

**Governance Council**  
**Verona Area International School**  
VAIS/NCS LMC  
Verona, Wisconsin  
Monday, August 14, 2023  
6:30 p.m. – 8:30 p.m.

James Kokalj, Pres.  
Brandon Braithwaite  
Evan Henderson,  
Treasurer

**VAIS Staff**  
Sally Parks, Director  
Yingying Reiter  
Sarah Shaw (not present)

**Parent Representatives**  
Patty Arifin (not present)  
Aaron Edwards-Miller  
Kelly Gibson  
Steve Kean (not present)  
Zachary Mordh

**Present in Red**

**Others**

Chris Martinez  
Katie Bhandare  
Jennifer Tzeng

**Agenda**

**Presenter**

1. Welcome (*10 mins*)

J. Kokalj

Meeting called to order at 6:35pm.

- a. Introductions

2. Elect Officers

J. Kokalj

Brandon Braithwaite would prefer to be Secretary than Vice President in order to allow others to be VP. Motion by Evan, Second by James. Motion passes on voice vote.

Evan Henderson nominated for Treasurer by James. Seconded by Brandon. Motion passes on voice vote.

Patty received a nomination but was not present to accept. Kelly received a nomination and declined. Will be an agenda item for future meeting.

3. [Approval of Minutes](#) (*5 min*)

J. Kokalj

Evan motioned, Brandon seconded. Motion passes.

4. [Directors Report](#) (*45 min*)

S. Parks

- a. Back to School Events

- b. Curriculum Work & Professional Learning Staff will continue to investigate available curricula plans.
- c. Confucius Classroom - Chris will check with a parent he knows. Parent engagement will still engage with event planning. Kelly would like not to overlap Outreach work, so this lead could also coordinate with Outreach committee, especially in event summaries.
- d. Staffing
- e. Continuous Improvement
- f. Event Planning See new document. Ms. Amelia has copies at the office.
- g. Enrollment 96% overall

See link: [August 2023 GC VAIS Principal's Report](#)

5. 23-24 Meeting Dates (5 min)

J. Kokalj

Second Monday of each month, 6:30pm, Hybrid or Virtual. Except June will be first week of month (6/3). September will be Virtual (Zoom).

6. Committee Reports & Strategic Planning Updates (30 min)

- a. Discussion of Committees and goals

J. Kokalj

Each committee to report goals by September's meeting.

- b. Budget Committee

E. Henderson

- i. [VAIS\\_Budget 2023-24](#)

- ii. Goals:

1. Determine all recurring expense reporting to better assess Fundraising Targets
2. Solidify Expense Submission Process
3. Create Yearly Calendar of Financial Activities

- c. Fundraising Committee

J. Kokalj

Joann anticipated to be chair for 2023-2024.

- d. Outreach Committee

K. Gibson

Kelly Gibson and Paige Jany committee chairs for 2023-2024. Looking for new chairs for 2024-2025.

- e. Parent Engagement

J. Kokalj

Jennifer Tzeng will be chair for 2023-2024.

7. Other Business (5 min)

J. Kokalj

Chinese trip being planned by Teresa around Spring Break 2024. More information forthcoming in near future.

All new GC members have been added to email list and Google Drive account.

8. Adjourn

Motion to adjourn by Yingying. Seconded by James. Adjourned at 8:54.