American Academy of Innovation
Minutes
Wednesday April 6th, 2016
Herriman Library

Present – German Lopez, Shane Clark, Bret Davis, Rodayne Esmay, Mia Prazen, Julie Goldklang, Jenny Williams

Absolute Priorities: Recruiting and Enrollment.

Statue on Grants

Event Update

Boyer Review
Board’s new vice chair - recommendation to approve Zakia Richardson for position - Julie motion to approve, Mia 2nd, all in favor

A) ENROLLMENT AND MARKETING

This is our first priority. Please review the enrollment plan at the bottom of this report.

B) RECRUITING:

Result of last interviews on Friday April 1st at Herriman Library, the candidates that were interviewed were:

1. Emily Jensen: Health/Art. She can teach health and dance. She seems confident and capable. I would prefer someone who can teach music to partner with the art teacher, but only if the budget allows she can be considered as a candidate.

2. Hannah Jacobus: Health/Music. She has a bachelor degree with ARL, and 3-years credit. She can play 4 or five instruments and she has experience with choir. She can also teach health. She can coach swimming if we had a team. I feel confident with her. She needs some professional development training, but I would like to consider her as a candidate if the enrollment increases.
3. **Angela Kelly (Math).** We were impressed with her skills and talents. She can make a great team with Pinyi. She can teach middle school and she is getting her level 3 license for high school. We will like to present her as a candidate to be hired and if approved by the board, make her an offer.

4. **Jeffrey Nielsen, History.** He is the average teacher. We don’t need more history teachers so far.

We scheduled two more teachers but they canceled at the last minute. Tomorrow Thursday April 7th, from 10:30 to 2:00 PM we will have more candidates to be interviewed by Julie, Jenny and I.

On the same topic, we are working with the LAC for Ana Rosas. Yesterday we received notification from the Department of Labor that the application was denied based on some technicalities related with the job description. Ana Rosas has been notified about this and she responded expressing her understanding on the process.

**C) BUILDING**

Tomorrow Thursday early morning I will have a meeting with Boyer at the site and discuss some of the progress and concerns. It is possible that Ken also attend the meeting.

Part of what we are working now is to get the bids for the low voltage systems, such as wiring for routers, Internet, alarm systems, PA, etc. I am working with Dennis and Wes Ferguson from the UEN (Utah Educational Network)

Besides the Internet and routers, we need to decide the low voltage systems that are priorities, such as projectors, cameras, speakers, PA, etc.

**D) REVOLVING LOAN APPLICATION**

In the last few days Jenny, Bret, Ann and I worked on fast pace to complete the application, but until yesterday at 3:30 PM we received confirmation from Marlies that the approval of the loan is based on enrollment, so due to our low enrollment so far we will have no chances this year but we are invited plan to apply for next year. This means that you don’t need to hurry to have your background check done by
today, nevertheless is a good idea to have it completed as soon as possible.

As a note, this loan was very similar of what we applied last year on April. This application process helped us in some unexpected ways, for instance, finances were updated. Ann got more familiar with the charter application, which will help her on her work for future grants. Jenny learned new things related with the school on the as well as with the overall school projections and budgets, and she also developed a closer relation with the state office personnel.

**E) BOARD MEETINGS**

As requested by the school board, I asked Jenny to help posting the minutes of the board meetings. She will start doing that after tonight’s board meeting.

**F) STATE OFFICE OF EDUCATION**

Monday I received confirmation from Marlies on the goals we submitted. I attended a meeting with Jennifer Lambert and have been in communication with Marlies. We need to prepare the paperwork for the School Land TRUST fund.

**G) FINANCES**

In the last few days, Bret, Jenny and I have been working on updating the information on QuickBooks. On April 19th Jenny plans to attend the state financial training. As you all know, the key to have everything working as expected is based on enrollment. Marlies wants us to have a marketing plan describing our efforts to get more students and have a contingency plan in place, in case we don’t reach the numbers projected. We need to submit that before June 15th.

**H) CURRICULUM**

Based on the Core Standards, next week I will start discussing curriculum with each of the teachers who have been hired. I will coordinate this with Rodayne and also create a committee with teachers and parents to present options to the board.

As a side comment, Newmont University located in SLC and South Jordan, offers bachelors degrees in a 3-year period, based on innovation and project-based learning. I will do more research on their curriculum and methods, which are
somehow, align to our vision.

AAI INCREASE ENROLLMENT PLAN
April 6th, 2016

1. PARENTS COMMITTEES: With the help of some parents, I started on the creation of a Parent Marketing Committee that help to distribute materials and to help to organize and support events such as the open houses and the new outdoor events we plan to do in libraries and other places. So far I have just two parents involved.

2. DAYBREAK SOCIAL MEDIA: We continue working with the Rio Tinto marketing department to promote our events. On Monday I asked Cameron Jackson for his support and he requested his team to help us announce the next week event.

3. PASS ALONG CARDS AND POSTERS: 50 Posters and 1000pass along cards have been ordered from the same company who printed the postcards.

4. EVENTS: Yesterday the Daybreak Community Center, Jenny and I participated on one of those events and handled flyers. With the help of our teachers, we plan to organize the outdoor and library events for April, May, June and July.

5. FACEBOOK: Yesterday a photo album was created on our Facebook page entitled AAI Staff & Teachers. In the album Jenny uploaded all the staff/admin and teacher photos along with their associated bios. We had created the event for next week and also I started to post some comments.

6. WEBPAGE: We are waiting to hear about the word press Bryan described in the last board meeting.

7. BLOGS: I have been working with Laurelee to write the blogs; Monday I gave her some information about Sterling Turner, one of our students who took the decision to attend AAI by himself and now she is making arrangements to interview him. Lorelee has the bios and resumes as well as contact information from teachers. She may have our first blog ready before the open
8. **NEWSLETTER**: School Admin are creating our first edition of the AAI newsletter. The goal is to have that on a periodic base; initially twice a month and later on once a month. The first edition will post the teachers’ bios as well as the Parent Referral Contest, and an article form the School director and we would like to include an article from the school board. We will also announce the creation of the student’s clubs and we will invite students to start sending us their ideas and articles for the newsletter. The plan is to have the newsletter ready before the next open house. Even though the document will be done electronically to save some cost; we plan to print out some for the next open house.

9. **PARENTS EMAIL**: This week we will send our first group email to all the parents who have kids enrolled. The plan is to remind them about the open house for next Wednesday and to announce our referral contest.

10. **PARENT CALLS**: After Jenny finishes with her priorities, she will continue calling parents to ensure they send us the registration packets.

11. **UTAH FAMILY MAGAZINE**: I got in contact with Todd, a representative for the magazine, which reaches 28,000 parents in Utah. We can post an announcement on that magazine for about $400 half page.