

**Governance Council Minutes**  
**Verona Area International School**  
VAIS-LMC  
Monday, December 12, 2022

**Attendance**

James Kokalj, Sally Parks, Brandon Braithwaite, Teresa Mueller, Charles James, Patty Immanuella, Steve Kean

Virtually: Joanne Mueller, Kelly Gibson

Also attending: Katie Bhandare (virtually), Yingying Reiter

Absent: Grace Flores, Sarah Shaw,

Meeting called to order at 6:37 p.m.

Approval of October minutes. Joanne moved to approve the minutes, Patty seconded. Motion carries- minutes are approved.

[Directors Report \(30 min\)](#)

**Charter Discussion Notes**

- Section 1.4. These appear to be some examples of applicable laws, but not exhaustive. Therefore we may not need to keep this current.
- Section 2.1(c) "GC....shall determine the policies...." we take this to mean that GC can develop the policy to delegate tasks to administration and staff as necessary.
- Section 2.1(v) AWE's board is made up the officers of the GC board
- Section 2.1(f)(iii) Discussion regarding that generally, in this hiring environment, the majority of hires have been "quick hires." Reminder to establish a hiring committee when possible and as time permits. Meanwhile, having a GC member present during interviews is a reasonable compromise.
- Section 2.1(h) remain as is.
- Section 2.3 Code of Conduct. Sally explained that VASD just updated their code of conduct

**Budget committee**

- Sally update: Adrian Kiser from VASD is working with Sally Parks in software, Skyward, to better streamline functionality in the different budgets
- James: Next year's budget should be written so that it meshes line by line with the accounting software. This will be a one year transition for 2023-2024, but after that, will serve as a template for future budgets.

## **Fundraising committee**

- Question was raised by Patty: What would it take to change the name of AWE? James recommended an DBA "Doing Business As" something generic to the name of AWE, such as VAIS Fundraising or VAIS Donations, therefore the bank account could also include that name.
- Joanne: We raised \$4,000 - \$6,000 during the Giving Tuesday campaign. Exact amount is unknown because some donations were sent via Venmo.
- Joanne: AWE's Venmo account is currently linked to Darlene's personal account.
- Holiday Giving Guide is about to close.
- Patty raised funds selling flower bouquets. Check was given to Joanne.
- Spirit Wear: Sweatpants and T-shirts were a little delayed, but should all be in any day
- Started planning a Bingo night for Spring 2023: Will look into getting a bingo license

## **Outreach**

- Kelly Gibson: Thank you to James for 12/6/22 tour
- See outreach schedule in Director's Report
- 4 students signed up for Chinese Mini School
- 10 younger siblings slated for 2023-2024
- 1 spot projected for 1st Grade (no leftover waitlist from last year)
- Yard sign campaign, mailer going home in backpacks
- Chinese New Year display at Verona Public Library
- Reaching out to Verona Press
- Update to Website: Testing and Awards
- Follow up with Paige due to Kelly's upcoming surgery

## **School Climate**

- No updates.

## **Parent engagement**

- No update: Less activities in January in order to help with recruitment

## **Other business**

- None

Yingying motioned to adjourn, Charles seconded. Meeting adjourned at 8:20.