



**Athlos Academy**  
UTAH

## Athlos Academy of Utah Board of Directors Meeting Minutes

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Date: **15 August 2018**

Time: **6:00pm**

Location: **12309 South Mustang Way, Herriman, UT 84096, Room 202**

### Attendance

*bold indicates present*

- **Bethany Zeyer**
- **Josh Cummings**
- Rob Ninow
- **Jake McCrea**
- **Gary Hansen**
- **Ben Hyink**
- **Jeana Bonner**
- **Eric Christensen**

and also

**Rick Eccles Alan Anderson, Jeff Gunther, and Jeffrey Herr**

### Standing Items

Called to Order: **6:05pm**

Pledge of Allegiance

Approval of Virtual Meeting: *N/A*

**Motion to Approve of Meeting Minutes by Ben:**

Seconded by: **Jeana** For: **7** Against: **0**

## Public Comment

None

The board discussed the appropriate mechanism by which we could differentiate between Jeff Gunther and Jeff Herr. Bethany suggested Dr. Jeff for Jeff Gunther. Josh proposed Dr. J.

Jeff Herr explained that he hoped to do a Jeff One/Jeff Two costume with Jeff Gunther a la Cat in the Hat, which the board generally approved of.

## Board Development

### School Leader-Board Introductions

*by Jeff Gunther*

The board made introductions to the new director

Bethany gave her work, family, and volunteer background and the strengths that she brings to the board, namely she has a lot of connections within the city and she knows a lot of people in the city.

Josh followed, giving his family and work background, naming attention to detail and technology background as strengths.

Jeana followed, identifying her special education ties to the school and naming dependability and reliability as strengths.

Ben followed, giving his background, including his background as a teacher, and listing his strengths as having a love for the community and a desire to see the education level raised.

Jake followed, giving his background in accounting, listing his strengths as liking to help out and thinking out of the box.

Gary followed, giving his work and military service background, listing his strengths as being organized and dependable.

Eric followed, giving his work and family background, naming his strengths as policy and procedure review and being a good problem solver.

Jeff Herr thanked the board for the detail.

## Committee Reports

### Director's Report

*by Jeff Herr*

**Community Relations.** Jeff explained that he is spending a lot of time reaching out and reassuring parents and teachers about the transition to a new director. He explained that his main focus for the year will be academics, with a secondary priority being *owning* academics. He talked about how he is beginning to establish and evolve the culture.

**Employee Updates.** Hired Tamara Howard who comes with several years of experience coming to teach at the school and also has athletic strengths.

**Facilities.** Jeff explained that he's been working with "Dr. J" to review facilities readying it for bonding. Jeff also praised Julian for his efforts at managing the facility.

Bethany asked Alan about landscaping companies, for which we are currently under contract. Jeff explained that he is going to push for a pristine landscape for the start of school.

Jeff shared an idea about a school garden because it gives a chance for the kids to invest.

Jeff also shared a few enrollment and staff numbers.

**Academics.** Jeff explained his plans for how he would use data with the teachers for professional development.

**Finance.** Jeff reported on copier usage. He reported on training he gave to the teachers regarding reducing consumables in favor of technology.

Finally, Jeff reviewed how he planned to prepare a powerpoint for the board in ensuing meetings.

## Athlos Report

*by Jeff Gunther*

Dr. Jeff reported to the board on Community Relations, Pillars, and Operations support over the last month. Specifically mentioned work on recruiting teachers, facilitating a re-registration event, helping prepare for PD, and helping Jeff get up to speed.

Bethany asked if Dr. Jeff would do a more detailed report on enrollment and recruitment next month.

## Finance Committee and Monthly Financial and Enrollment Reports

*by Eric Christensen and Jeff Gunther*

Eric reported that our reported loss from last year is better than first thought. Also discussed the special education transportation expense.

Dr. Jeff then reported on enrollment. We currently are at 995 students enrolled if we include registrations returned (317) as well as returning students (678). Dr. Jeff explained that Dovetta is working hard to reach out for immunizations among other things to identify low engagement early on.

Dr. Jeff and Eric explained that they are going to target for 20 students per Kinder classroom, anticipating no-shows.

Bethany asked what we do in our offer letter to immediately engage the family. It is still a marketing process.

Eric asked a question about how to read the chart and how many offers can be extended.

Dr. Jeff talked about efforts being considered to bring in another section of Kindergarten, though noted that it is a little late in the game.

Josh asked a question about the no-show rate that Dr. Jeff stated earlier (10%), and he answered that it is closer to 6-8%. Also asked about possibly adjusting for known attribution and no-show rates, and Dr. Jeff explained that it would be good to do that next year after we have two years of data.

Bethany noted that there is a neighborhood across the street from Athlos who are slated to go to Silvercrest. Jeff explained that they are planning on doing a presentation for those families.

Dr. Jeff then transitioned to talk about the estimated loss for last year appears to be \$250k instead of \$280k due to better revenue outcomes and slightly work expense outcomes.

## **Governance Committee**

*by Josh Cummings*

Josh asked the board to send him ideas for board training.

## **Discussion Items**

### **Student Performance**

*by Jeff Gunther*

Dr. Jeff explained that there is no new data to share yet as the state has not yet released final numbers.

### **SpED Transportation**

*by Jeff Herr*

Jeff recommended that we table this discussion for the time being since the student in question will turn 9, which opens up some other options. Also explained, though, that the school is still looking at options for a reliable used van, targeting \$10-15k.

Alan explained that if we use SpED funds to buy it, then we can't use the van for anything other than SpED usage.

Jeana asked about the nature of the company that the student is transported to. Jeff wasn't sure, but supposes that it is in Utah County and is probably a private company.

## **Food Service Fund Balance**

*by Jeff Gunther*

Dr. Jeff explained some of the fundamentals of managing the food fund balance. Because we have 79 days worth of fund balance of the allowed 90 days, the school is coming up with a plan to use some of that balance.

Some of the ideas are some indirect expenses that the school can charge to the food service account like the physical space in the building.

Another option is to bring down prices, though we are limited by the federal government on how much we can bring them down.

Jake asked how long it took us to get to the fund balance that high, and Alan explained that it was 2 years to get here. Alan also explained that lunch prices, according to federal guidelines, may need to go up by a dime. He also added detail on what percentage of indirect costs can be attributed to the fund balance.

Bethany asked about any action that the board needs to take. Dr. Jeff explained that there is no action to take, yet.

Josh asked about the possibility of using funds to put in the school garden. Dr. Jeff explained that might be tricky to justify coding that as the school might not be able to incorporate the garden food into the lunch program itself.

## **CSP Grant Expenditures**

*by Jeff Gunther and Alan Anderson*

Alan educated the board on the start-up grant and that some funds remain in order to provide a security system. There are about \$90k left in the start-up grant with possibly \$15k to be spent on security cameras. Alan hasn't yet bid out the alarm system.

Bethany and Eric asked questions about quality and layout plans.

Gary asked about gun safety. Alan and Dr. Jeff explained that currently, that there is access control both into the school and into the student area by fob and visitor badge.

Gary asked about training with the teachers, and Jeff and Alan explained the kinds of training including lockdown drills and fire drills.

Ben asked about connectivity for the security system, and Alan explained that we have 1GB service.

## **Board Officer Roles**

*by Bethany Zeyer*

Bethany asked for a couple of changes to Board Officer definitions. Specifically, she talked about the role of the Vice Chair and the idea of changing the Vice Chair to the Chair-Elect. She gave her reasoning including that she, as a chair, could have used some mentoring when she entered the role.

## Board Meeting Times

*by Bethany Zeyer and Jeff Gunther*

The board discussed some options for changing the time including changing the time to 6:30 and moving to a different night.

The board resolved to change the time to 6:30, but keep the day on Wednesday.

## Action Items

### School Leader Endorsement

*by Bethany Zeyer*

Bethany welcomed Jeff. Eric and Josh also gave their support.

Motion to endorse Jeff Herr as school leader for Athlos Academy of Utah by **Josh**: Seconded: **Josh** For: **8** (Rob arrived at this point) Against: **0**

### Board Committee Appointments

*by Bethany Zeyer*

Josh raised a concern about the order of operations of joining committees before we make officer appointments.

Dr. Jeff recommended that we consider which committee appointments we are interested in so that we are ready for next month.

Bethany explained that we will have five committees this year, adding Safety to the already existing 4.

A question was asked about parent engagement on the committees, and Dr. Jeff explained that FACE is a good fit for that.

Eric raised a question about the effectiveness of the FACE committee. Jeff explained a bit of his vision for this committee and thinking about it as a bit of a marketing committee.

The board discussed how to find people who can engage with the FACE committee. Jeff recommended that this committee be focused on upbeat, community outreach type efforts.

The board each individually expressed their interest in various committees. Eric shared that he liked Governance, and that he would prefer not to continue on the Finance committee as his wife manages his finances for him. Josh shared that he preferred

Academics. Jeana, FACE. Ben, Academics. Jake, Safety and Finances. Gary, Safety and Finances. Bethany, Safety.

**Motion to Postpone Committee selections until Sept. board meeting by Eric:**

Seconded: **Jake** For: **8** Against: **0**

The board discussed family handbook revisions. Noted that the school calendar is incorrect. Bethany asked for an addition on page 16. Josh asked for a clarification on page 19.

**Motion to Accept Family Handbook Pending Changes by Eric:**

Seconded: **Gary** For: **7** Against: **1**

The board discussed the merits of each candidate attorney, specifically Lisa Arbogast, Joel Wright, and Joan Andrews.

**Motion to Recommend Kirton-McConkie as Legal Counsel for Athlos Academy of Utah for the 2018-19 School Year by Rob:**

Seconded: **Jake** For: **8** Against: **0**

Gary asked a question of how to change the budget. Alan explained that it would be taken care of in the revised budget.

Motion to adjourn @ 8:32pm: **Eric** Seconded: **Josh** For: **8** Against: **0**