American Academy of Innovation
Governing Board Meeting Minutes
AAI Campus - School Library
February 8, 2017

**Attendees:** AAI Director Scott Jones, AAI Board Chair Julie Goldklang, Operations Manager Jenny Williams, Shawn Perkins, Zakia Richardson, parent visitors, Cayenne DaBell and Chetan Dave’

**Public comments:** ten minutes was made available for public comments

**Review meeting minutes:** Julie Goldklang motioned to approve meeting minutes from January 11, 2017, Zakia Richardson concurred with the motion. The motion was carried unanimously.

**Board Training/Assessment/Follow-Up**
- Governing Board Training: Utah Association of Public Charter Schools (UAPCS) will provide thirty minutes of training at the next board meeting scheduled for March 15, 2017 at 7:00 pm.

- Board Finance & Academic Committees: Scott Jones recommended that the school would benefit from three committees as follows: 1) Finance; 2) Academic; and 3) Fundraising. Each committee should be led by a board member with active parent participation.

**School Culture/Mission/Student Outcomes**
Monthly Director’s Report

- Enrollment update 2016-2017 school year:
  October 1, 2016 count day - 214 enrolled students
  February 8, 2017 current - 228 enrolled students

- Lottery update 2017/2018 school year:
  200 currently enrolled students recommitted to AAI for the 2017/2018 school year
  130 new students have been admitted to the school under the January lottery
  February 28, 2017 is the next lottery run
  New enrollments span across all grade levels
  7th and 8th grade classes have the highest enrollment

- Sage Interim Testing:
  Director and faculty opted to hold Sage interim testing which should be completed by the second week of February. This testing provides a trial run for conducting the online testing later this year. The raw data will provide baseline results in Math and Language Arts. This data will also be used in the accreditation process.

- Accreditation Preparations: the governing board is required to provide supporting documents as part of the accreditation process. The external review is May 4, 2017. Typical for governing board members to participate in the external review.

- Parent/Teacher Night will be held on February 9, 2017 event requested overwhelming by parents.

**School Business:**
New Boards Members: Julie Goldklang reintroduced Cayenne DaBell and introduced us to Chetan Dave’. Mr. Dave’s resume was circulated online prior to the meeting for review. Julie motioned to approve both Cayenne DaBell and Chetan Dave’ as new AAI Governing Board Members. Zakia concurred with the motion. The motion was unanimously carried. The addition of two board members brings the total number of governing board members to seven. A quorum of governing board members is now four.

Monthly financial review for January 2017

2015 Annual Audit - Review Final Documents from Squire: The board reviewed the Squire Higher Perspective’s Independent Accountant’s report for the fiscal year 2015 which ended June 30, 2016. The report noted no major discrepancies which is consistent with the fact the school did not open for business until the next fiscal year. One exception was noted under required training stating required annual online training of the GRAMA requirements was not completed since there was no record of completion in the governing minutes. The board reviewed the information independently. Zakia motioned the board to accept receipt of the 2015 Annual Audit. Julie concurred with the motion and the motion was carried unanimously.

AAI Income Statement 7/1/2016 - 1/31/2017: Scott distributed the most recent budget which further reflects adjustments from a 280 student budget down to a 220 student budget. A few line items need to be amended so each item equals 100% or less.

Due to voluntary withdrawals from maternity leave to sick leave, administration salary and wages is within budget.
On 1/20/17 school was notified by USBE Title-I funding of $38,362 was withdrawn since less than 5% of the student population qualified for the subsidy.
School will receive an E-Rate refund after facility build out of $32K.
As of 1/31/17 the school budget now reflects a deficit of $59,378

Scott and Jenny committed to removing two items for the remainder of the fiscal year
1. Janitorial service - once a week - $600 per month -$2500 savings
2. Two TA-Para positions @ $12 hr. - 4 months - $10,000 savings
3. Window coverings reimbursement will add $5,000
After February reductions the deficit will decrease to ($41,878)
Scott and Jenny committed to finding additional reductions
After careful review and discussion Zakia motioned to accept receipt of the AAI income statement covering 7/1/2016 to 1/31/2017 budget. Julie concurred with the motion and the board unanimously accepted the motion.

AAI Finance Policies: Scott introduced the American Academy of Innovation Finance Policies for review and adoption by the board. Standard policies distributed by CharterSolutions in compliance with Utah state laws. After careful study, review and discussion Julie motioned to adopt the AAI finance policies. Shawn Perkins concurred with the motion and the motion was unanimously carried.

AAI Marketing Plan for 2017-2018 - Follow up from Boyer. They are pleased with the student enrollment numbers and will continue to support our marketing budget. Given our current enrollments for 2018-2019 we will probably reduce the marketing budget request. Shawn will send out the next mailer to potential homes just before the next enrollment lottery on 2/28/17.

A brief closed session meeting was held to discuss HR and staffing.
Digital Teaching and Learning Planning Budget: The school received $5,000 in grant funds that requires the funds to be distributed to the employees actually working on the planning and writing of the grant proposal. Zakia motioned that the Digital Teaching and Learning Planning Budget of $5K be split equally between AAI Director Scott Jones and Operations Manager Jenny Williams and distributed as additional salary. Shawn concurred with the motion and the motion was unanimously carried.

Next board meeting is March 15, 2017 at 7:00 PM.

Julie Goldklang motioned to adjourn the meeting at 9:55 pm, Cayenne DaBell concurred with the motion. Meeting adjourned at 9:55 pm.