MEETING MINUTES
Pursuant of Utah State Law
American Academy of Innovation
Board of Directors

Board Meeting Calendar

TIME: 7:00 PM
DATE: July 6th 2016
LOCATION: Herriman Library

AGENDA

• Present were Mia Prazen, Ken Karren, Bret Davis, Rodayne Esmay, Zakia Richardson, Shawn Perkins, Scott Jones, Sarah Pratt (parent)
• Financial - voted on signing of accounts - only authorized signers are Brett Davis, Scott Jones and Shawn Perkins - 1st from Zakia, 2nd from Rodayne - unanimous vote to approve
• Business Partner RFP is out and expect to review first proposals during next board meeting
• July 15th is next meeting with the state - Scott will be in person, Julie dialing in
• Site visits start on July 7th with parents and adults in community available on Thursdays at 10am after coordinating with Jenny Williams
• Shawn researching movie advertising at the District theatre - cost is $900/week - planning 2x before each movie with 15 sec still - this is part of original marketing budget approved
• 2 info sessions approved with 1 in July and 1 in August - Jenny Williams to send details to Shawn to include in advertising
• Movie night at Goldklang house was successful for 10th/11th graders - we had 15 children attend; next event is July 21st for 8th graders
• Curriculum - lengthy discussion on BYU agilix brain honey curriculum
  o customizable
  o recommend blended model
  o cost for 300 students is $9000 (@$30/student)
  o $30 total cost for class credit recovery - recommendation from BYU is to charge at least $50-60 per class to help recover cost of teacher
  o Next steps is to validate integration options/limitations with Canvas, Verify if cost includes training, can we test before using?
  o What other curriculum needs do teachers have that wouldn't be covered by BYU option (french, art, psychology, etc.)
• Close session - Julie 1st, Mia 2nd - all agree to close session
A copy of the meeting minutes will be available for public inspection at the Academy within 5 business days for proposed minutes and 8 business days for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Jenny Faith Williams at 801-810-4786 prior to the meeting.
American Academy of Innovation
Open Board Meeting, Herriman Library
Meeting Minutes
Wednesday, July 13, 2016

Present: Ken Karren, Mia Prazen, Bret Davis, Shawn Perkins, Zakia Richardson and Scott Jones

The Open Board Meeting was called to order at 7:00 PM with a quorum present

**Director’s Report:** Enrollment numbers 185 completed enrollment, 240 packets received. Jenny Hamilton will follow up with outstanding registrations.

Scott Jones met with Jenny Williams to review Board Approved FY 2017 Budget based on enrollment at 280. Some line items were under estimated for example janitorial products and utilities.

Friday July 15, 2016 Scott Jones will meet with State Finance and State Auditors to discuss enrollment cap letter at 230 and present action plan to justify enrollment cap at 300 plus students. School will operate on 280 budget approved by the board unless enrollment numbers indicate otherwise.

Business Management Firm RFP: At the next board meeting should be able to review and bid on contract. Plan is that business management contract will include hiring our current business manager, Jenny Williams.

Meeting site tour required by the state, take place on Monday, July 18, 2016.

New Banking Signatories needed for bank authorizations: Ken Karren motioned to approved Shawn Perkins, Scott Jones as new signatories on the current American Academy of Innovation account opened by German Lopez. Mia Prazen concurred with the motion and the motion was unanimously approved by Board members present.

Mia Prazen and Scott continue to work on student schedule anticipate completion by next week.

**Marketing Plans:** Advertising continues to move forward. Shawn Perkins presented new ads for the moview theatre, sneak peek tours roll out on LiveDaybreak contacts, banners placement at school and the district. Boyer’s consultant, Jennifer Perry will help with marketing plans.

Curriculum: Scott Jones proposed contract with BYU IS online independent study curriculum for 7-12th graders. Bret Davis motioned the Board to adopt the curriculum and proposed contract with the change of grades and 12 month student access to complete projects. Shawn Perkins concurred with the motion and the board unanimously approved.
Present: AAI Business Manager, Jenny Williams, Board Chair, Julie Goldklang, Bret Davis, Rodayne Esmay, Mia Prazen, Zakia Richardson and Director Scott Jones

The meeting was called to order at 7:15 pm with a quorum of board members present.

Board Meeting Minutes: Julie motioned to approve board meeting minutes from July 13, 2016, Rodayne concurred with the motion and the board unanimously approved the minutes.

Charter Solutions: Lincoln Fillmore reviewed his bid for Charter Solutions and fielded questions from the board. The company’s goal is to reduce administrative cost by providing payroll, government accounting using accrual and modified accrual methods, provides software package, and training, on average schools save 40% on audit, legal and compliance requirements. Approximate cost of $56,000 plus $10 per student for software fees.

Red Apple Presentation by Steve Finley and Jeff Biesinger: cover business services payroll, reporting, accounts payable, accounting, treasury management and human resources but school expansion and construction financing is outside scope of services. Separate agreement can be provided. Approximate cost of $60,000, payable by monthly fees.

Revised Budget: Scott Jones, Jenny Williams and Julie Goldklang met with the Utah State Charter Board members Natalie Grange, Jennifer Lambert, and Jamie Barrett to discuss a possible enrollment cap and a revised operating budget. Based on the schools current enrollment at 180 students, Scott Jones proposed the board adopt a new three tiered FY 2017 operating budget based on student enrollment at 225, 280 and 360 students. At the lowest band of 225 students, the new budget would require a reduction in staff, dues and fees. These steps are needed to prevent a delayed opening of the school.

Bret Davis motioned for the Board to accept the revised FY 2017 budget at 225 students and accept the recommended changes to the budget with implementation of the budget cuts enacted as needed. The first budget cut is the removal of the AAI Administrator position with a final date of service on July 31, 2016. Rodayne Esmay concurred with the motion and the Board unanimously approved.

Marketing: additional open houses are planned for the next three weeks. More information to come as meeting locations are secured.

Julie Goldklang motioned to adjourn the meeting at 8:50 pm and Mia Prazen concurred.
MEETING MINUTES
Pursuant of Utah State Law

American Academy of Innovation
Board of Directors

Board Meeting Calendar

TIME: 7:00 PM
DATE: July 27th 2016
LOCATION: Herriman Library

AGENDA

Present – Scott Jones, Julie Goldklang, Mia Prazen, Rodanye Esmay, Bret Davis, Sarah (public), two scouts (Perkins and Dabell)

• Approve minutes from last week (Mia 1st/Bret 2nd)
• Eagle Scout Project Discussions
  o Sam Perkins – 1st floor foreman, organize 15-20 volunteers to assembly of furniture
    ▪ Needs 1 week notice and list of tools required
  o Caleb Dabell – 2nd floor foreman, in charge of furniture assembly, cleanup and ensuring correct furniture goes in each classroom
• Director's Report (enrollment 186/226, future events, other assignments)
  o District theatre commercial running for 3 weeks started mid July through early August
  o Jordan Landing commercial starts Friday and runs minimum of 2 weeks
  o 2 Banners for school gym ordered and to be installed
  o 50 yard signs ordered
  o 5000 door hangers being ordered and will need to be delivered
  o Plan BBQ/meet teacher events
  o Julie to plan 6th grade event
• Financial
  o Cost savings plan enacted with 70% of actions taken
  o Teacher all hands meeting @ Herriman Library on Monday to call to action next steps to bring us to minimum of 280 students
• Recruiting
  o 6th grade position posted
  o Special ed director posted
• Curriculum Update
Partnerships
  - Kenya – Scott has contact in Nairobi leading program to establish schools on tribal land
  - Pakistan – Julie has contact that is a teacher and trainer for teachers interested in partnering to solve real world problems – access to clean water is limited, supplies for education limited – science experiments, math manipulatives, paper and books – commitment to share culture and obstacles with students at AAI
  - Oxford – Rodayne identified History based project AAI could engage with that has connections with organizations in London and Chicago
  - India – Julie has a contact within senior leadership at New Delhi University, expect more within next two weeks about expectations on how we can partner

BYU ordered and training organized
  - Math & 6th grade will be alternate curriculum with recommendation for alternate from foreign language as well

- Review list of recommended electives & class schedule – selections being distributed to families Thursday morning
- Canvas (CMS) next steps – hold off until enrollment is minimum of 280
- Site Visit Update – sessions all full with 3 visits this week, minimum of Thursday morning visits going forward
- RFP/bids update – computers, projectors, furniture
  - Projector bids being finalized (balance projector, short throw and tv)
  - 3 computers purchased for office staff
  - Purchase being finalized for staff computers
  - 2 carts with 20 laptops each
  - 6 chromebook desktops ordered for media room
- Email transition update – google email
  - Site in transition currently
  - Gmail set up by early next week
- Committees Updates
  - Parent Teacher – Sarah J present and reviewed responsibilities for parent teacher committee lead
  - Land Trust Committee – hold first session next week, initial proposal distributed to members present
  - Grants update

Motion to close session – 1st by Julie, 2nd by Mia – all in favor

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