20/18

01-109—Costs of Governance Policy

Because poor governance costs more than learning to govern well, the Board will invest in its own governance capacity.

1. Board skills, methods, and supports will be sufficient to ensure governing with excellence.

- a. Training and retraining will be used liberally to orient new members and candidates for membership, as well as to maintain and increase existing members' skills and understanding.
 - b. Outside monitoring assistance will be arranged so that the Board can exercise confident control over organizational performance.
 - c. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to AISU community viewpoints and values.
2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability.

The Board will establish its Cost of Governance budget for the next fiscal year during the month of April for inclusion in the school's budget for the following fiscal year.

Adopted/revised: 03/20/18

01-110—Executive Limitations

Global Executive Limitations Policy

The Director (also commonly referred to as Principal in the AISU Charter, or as Superintendent, in practice) shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, in violation of commonly accepted business, professional and educational ethics and practices, or not in accordance with the AISU Charter.

Treatment of Students

With respect to interactions with students or those applying to be students, the Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Director shall not:

1. Elicit information for which there is no clear necessity.
2. Use method of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the material and are not in compliance with State and Federal law and applicable archive policies.
3. Fail to operate facilities with appropriate accessibility and privacy including but not limited to:
 - a. Not enforcing building access procedures.
 - b. Not keeping all exterior doors locked.
 - c. Not establishing emergency lock down and evacuation procedures.
 - d. Not maintaining safe drop-off and pick-up procedures.
4. Fail to establish with students a clear understanding of AISU expectations, including but not limited to:
 - a. Dress Code Standards
 - b. Academic Standards
 - c. Behavioral Standards
5. Fail to inform students of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

Treatment of Parents

With respect to interactions with students or those applying to be students, the Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Director shall not:

1. Elicit information for which there is no clear necessity.
2. Divulge information or opinion for which there is no clear necessity, including:
 - a. Information or opinions about a student(s) to persons other than the student's parents.
 - b. Causing or allowing staff members to disclose information or opinion about a student to persons other than the student's parents.
3. Fail to establish with parents a clear understanding of AISU expectations, including:
 - a. Dress code standards and procedures
 - b. Safe drop off and pick up procedures
 - c. Volunteer hours
 - d. Behavioral standards
4. Fail to inform parents of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

Hiring of Staff

With respect to the hiring of staff, the Director may not cause or allow conditions that are unfair, non-compliant with the AISU Charter, or not in the best interest of the students.

The Director shall not:

1. Discriminate on the basis of religion, race, gender, or any other legally protected class
2. Make hiring or deployment decisions that create a conflict of interest or violate any school policy or section of the Charter
3. Fail to develop and follow hiring practices and procedures that ensure transparency, legal compliance, and reasonable practices
4. Fail to document the reasons for hiring decisions and compliance with policy and administrative practice

Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Director may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

The Director shall not

1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism, as applied by applicable law, and grossly preferential treatment for personal reasons.
2. Retaliate against any staff member for non-disruptive expression of dissent.
3. Fail to acquaint staff with the Director's interpretation of their protections under this policy.
4. Fail to acquaint and provide staff with copies of the AISU Charter and any other documentation relevant to their employment.

5. Fail to provide staff with performance assessments and improvement suggestions.
6. Allow staff to be unprepared to deal with emergency situations.

Financial Planning/Budgeting

The Director shall not cause or allow financial planning and budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the Board approved budget, risk financial jeopardy, or fail to be derived from a multiyear budget plan.

There will be no financial plans that

1. Are not approved by the Board in a public board meeting
2. Risk incurring those situations or conditions described as unacceptable in the Board policy “Financial Condition and Activities.”
3. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosures of planning assumptions.
4. Provide less for Board prerogatives during the year than is set forth in the “Cost of Governance” policy.
5. Provide less for instructional operations during the year than is adequate to meet stated Outcomes or to fulfill the school’s charter.

Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Director shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from Board priorities established in Outcomes policies.

The Director shall not

1. Expend more funds than have been received in the fiscal year to date unless the Board’s debt guidelines is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain and otherwise unencumbered revenues within thirty days without prior Board approval.
5. Conduct budget cuts without prior Board approval.
6. Fail to settle payroll and debts in a timely manner.
7. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
8. Make a single purchase or commitment of greater than \$10,000.00. Splitting orders to avoid this limit is not acceptable.
9. Acquire, encumber, or dispose of real estate.
10. Fail to aggressively pursue receivables after a reasonable grace period.

Succession Planning

To protect the Board from sudden loss of Director services, the Director shall ensure at least two other individuals are sufficiently familiar with Board and Director issues and processes to enable either to take over with reasonable proficiency as an interim successor.

Asset Protection

The Director shall not cause or allow AISU assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Director shall not

1. Fail to insure adequately against theft and casualty and against liability losses to Board members, staff, and the organizations itself.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Fail to ensure that the facility is clean and presentable to investors, regulators, or the general public.
5. Unnecessarily expose the organization, its board, or its staff to claims of liability.
6. Make any purchase nor enter into contracts (a) wherein normally prudent protection has not been given against conflict of interest; (b) of between \$1,000 to \$5,000 without having obtained comparative prices and quality, verbally or in writing, from at least two vendors (three verbal price quotes being required for amounts between \$5,000 and \$10,000), thereafter making the purchase/entering into a contract with the vendor with the best price, with the appropriate quality and necessary timeframe; (c) of more than \$10,000.00 without a stringent method of assuring the balance of long-term quality and cost, including a formal advertised bidding process. Orders shall not be split to avoid these criteria. Purchase procedures shall comply with the Purchasing Policies & Procedures (PP&P) outlined in the AISU Charter (*see* Charter Application, pgs. 62-64 and Appendix C: Purchasing Policies and Procedures, pgs. 269-278), including the exceptions outlined for sole or single source and emergency procurements.
7. Fail to protect intellectual property, information, and files from loss or significance damage.
8. Receive, process, or disburse funds under controls insufficient to meet the Board-appointed auditor's standards.
9. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.
10. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except when necessary to facilitate ease in operational transactions.
11. Endanger the organization's public image, its credibility, or its ability to accomplish Outcomes.
12. Change the organization's name or substantially alter its identity in the community.

Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Director shall not cause or allow jeopardy to financial integrity or to public image.

The Director shall not:

1. Change the Director's own compensation and benefits, except as benefits are consistent with a package for all other employees.

2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
4. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
5. Establish or change benefits so as to cause unpredictable or inequitable situations, including those that
 - a. Incur unfounded liabilities.
 - b. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited.
 - c. Allow any employee to lose benefits already accrued from any previous plan.
 - d. Treat the Director differently from other key employees.

Communication and Support to the Board

The Director shall not cause or allow the Board to be uninformed or unsupported in its work.

The Director shall not:

1. Neglect to submit monitoring data required by the Board in Board-Management Delegation policy “Monitoring Director Performance” in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including Director interpretations consistent with Board-Management Delegation policy “Delegation to the Director,” as well as relevant data.
2. Allow the Board to be unaware of any actual or anticipated noncompliance with any Outcomes or Executive Limitations policy of the Board regardless of the Board’s monitoring schedule.
3. Allow the Board to be without decision information required periodically by the Board or let the Board be unaware of relevance to Outcomes.
4. Let the Board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.
5. Allow the Board to be unaware that, in the Director’s opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Director.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
7. Allow the Board to be without a workable mechanism for official Board, officer, or committee communications.
8. Deal with the Board in a way that favors or privileges certain Board members over the others, except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
9. Fail to submit to the Board a consent agenda containing items delegated to the Director yet required by law, regulation, or contract to be Board-approved, along with applicable monitoring information.

Outcomes Focus of Grants or Contracts

The Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Outcomes and, secondarily, the avoidance of unacceptable means.

The Director shall not:

1. Fail to prohibit particular methods and activities to preclude grant funds from being used in imprudent, unlawful, or unethical ways.
2. Fail to assess and consider an applicant's capability to produce appropriately targeted, efficient results
3. Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

Adopted/revised: 03/20/18

01-111—Data Management

Ownership and Oversight:

AISU shall own and protect its data by using school-issued computers that are backed up daily. Student information shall be stored in the state Student Information System (SIS) and a secure lottery system operated. The lottery system is held off site and backed up daily. This policy does not supersede the AISU Data Governance Plan; where conflict exists between the two policies, the Data Governance Plan shall govern.

All student information shall be entered into SIS for use in state and federal reports, including:

- Attendance
- Retention
- Assessment
- Special Education program
- English language learning

Data Security and Compliance

1. Staff Correspondence: staff shall use a secure connection for all correspondence. Any email destined for former staff members shall be automatically forwarded to a designated current staff member. In the event of a sudden employee change, AISU reserves the right and has the ability to suspend email access and retrieve all email correspondence.

2. Computer Use: AISU uses a firewall to protect students from inappropriate content. All students and staff are required to sign a "Computer Use Agreement" which regulates their use of the school-owned computers.

3. Computer Security: All school computers shall be equipped with anti-virus software. The school director shall ensure that the school's network against security threats, both internal and external.

Data Archiving and Retention

Each staff member and student shall have a unique username and password, providing access to their data. Staff members tasked with student data use password protected web sites operated by the State of Utah to store and access data about contact information, assessment, special education, USIIS, and immunizations.

Data stored in State systems is backed up by the State of Utah and archived according to their regulations.

All paper files are kept in locked file cabinets at the school. In the event that a student transfers, registration documents shall be shredded and the school file shall be mailed to the new school.

Academic Data

AISU will collect academic data from a variety of sources. These sources will include the state standardized tests; the Direct Writing Assessment for 5th and 8th grade students, DIBELS reading data for grades K through 5, and CRT data for students in 2nd through 8th grade which will provide information regarding proficiency levels in the areas of Math, Science, and Language.

Data will be gathered electronically by the state for these tests. When the school receives the results, a team will disaggregate the results in a variety of ways to determine any gaps in achievement. The resulting information will then guide focused intervention on a class wide, individual, or student population level as necessary.

Adopted/revised: 03/20/18

01-112—Policy Development

By expressing intent, policies specify the direction or delineate the scope of organizational action and/or limits on action. Therefore, adoption of new policies or amendment of existing policies is solely the responsibility of the AISU Board. New or amended policies shall be adopted and implemented only by the vote of a majority of a quorum of the Board members present when such action has been scheduled on the agenda of a regular or special meeting. With the exception of statutory requirements, or instances where specific application of a policy is essential to the long-term welfare of the school, policies should be flexible enough to allow for extenuating circumstances or circumstantial changes.

Adopted/revised: 03/20/18

01-113—Board Members, Structure, and Meetings

Members and Officers of the AISU Board of Directors shall not be personally liable for the debts, liabilities, or other obligations of AISU, or its subsidiaries. AISU shall maintain liability insurance to protect each Member and the Officers of AISU for any issues that arise in relation to their service to AISU.

Number and Length of Term of Board Members

There shall be a minimum of five regular voting Members of the AISU Board consisting of volunteers from the community who are committed to realizing the AISU mission and vision as articulated in the Charter. The Board will be a professional board, not a parent-run board. Board Members may be parents of AISU students, but there is no requirement that there be a Member that is the parent of an AISU student.

Members shall serve a term of three years; however, there is no term limit, each Member being subject to a reelection vote of the Board at the end of their term, if an additional term is sought. Members will serve without compensation; however, the Board may approve reimbursement to a Member's actual and necessary expenses while conducting AISU business.

New Board Members

New Board Members shall be elected by public vote of the Board, once the candidate has been interviewed. Members terms should be staggered where feasible. When possible, new Board Members will be considered in May of each year, with their term to start July 1st of the year. However, midterm vacancies may be sought. Public comment will be allowed at the meeting. Strong public concern expressed for any candidate shall be taken under advisement and may require postponement of the Board election. The Board will then have two weeks to undertake the review of the candidate in question and provide proper notice of the follow-up meeting. In the event there are sufficient candidates available with no reservations, the election will not be postponed.

Board Meetings

Meetings shall be held monthly, or more or less frequently as determined necessary. Meetings will be conducted using Robert's Rules, or other parliamentary procedure, though some formality may be dispensed with, when deemed appropriate by the Board, or the Chair. Members may attend meetings electronically (e.g., phone, video conference, etc.); however, at least one member must be present and hosting the call at a physical location (i.e., anchor location) where Members normally meet, allowing the public to attend. If a quorum is lost during any board meeting, the meeting shall be terminated without further discussion or vote, upon discovery of a lack of quorum, until a quorum of members is reestablished. The Board will only meet if the meeting is properly noticed under the Utah Open and Public Meetings Act.

Each Board meeting agenda will be set by the Chair and Secretary, with advise and input from the other Members.

A simple majority of the current Board Members constitutes a quorum of the Board. This is required for all meetings and votes. If any Members are related, they shall be counted individually for the purpose of establishing a quorum; however, for voting purposes, each shall have one-half a vote when both related Members are present. AISU's Director shall be a non-voting member of the Board. The Board shall undergo annual professional development training, including compliance training involving the Open and Public Meetings Act.

A Member missing more than two consecutive Board meetings, without prior approval for an excused absence from at least two other Members, may receive a notice of probation. Missing a third meeting without approval is considered resignation by that Member.

Every Member has the right to participate in the discussion and vote on all issues, except that any Member shall be excused from the discussion and vote on any matter involving such Member relating to: a self-dealing transaction; a conflict of interest; indemnification of that Member uniquely; or any other matter at the discretion of a majority of the Board present.

In performing their duties, Members are entitled to rely on the information, opinions, reports or statements, including financial statements and other financial data, presented or prepared by: one or more officers or employees of AISU, whom the Members believe to be reliable; legal counsel, public accountants, or other persons as to matters the Members believe to be within that person's

professional or expert competence; or, a board committee. The Member shall act in reasonable good faith when relying on opinions or information provided by another, with the appropriate standard of care.

Member Removal and Resignation

The Board may remove any officer or Member with or without cause by two-thirds vote of the entire Board, at any regular or special meeting of the Board, provided that a statement of the reason(s) shall have been mailed by registered mail to the officer or Member proposed for removal at least thirty days before any final action is taken by the Board. A notice of the time and location upon which the Board is to take action on the removal will accompany this statement. The officer or Member shall be given the opportunity to be heard and the matter considered by the Board at the time and location noticed.

A Member may resign by giving written notice to the Board Chair or Secretary. Notice may be in hard copy written form or electronic. The resignation is effective upon receipt, or at any later date specified in the notice. Acceptance of the resignation shall not be necessary.

By accepting appointment to the Board, each Member agrees to maintain and keep all communications and documents received from or pertaining to AISU or its subsidiaries, as it pertains to Board related business, in electronic or hardcopy form, providing copies of such when requested by the Board, or upon a properly submitted legal request.

Members Rights of Inspection

Every Member has the right to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of AISU, provided that such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in addition to any obligations imposed by an applicable federal, state, or local law.

Adopted/revised: 03/20/18

01-114—Board Officers

Board officers include the Chair/President, Vice-Chair/Vice President, Secretary, and Treasurer. and shall serve one-year terms. Officers shall be selected from Members of the Board at the last regular meeting of the calendar year. Secret ballots representing a majority of votes cast shall determine the selection of officers for a given term. The Board may elect an individual to serve as secretary who is not a member of the Board.

The Chair may serve no more than three consecutive one-year terms. Members elected to other officer positions may serve no more than five consecutive one-year terms. Former officers, after a break in service of one year, may be elected to another term as an officer.

Board Chair / President

The Chair or President of the AISU Board shall preside at all meetings of the Board, and meetings of its subsidiaries to which AISU has a majority ownership. The Chair shall have full and equal vote as accorded to all members. The Chair may enter into and execute in the name of AISU any contracts

or other written instruments that are authorized by the Board. The Chair may delegate, as needed, to any other officers any or all of the duties of the Chair. The Chair shall be an ex-officio member of all committees. The Chair shall have such other powers and duties as may be prescribed by the Board, the Charter, and the Bylaws.

Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of AISU may be signed by the Chair and school Director. Such items for amounts of \$5,000.00 or greater must be signed by these individuals.

Board Vice-Chair / Vice President

The Vice-Chair or Vice President shall have such duties and responsibilities as may be delegated to him/her by the Chair. The Vice-Chair shall have full and equal vote as accorded to all Members. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair, and, when so doing, shall have all the responsibilities of and be subject to all the restrictions as fall upon the Chair, including presiding at meetings. The Vice-Chair shall have such other powers and duties as may be prescribed by the Board, the Charter, and the Bylaws.

Board Treasurer

The Treasurer shall ensure that the business administrator or business service provider keeps regular books of account for AISU that set out business transactions of AISU, or its subsidiaries to which AISU has majority ownership. Such books of account for AISU shall at all times be open to inspection by any Member at their place of keeping. The Treasurer shall be the Chair of the Financial Accountability and Audit Committee, which shall prepare an annual budget, in conjunction with the school Director and the business administrator, for the consideration and approval of the Board. The Treasurer shall ensure that the business administrator deposits all moneys and other valuables in the name and to the credit of AISU, or the appropriate subsidiary, with such depositories as shall be designated by the Board. The Treasurer shall provide oversight to the business administrator or business service provider in the investment and reinvestment of funds of AISU and the disbursement of funds of AISU as may be ordered by the Board. The Treasurer shall render to the Board and the members of the AISU community, at the annual meeting, statements evidencing the current financial condition of AISU, and its subsidiaries. The Treasurer shall ensure that the business administrator or business service provider establishes a system of adequate financial recording showing quarterly income, expenditures, and balance, and shall, at the first meeting following the end of each quarter, submit to the Board a detailed written financial report in compliance with Utah statutes and regulations relating to charter schools. The Treasurer, as chair of the Financial Accountability & Audit Committee, shall annually recommend an auditing firm to be hired by the Board to review the books of account of AISU and provide a report on them to the Board.

Board Secretary

The Secretary shall cause notices and packets relating to all meetings to be served to all members of the Board and the Director, and shall keep or cause to be kept the minutes of all meetings of the Board, or meetings of subsidiaries of AISU where AISU has majority ownership, including the location, time, names of those present, the actions taken, and the votes on such actions. The

Secretary shall present the minutes of the previous meeting(s) at the subsequent meeting to be voted on by the Board and duly noted in the minutes of the instant meeting. The Secretary shall keep the seal of the Corporation. In general, the Secretary shall serve as the protocol officer, ensuring the keeping of minutes, compliance with open meetings laws and other procedural requirements. They will ensure that all agendas, minutes and audio recordings are posted on the Public Meeting Notice website. The Secretary shall have such other powers and duties as may be prescribed by the Board, the Charter, and the Bylaws.

Adopted/revised: 03/20/18

01-115—Board Fiscal Responsibilities

The AISU Board is ultimately responsible for the financial health of the school. The Board exercises this responsibility by:

1. Hiring the school Director to manage the school's financial operations and to comply with AISU's board-adopted financial policies and procedures.
2. Designating a Board Treasurer to work with the Director and business management personnel, acting as a bridge between the Board and management, to ensure the Board fully understands AISU's financial status.
3. Developing and approving AISU's annual budget, including regular review and adjustments as required.
4. Reviewing monthly financial status reports as required in Utah Code Section 53A-19-108, including profit and loss, budget vs. actual, cash flow, balance sheet and accounts payable.
5. Reviewing and approving the annual fiscal audit report.
6. Participating in board professional development training with emphasis on financial management and oversight.

Adopted/revised: 03/20/18