

AISU Board of Directors Meeting Minutes  
Friday, December 4, 2015  
AISU Board Room (2<sup>nd</sup> Floor Conference Room)

In Attendance: Richard Maxfield, B.J. Millar, Diane Johnson, Geoff Davis, Michael Farley, Mark Smith, Nathan Justis, Steve Findley & Joel Wright

- I. Richard Maxfield called the meeting to order at 4:05 p.m.
- II. Approval of Minutes from October 2, 2015 & October 30, 2015
  - a. B.J. Millar motions to approve the minutes.
  - b. Diane Johnson seconds the motion.
  - c. Votes in favor: Maxfield, Millar, Johnson & Davis (unanimous)
- III. Financial Report
  - a. Billboard funds were secured in the amount of \$175,000. These funds helped us with our immediate cash-flow needs leaving \$84,000 cash-flow deficit at the end of November.
  - b. AIS-China project will end our cash-flow issues for the year, if approved.
  - c. To appropriately budget for next year we need to over estimate expenses and under estimate revenue.
  - d. We will use the April 30, 2016 international enrollment numbers for budgeting purposes for the 2016-17 academic year.
  - e. We should create a two-tier operational budget for 2016-17.
    - i. First Tier: the core operational model budgeting based on assured revenue including state funding and April 30, 2015 international student enrollment.
    - ii. Second Tier: the variable operational and program enhancements budgeting are based on other revenues including additional international student enrollment after April 30, 2016 and EB-5 investments.
- IV. Program Report
  - a. Mark Smith and Nathan Justis reported on the following items:
    1. First Trimester
    2. Fall Intensives
    3. Performing Arts Highlights
    4. STEM Highlights
    5. Entrepreneurship
- V. State Funding Adjustment & Strategies (ADM vs. 10/1 Headcount):
  - a. School administrative team outlined potential budgetary impact for 2016-17. Operational changes for the current school year will include adding students to fill spaces throughout the year.
- VI. AIS-China Investment Structure/Consideration of Investment Proposal

- a. Board expresses concern about the need of approval from all AIS members i.e. Class A & Class B members to move forward with the investment.
  - b. Michael Farley will notify the board of directors regarding the need of approval from both class A and class B members upon confirmation from AIS attorneys.
    - i. Geoff Davis moves to approve the addendum to American International Schools PPM subject to consent of all members [Class A & Class B] if deemed necessary by our attorneys.
    - ii. B.J. Millar seconds the motion.
    - iii. Votes in favor: Maxfield, Millar, Johnson & Davis (unanimous).
    - iv. Motion passes
- VII. Program Development & Improvement Committee Report
- a. Defining student characteristics: AISU students pursue learning and engage in life with purpose, passion and persistence.”
  - b. How to measure the development of these characteristics of each AISU graduate:
    - i. Here is **WHAT** we want.
    - ii. Here is **HOW** we are going to achieve it i.e. intensives
    - iii. Create a document that measures the develop of these characteristics that teachers, parents and students can use.
  - c. Committee to help understand the board roles and responsibilities and staff responsibilities i.e. “what’s right vs. who’s right.”  
Committee will include board members, administration, teachers, and parents.
- VIII. Board Member Report, Diane Johnson: Research interest of crew at AISU
- a. Student suggested to lead crew activities and topics.
  - b. Create a crew culture that facilitates the discussion of meaningful topics to encourage students to participate.
  - c. Diane Johnson to research how crew effects academic and social engagement at AISU.
    - i. What, if any functions of crew participation are present across all student populations?
    - ii. What, if any functions of crew participation are different across student populations?
    - iii. How do perceptions from adult crew participants differ from those of the students?
    - iv. What, if any aspects of crew inhibit the connectedness that we desire?
    - v. Students can conduct interviews for the student population and AISU staff to conduct the adult interviews.
    - vi. Diane Johnson will report back about the Lumina Foundation grant that supports online/technology and competency based models research.

- d. Geoff Davis motions to approve the research project
  - e. B.J. Millar seconds the motion
  - f. Votes in favor: Maxfield, Millar, Johnson & Davis (unanimous)
  - g. Motion passes to approve the research to be conducted
- IX. Charter School Performance Standards & Evaluation
- a. Nathan Justis submitted the evaluation at the direction and approval by the board from the October 30, 2015 board meeting.
- X. Adjournment
- a. B.J. Millar motions to adjourn the meeting
  - b. Diane Johnson seconds the motion.
  - c. Votes in favor: Maxfield, Millar & Johnson (unanimous)
  - d. Richard Maxfield calls the meeting to a close at 6:55 p.m.