



Athlos Academy
UTAH

Athlos Academy of Utah Board of Directors Meeting Minutes

Date: January 16, 2019

Time: 6:39pm

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

Attendance

***bold** indicates present*

- **Bethany Zeyer**
- **Josh Cummings**
- **Jake McCrea**
- Gary Hansen
- **Ben Hyink**
- **Eric Christensen**

and also.....

Brian Mills

Alan Anderson

Abby Fereday

Darin Knicely

Rich Echles

Standing Items

Called to Order: 6:39pm

Recording was started late at 6:53pm

Public Comment

NONE

Approval of Minutes

November 2018

Motion to approve November 2018 minutes

Motion by: Eric

2nd: Josh

December 2018

Motion to approve December 2018 minutes with edit "AA will adjust its cost when/if another back office organization is found"

Motion by: Ben

2nd: Eric

Board Development

Monthly Board Development

by Brian Mills

Roberts Rules

Reiterating of Basic Tenants

Review of 8 Steps of Decision Making

Clarification - Discussion is after the motion is made, but this is after the education or the information that will drive the discussion and motion

This would be related to Action Items

Voting should be reserved to the Action Item section (exception being financials)

Ideas for Implementation (by Bethany)

Everyone gets to speak before someone speaks a 2nd time

Motion / 2nd / Discussion

Last in first out

Committee Reports

Pillars Committee

by Josh Cummings

Median Growth Percentile (MGP) is an annual moving average and there may be other metrics that can be added to be more objective to Athlos Academies

Pillars Committee members should share the information that was given to them by Darin Knically

Other Committee Discussion

by Bethany Zeyer

Suggestion to create a simple grievance policy to staff members. For example, the staff have specific people/committees that they can provide this grievance to.

Discussion - Governance Committee to discuss adjusting the grievance policy

Josh - wants to make this as easy as possible for grievance to be heard; suggestion of a "router" person to send along to the right person/committee

Jake - agrees with the router person idea; hoping to properly include Athlos Academies

Darin - possibly an HR specialist who does this; certified HR position

Eric - reviewed the current grievance policy

Josh - Question about items that require formal documentation of grievance

Ben - Agrees with router person idea but needs to be someone who holds items in confidence

Safety Committee - meeting quarterly; Bethany to provide specifics later

Governance Committee - meeting monthly; 2nd Tue of month

Finance Committee - meeting monthly; specific date presented later

We need to add Committee dates to the action items for the Feb meeting

Bethany requested that the fund raiser policy be reviewed/updated.

Director's Report

by Jeff Herr

Review of the AAU Director's Report slides

Announcement of resignation of Tyson Clay and Jamie Berry (certified teacher who has been a sub will take her place)

Questions / Clarifications / Discussion -

Will teacher evaluations be done by those over specific areas? Yes

This is the formal evaluation but is not the first evaluation of the year.

There is also a self-evaluation portion of the teacher evaluation.

Are we communicating the end of the open enrollment date? This will be discussed later

What an Open House consist of? Tour, presentation, staff interaction

There have been complaints from staff about Open Houses

How many are teachers expected to participate in? 2 evening events

What happens if a teacher has been here 2x already? this is a volunteer event

Can we provide more lead time for these events? We can share these dates with the staff so that they can prepare on their calendars; staff will also be pointed to the website

Master schedules updated to help alleviate a full daily schedule with no breaks

This was to address some teacher concerns/feedback

Backpack communication - students are now expected to leave their backpacks in their lockers so as not to provide a distraction during the day. Teachers will receive communication on how to handle this consistently.

Jeff announced his retirement at the end of the 2018-19 school year. Effective June 28, 2019. Jeff is providing early notice to allow for proper time to hire a new Director and bring them on in July 2019. Jeff is announcing early so as not to be a distraction at the school.

Finance Report

by Alan Anderson

Review October and November Monthly Financials (combined because they are on the same report)

The rental of the facility - money stays with the local school

Jake - wants to make sure that going forward that all teams (AA, Charter Solutions) work together especially with the transitioning of roles

Josh - Is there concern with going over budget on other Supply items? No (Alan)

Motion to receive October November Monthly Financials

Motion by: Josh

2nd: Jake

Discussion Items

New Board Tool

by Darin Knicely

“Board on Track” - Program to help boards communicate, evaluate CEO, board training, document repository, board evaluation

Darin provided a demonstration of the website

This website has unlimited storage

This replaces the SharePoint

This does incur an additional fee (flat fee)

This would need to be voted on later to adopt for the 2019-2020 school year

Other AA boards are using this and provide positive feedback

Discussion / Clarification / Question -

Josh - thinks it is too expensive but willing to consider it as an option; concerned that it is too hard to migrate away from a tool if used for 4mo as a trial

Bethany - thinks it is too expensive and thinks that it is something that AA should be providing as part of the money we are already paying them

Governance Committee will look into this further

Review Spring Re-hiring Process and Timeline

by Abby Fereday

Feb 1 - Intent to return form to all staff (due back Feb 15)

Question - Is this binding? No

Clarification - This is just a backwards timeline looking to March 1

Clarification - This would be sent to all staff

Josh would like there to be some form of anonymity to this letter

Feb 15 - Homecourt will discuss replacement plans

March 1 - Letters of Intent to Return sent to Staff

Not binding

Potentially pending progress in improvement plan (this letter is not the notice of an improvement plan)

March - digital recruitment and other recruitment venues

April 15 - May 15 - Distribute official offer letters

Based on financials/budget

Increase Board Size

Discussion -

Is there a better time than another to bring on a board member?

Josh mentioned that he was brought on in summer and felt that this was a good time because the less-busy time

When should we start the process?

Josh suggested that we do this when board members have time; suggested that new members not start later than June

Bethany suggested that we wait till after Feb

Action Items

Set Enrollment Caps

by Abby Fereday and Camille Wells

Adopt state mandate changes made to policy

Review of the slides provided in the Board Packet

Intent to return

Sent on Jan 7 and reminders will be sent out on Jan 17; Due on Jan 21

Discussion / Clarification / Question -

Is talking about the schools academic strengths an effective or is proximity more effective? Making a broader appeal to capture everyone

Bethany raised the question about removing Grade 9 and possibly all of Jr High (7-9)

Let's look into the pieces that we are missing

This would need to be looked at by what is allowable by the Charter

Motion to accept the Enrollment Cap at 1040

Motion by: Ben

2nd: Jake

Unanimous

Parent and Family Engagement Policy

Motion to accept the Parent and Family Engagement Policy

Motion by: Ben

2nd: Bethany

4 yes; 1 no

Discussion

Governance committee reviewed and reported that there are very few changes and not wholesale changes to the earlier policy

Only additions based upon Lincoln's recommendations; there are no deletions

All changes were made to ensure this was in alignment to the state policy

Board Clerk Appointment

by Jeff Herr

Motion to accept the Board Clerk Appointment of Courtney Hackey

Motion by: Eric

2nd: Jake

4 yes; 1 no

Discussion

Not an official board member

This person would serve as an administrative help

Charter Solutions Management Agreement

by Bethany Zeyer

Motion to approve the Charter Solutions Management Agreement (with the effective date of Feb 1, 2019)

Motion by: Eric

2nd: Jake

Unanimous

Discussion -

February Meeting Change

Motion to move the February Board Meeting to Feb 13, 2019

Motion by: Josh

2nd: Ben

Unanimous

Payment for Lawyer Services

Discussion -

A new bill was sent for 2018 for the agreed upon work for a lot of money. This is based upon the letter sent to us by Joel Wright. Bethany will send the itemized list of charges to Darin and Jake (for the finance committee).

Motion to table the vote to pay the bill for Lawyer Services

Motion by: Ben

2nd: Eric

Unanimous

Motion made to go into Closed Session for the purpose of the discussion of the character, professional competence or physical or mental health of an individual for strategy sessions to discuss the purchase, exchange or lease of real property.

Motion by: Josh

2nd: Ben

Unanimous

Closed Session

Separate Notes

Motion made to come our of Closed Session

Motion by: Jake

2nd: Josh

Unanimous

Back in session at 11:52pm

Motion made to end the Board Meeting

Motion by: Josh

2nd: Jake

Unanimous