



Athlos Academy

UTAH

ATHLOS ACADEMY OF UTAH BOARD OF DIRECTORS MEETING

AGENDA

Date: Wednesday, September 25, 2019 Time: 6:30 PM to 8:00 PM
Location: 12309 South Mustang Trail Way, Herriman, UT 84096, Room 124

Board Members	Present/Absent
Ben Hyink	X
Josh Cummings	X
Jon Cazier	X
Gary Hansen	X
Jake McCrea	X
Eric Christensen	Arrived at 6:40
Will Fountain	
Others	Tabitha Bower AA Bonnie Thane PTO member
<i>School Leader:</i> Mandy Kartchner (X) <i>Athlos Academies:</i> Darin Knicely (X), Jill Turgeon (<i>Charter Solutions:</i> Alan Anderson (X) <i>Board Clerk:</i> Courtney Haacke (X)	

The meeting was called to order at __6:30pm__

Item #	Topic	Description	Who
1.0	Call to Order- 6:30pm		
1.1	Pledge of Allegiance		Ben Hyink
2.0	Public Comment- 6:32pm		
3.0	Consent Agenda- 6:37pm		
3.1	August 21, 2019 minutes	Propose approval of minutes from August 21, 2019 board meeting minutes Motion to accept Josh Second by Jon all in favor None opposed	Ben Hyink



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3.2	Athlos Report	Monthly report on support provided by Athlos Homecourt	Darin Knicely
4.0	Administrative Reports- 6:40pm		
4.1	Director's Report	<p>Update on progress of key priorities at AAU</p> <p>Enrollment is down and then up. Each week we seem to get a few new students each week. Focus right now is to make sure 813 kids here at the school are happy, sense of community and a great education. They will stay here at Athlos.</p> <p>PTO blood drive was great, tomorrow Lip Sync. Monarchs Soccer club wants to mentor students, come and read, do a trunk or treat.</p> <p>Driveline- Herriman City PD trying to help with driveline and enforcing the rules. Casual driveline drops by's to make sure no one was in parking in the no parking zone. Adding 2 new zones for staff to manage the safety. There will be a change to driveline affected Monday. Herriman PD did approve the change.</p> <p>Academics- Testing is complete. Drop in meetings from Jarom and Awbree with data and how to move forward. She wants to present Aradedia (dibbels) and the math information for the board next week.</p> <p>Josh asked if there was a ETA on the new state testing system? FOLLOW UP: Mandy stated not at this point. But she will let you the board know.</p> <p>The scores are not good. There are more students in the red we want to see. But in January</p>	Mandy Kartchner



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		<p>NOC- Monthly metrics, Dashboard with help of Gary, concerned on enrollment. We do not know what means. ACTION – add enrollment to the dashboard.</p> <p>Behavior- Awbree and Jarom working on a behavior system. Majority of the school is not being sent to the office for behavior issues. Good behavior and character traits is awarded. Jarom is working on an Anti Bullying coalition to come to the school during the day.</p> <p>Eric joined the meeting at 6:40</p> <p>Staffing & Hiring- Roy Nichalos 7th 8th grade new hire 1st grade teacher leaving and a new teacher already hired.</p> <p>Celebrations- Sunshine committee created. Help plan parties, help with death or birth of a family member.</p> <p>No questions</p>	
4.2	Monthly Financials	<p>Review monthly financial statements Educator salary adjustment, land trust and one other that he could not remember. Josh asked how do they choose? Alan stated it is random, he does not know until they arrive. He can send the third one if you would like.</p> <p>Alan explained Educator Salary Adjustment. Checking account is shy of 1.4 million Zion bank account is closed and we have the check. Only Mountain American Credit Union at this point. Went over savings and petty cash. Page 2 went over balance sheet</p>	Alan Anderson



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		<p>Over funded by state, one month to correct the over. Gary asked about Hold Harmless. Even though we are lower we are still. Last year's average daily membership.</p> <p>Alan continued to explain August statement. Alan expressed concern with the food budget. And explained the state liquor tax.</p> <p>FOLLOW UP: Ben ask Jake when the letter come can the finance committee and Mandy review it and see where to spend the money.</p> <p>Darin asked a question direct cost for indirect cost? Alan said he does not know that information it is done by the kitchen manager. Alan explained the indirect cost and how it works to the board. Darin asked so we do not claim this? Alan said Lori puts this information in, he does not know, she does it on her end. Darin where does the direct cost go after you feed the grant. Where does that go or exist. CS (charter solutions rep) Restricted funds and makes them unrestricted. The indirect cost, is really an accounting function. Darin asked where. CS(charter solutions rep) state it is on the line item report</p> <p>Alan continued to explain the report. Line 16 gym rental and another one should be rented soon. Josh asked about rental in the summer? Alan stated no requests.</p> <p>19.5% should be closer to 16%</p> <p>Federal Revenue- explained Expenses- explained Unemployment Insurance- building and workman comp is 8 bills and then 4 months of no bills</p>	
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4.2	Receive Monthly Financials	<p>Gary vote to accept the July financials as reviewed in finance committee and distributed to the board Second by Jake All in favor none opposed</p>	Gary Hansen
5.0	Committee Reports- 7:00pm		
5.1	Pillar Committee (20 min)	<p>Ben went over what the Pillar Committee went over in the MSA. Jon wants to know if the URL and the servers are itemized. Jake said he would send it to Jon and show him. Ben gave shout out to Social Media team.</p>	Ben Hyink



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		<p>Ben talked about Darin stating that if we are out of our allotted PD support in the MSA all we have to do is ask for support and AA will provide it.</p> <p>Ben asked that board training be removed out of the board meeting. AA will follow through but will be taken off the board agenda to manage our time better.</p> <p>Ben continued to go over each detailed line in the MSA.</p> <p>Financial service and reporting was taken out of the MSA and is now outsourced by the Charter Solutions.</p> <p>Ben asked for questions. No questions asked.</p>	
5.2	Governance Committee (5 min)	<p>Talked briefly about standardized testing.</p> <p>ESP tool have other boards are doing it, stated one school is a special committee and the other one is just one of the committees.</p>	Eric Christensen
5.3	Finance Committee (5 min)	<p>Gary stated went over financials that were available. July and August. August were not going to be ready this meeting. He told them he needed current financials and clarified the expectations with Charter Solutions. Another questions regarding the restricted funds. There was money in the startup funds. There was clarify given of how that money will be allocated. This was to clarify that Mandy thought was available.</p> <p>Mandy stated that money was not audit, she stated that those funds expired. She said she talked to the auditor and they said we can still allocate this money.</p> <p>Ben clarified.</p> <p>Mandy stated what the state told her. Nothing has been changed and nothing has been done. The state had no idea about if the funds have been used or has been expired and if we use them will</p>	Gary Hansen



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		<p>they expire. Charter Solutions rep stated funds do not expire. Start Up funds, could be used 10 years after. CS rep stated it is like any other restricted funds. Mandy asked why would the other Mandy send me an email stated that they expired. CS rep said I do not know I have never seen them expire.</p> <p>FOLLOW UP Josh wants to know the outcome of the restricted funds. Mandy will report.</p> <p>Gary went on reviewed the CS accountability frame work and metrics. Gary said Mandy now as the information she now needs. But there are 3 bullet items that still need clarification. They have asked CS to get to this asap.</p> <p>The last thing they discussed on the NOC</p> <p>Invoice concerns all invoice are being paid timely. Mandy and Alan were to asked to get these paid. Even today we got more invoice regarding unpaid balances.</p> <p>Tax returns are being paid on time and in timely manner.</p> <p>Property Tax in regards to the Athlos Academy Grievance letter. The committee recommends that they go to the county tax commissioner to find out more information on if Athlos owe back property taxes. The board did not vote on this since it did not require a vote. But agreed this should be done.</p> <p>Next finance meeting is not until November. Ben asked maybe you could have a meeting still for follow up only. Gary stated he did not think that was necessary. The board agreed next finance meeting in November is great.</p>	
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		<p>Exact Notes From Finance Chair Report Athlos Finance Committee Meeting, Thursday, September 19, 2019</p> <p>Items to Report at 9/25/19 Board Meeting</p> <ol style="list-style-type: none">1. Approve July 2019 & August 2019 Financials <p>- Mandy requested clarification regarding the status of the Restricted Charter School Start Up funds. Charter Solutions is working on reallocating expenses to zero out the restricted surplus funds. Charter Solutions will meet with Mandy to provide explanation of funds in an effort to satisfy her concerns/questions.</p> <p>- Clarified Board's request to have current reporting of financials for the Board meeting.</p> <ol style="list-style-type: none">1. Reviewed Charter School Accountability Framework Annual Metrics. - Requested Charter Solutions adjust numbers appearing on their report dated September 18, 2019 to align with the numbers provided in the NOC from the SCSB for FY 17 & FY 18. <p>- Verified with Mandy Kartchner that the information provided on the report was what she needs to submit monthly to the SCSB regarding the financial viability status of the school.</p> <p>- Requested Charter Solutions provide insight on the following items the SCSB asked for additional information on in the NOC that Mandy will also need to provide in her monthly update to the SCSB:</p> <ul style="list-style-type: none">• Interest only payments made in FY17 and FY18 (and possibly 2019). The capital lease debt did not change from FY17 to FY18 and remained at	
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		<p>\$22,442,404.</p> <ul style="list-style-type: none">• Large deficit in Net Assets. The deficit as of FY18 was \$1,082,993.• Significant increase in the year-over-year operating expense per student. In FY17 and FY18, the operating expense jumped from \$5,705 to \$7,376 respectively, which represents a 29% increase while revenues increased by only 13%.• Mandy indicated she also needs to obtain and provide the SCSB with a proposed 5 year budget plan. <p>1. Invoice Payment Policy</p> <p>- Charter Solutions provided policy prior to Finance Committee Meeting. Requested Alan and Mandy work together in getting invoices paid on time and clear up outstanding invoices to satisfy Mandy's concerns/questions.</p> <p>1. Tax Returns</p> <p>- Reviewed filing of AAU's tax returns. Satisfied that returns have been and are being submitted and on time.</p> <p>1. Property Taxes</p> <p>- Finance Committee was asked by Board Chair to address item #2 on AAU's grievance letter to Athlos Academies regarding property taxes. The Finance Committee recommends that the Board approve contacting the Salt Lake County Assessor to obtain copies of any documentation that may</p>	
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		<p>have been submitted requesting property tax exemption status. Information obtained will be used to determine next steps the Board needs to take, if any.</p> <p>1. Next Finance Committee Meeting</p> <p>- Thursday, November 14, 2019, 6 p.m. - October 2019 meeting cancelled due to timing of Board meeting being changed for UEA break</p>	
6.0	Discussion Items- 7:30pm		
6.1	State Charter School Board Notice of Concern	Update on SCSB notice of concern Addressed in Directors Report and other committee reports	Mandy Kartchner
6.2	PTO Report	<p>Consideration of a report on recent and upcoming PTO activities Ben moving 6.2 PTO report up for PTO members time Bonnie updated the board on PTO, struggling to get membership, Ben asked what we can do to help you? She stated teachers are having hard time getting things handed out in sick. Jon stated he can help with that information meeting afterwards. Ben stated the FACE committee could be a good resource. Mandy stated she could make calls as well directly.</p>	Ben Hyink
6.3	ESP Evaluation Tool	<p>Discussion on how to complete the evaluation tool Gary stated we already talked about this last time and Mandy is going to get with her staff and do the ESP evaluation. Mandy stated she is working on this with the staff.</p>	Ben Hyink
6.4	Student Retention Rate and Saturation Data	Report back on board assignment from last month's meeting 81% retention rate for other school	Tabitha Bower



		<p>Ours is much lower Currently at a 59% retention rate 531 return</p> <p>Tabitha went over in detail several statistics and numbers in regards to student retention rate and saturation. Josh wants to know if it can be sent.</p> <p>FOLLOW UP: Tabitha send the documents pertaining to her numbers and findings</p> <p>Ben asked for questions. None noted</p>	
6.5	Defining “Specials” and Purpose of Board Committee	<p>Report back on board assignment from last month’s meeting Mandy stated specials are in 5th and 6th grade Spanish once a week new this year. Computers, music and Performance in Action. Josh asked so these are rotated through. Mandy stated yes they rotate. Mandy went over 7th and 8th grade electives for the board as well. Board asked about a trip to Moab. Mandy stated</p>	Mandy Kartchner
6.6	Participation Fees (15 min)	<p>Dan moved 7:15pm to report and moved up on the list to report. Dan shared the fee schedule. Here to answer questions. His goal is to lower the cost. Drafted a sponsor letter, and wants to ask the board about the language about fundraisers. Can they get a booster club to do a fundraiser? Eric said let’s change the policy. Eric said simple fix in his opinion.</p> <p>FOLLOW UP / ACTION ITEM: Ben stated Governance would review the policy and then come to the board with a review suggestion.</p> <p>Dan stated in the spring he will try and do an intermural legal. Which is where we have our own teams with our own</p>	Dan Price



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		<p>students. But possibly we could invite other schools. Josh asked with the spots and the intermural run concurrent. Dan stated they would not run at the same time.</p> <p>Jon asked about CC Dan stated he used last year's fees.</p> <p>Dan asked he wants to offer a 10% reduction in the fees if they play more than one sport.</p> <p>If we run into a problem that we are having a surplus. Can he go to the next tier? The board said yes.</p> <p>Gary made motion to accept the fees as presented and accept the 10% discount for multi sports participation by Gary Second by Jon Josh opposed</p> <p>Approved by the board majority</p>	
7.0	Assignments- 8:10pm		
7.1	Board Member Assignments	<p>Review of board member assignments in preparation for next month's meeting</p> <p>Mandy stated she did not do that but will get on this. She apologized for missing this for this current meeting.</p> <p>FOLLOW UP: Mandy will get this out and ready for next meeting.</p> <p>Mandy had a few more things to follow up on.</p> <p>*In the works to get EL with 2 other charters. This is still in the works but if all goes well it should be some funding to provide for these EL students.</p> <p>*October 9th state charter board and different accepts of the charter. Coming to observe.</p> <p>Gary wanted to make sure Mandy's hard work and efforts are noted and how great of a job Mandy is doing as the director as AAU.</p>	Jon Cazier



		Ben asked if something on the Sunshine Committee the board would like to participate. Mandy said that would be great. The next one is a pumpkin decorating contest.	
8.0	Closed Session- 8:15pm		
8.1	Closed Session (60 min)	Discussion of the character, professional competence, or physical or mental health of an individual and the purchase, exchange, or lease of real property Back to order at 8:15 Josh Made motion to go into closed session Discussion of the character, professional competence, or physical or mental health of an individual and the purchase, exchange, or lease of real property Second by Eric all in favor None opposed	Ben Hyink
9.0	Action Items- 9:15pm		
9.1	Contract Management	Motion to terminate vendor contract Back into public session at 9:53 Gary made Motion to put Charter Solutions on notice for certain deficiencies, by Josh seconded by Eric all in favor none opposed Gary made Motion made to adjourn the meeting seconded by Jake all in favor None opposed Meeting adjourned	Ben Hyink



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10.0	Adjournment- 9:17pm		

Next Regular Meeting: October 16, 2019

Adjournment: