



**ATHLOS
ACADEMY**
**ATHLOS ACADEMY OF UTAH
BOARD OF DIRECTORS MEETING**

Date: November 15, 2016

Time: 7:00 PM

Location: 12309 South Mustang Trail Way, Herriman, UT 84096, Room 124

Attendance:

Andy Lavin:	Present
Todd Bingham:	Present
Tyson Horrocks:	Absent
Bethany Zeyer:	Present
Josh Cummings:	Present
Kelsey Sorenson:	Present
Jeana Bonner:	Absent
Chelsey Jones:	Absent

Others Present (list): Esther Thompson, Ian Woods, Jenn Thompson, Rich Eccles, Jon Gillan, Alan Anderson, Jeff Gunther

Standing Items:

Called to order at: 7:01 pm.

Minutes:

Motion to approve October 18th minutes by: Todd
2nd by: Kelsey
Discussion: no
For: unanimous
Against: none

Public Comment: none

Board Development: (jeff)

Description of Development:

Overall feeling of month to month is going well, but the overall big picture is lacking. Role of the board:

1. Act as the stewards of the mission and vision- make sure everything that we do is going through the lens of mission and vision. Board chair can sit in on Headquarters evaluation of school director.
2. Ensure adherence to the charter terms- authorizer will hold us accountable in three main areas: governance, finances, and academics.
3. Engage in strategic planning- long term trajectory of the school.
4. Engage in financial stewardship- majority of charters are closed due to financial/enrollment issues.
5. Ensure the sustainability of the Board- succession planning and new member orientation.

Financial Reports: (andy)

Key highlights:

Majority of topics were covered in last months Board meeting. They discussed enrollment numbers and reviewed what was discussed in the previous meeting. Josh asked if there will be a SPED plan presented at the next meeting.

FACE Committee: (Bethany)



Key highlights:

FACE (Family and Community Engagement) committee report. Bethany explained what the FACE committee is what its role is. Specifically, Bethany mentioned that: 1. Families will filter their requests and concerns through this committee and the committee will decide whether items from parents need to be brought to the board. 2. FACE will do fundraising at the corporate level- \$10000+, and will be the voice of parents at recruitment events. 3. FACE will direct people in a positive way when grievances are raised. The committee specifically discussed Athlos's Facebook presence and the difference between a parent-organized FB page and the official Athlos FB page. Bethany shared an anecdote of a parent seeking for official information about picture retakes on the unofficial—ideally it would be clear to parents that they would go to the Athlos page to find out about that and like information. Bethany and her committee have been deliberating about the best way to engage on the parent's FB page to make sure that correct information is disseminated. Jen Thompson added that Athlos employs full-time social media professionals to support the official Athlos FB page; she also observed that HQ will typically post high-level positive messaging on the page that can lack the specifics that Esther's team could provide, creating a slight disconnect. The question was raised about how informed the owners of the parent's FB page are, and Esther stated that Nedra (who is also on the FACE committee) is in contact with Esther "all the time" to make sure that what she is saying on the parent's FB page is accurate. Todd and Allen both observed that our goal we need to provide clarification and correction on misinformation on the parent's page, directing them to the official site. Allen brought up his own personal experience with the charter school that his children attend. Jeff further added by way of example that in the case where a parent expresses a problem with a teacher, that is an opportunity to invite that parent to talk to the teacher directly. Esther stated that it was the school's plan to take over running the Athlos FB page, though Esther cautioned that even in becoming even more active on FB, there will be those individuals who prefer to stay on the parent's FB page or otherwise outside of official spaces; it has been her experience that angry or dissatisfied parents may prefer to keep too their misinformation. Todd then reasserted that we can foster and support the discussion on the parent's FB page and simply direct folks to the official source. Bethany added that we should support sources with a link to the information.

Academic Committee: (Kelsey)

Key highlights:

Dibbles testing results and the entrance testing. Report is listed in the director's report. Kindergarten tested above, 1 and 2nd were below, 3rd tested at state level. We are going to opt out of interim Sage testing. The goals are to monitor, ask questions, and interpret data for Board, keeping school accountable. Bethany suggested perhaps behavioral statistics. Josh suggested filtering information by intuition and after a few months, we can establish a pattern or find things that stick out, with a caution that we do not ask for a flood of information that requires time and effort.

Monthly financials: (jonathon)

Key highlights:

Cash on hand \$903,020. Current ratio of liquidity 4.39. September days cash on hand 67 days. October days cash on hand 86 days. (USOE requires a minimum of 30 days.) Fund balance as a percent of total budget: (September 7.65%) October 13.9%. We are going to begin to pay on the lease for the building. (\$115,000 per month). We will look at paying that off over a couple of months. Even if we paid it all off today, we would still be okay financially. Special education will run higher than we've budgeted, we will evaluate as we move forward. Todd asked what "employee motivation funds" are? The answer is if the school chooses to recognize the staff with something beyond salary. "Other" is purchase services for miscellaneous technology such as the accounting software, and parent lunch payments online. Todd requested cash flow projections. Andy wants the "ending fund balance."



Director's Report: (esther)

Key highlights:

Students enrolled 830, down from last month of 841. Waitlist is 103. People are leaving because of driveline, moving, its not a good fit. Exit interview has been created for parents, so that we can better understand what is happening. Upcoming events: teacher training, open house, concert choir, employee holiday party, and winter performances. Student led conference was 96% attendance and a ton of positive feedback. There was much training and will be more training on making student-led conferences more productive. Families bought \$7633.61 worth of books in 2 days. (Average is usually 3,000-4,000.) Achieved 8000 box tops. Facility major issues have now all been addressed, and are working on the list of minor construction details. The school will begin renting facilities after the winter break. The school has a tiered response plan for students who are below grade reading level. Landtrust and UCA have been submitted.

Athlos Report: (jeff)

Key highlights:

We are building up a waitlist for next year, building a nutrition plan, (Ian) met with the state to make sure we are meeting code on nutrition plans. Analyzing reports. Working to get Athlos schools brainstorming and working together for good ideas. Getting committees up and running to eliminate the board having to work on all of the different areas.

Discussion Items:

Marketing plan: (esther)

Discussion

Waitlist: people are reluctant to transfer midyear. We are sending out mailers for our open house on December 13 to invite potential students to come so that they will hopefully transfer after the Christmas holiday. Marketing plan is to slightly overenroll grades so that we have a cushion for turnover. We are on track for adding 7th grade next year.

Board self assessment results (jeff)

Discussion: Board member ethics is strength. School leader support is a strength. Diversity and skillset is present. Weakness is understanding data, fundraising, committees, and big picture clarity. Individuals felt confident in using school email and felt weakness for accessing board binder and financials. Challenge for the board: review the financials before the board meeting and bring a question for Jonathan.

Review amendments to special education manual:

Discussion: Andy said minor changes IEP team, one change is to have the Special Education director included in the discussion.

Employee handbook and Policy Amendments:

Discussion: Todd had a minor grammatical changes. Andy requested we reinstate access to personal records (p.23) to be added back to the policy 4004. Reasonable question drug testing was discussed. Andy also brought up the sexual harassment policy verbiage needs to be clarified to be non-gender specific. Todd brought up the discipline section and wanted it to be reviewed closer.

Bylaws Amendments:

Discussion: Update school address. Remove dissent after a meeting. Give each board member a number so that we are not all leaving at the same time (p.2). Directors shall hold director positions for no more



than 2 consecutive terms. Discussion on “substantial conflict.” Adding a clause concerning board member attendance. Change “president” to “chair” under officers. Clarify Board staff under section V.

Action Items:

Parent-Teacher Organization

Motion to approve the PTO pending the removal of the director from having signing authority for PTO contracts by: Bethany

2nd by: Kelsey

Discussion: no

For: unanimous

Against: none

Workplan Goals:

Motion to approve the workplan goals by: Andy

2nd by: Todd

Discussion: Esther handed out workout plan goals for 2016-2017 (found in packet) with the addition of year 1 targets as follows: STATE ACCOUNTABILITY: same 1 year targets as metric. SCHOOL ACCOUNTABILITY: Healthy body-Collect and analyze physical literacy data through summative assessments tied to fundamental movement/sport skill rubrics. Assess the data, staff set instructional goals in order to meet year 3 proficiencies. In year 1, 75% of students meet grade level physical literacy standards. Performance Character- 75% of students show growth on PC traits and “mindset in students-disposition” surveys by from beginning to the end of year. Prepared mind: Reading- meet state average for proficiency in reading across all the grades. STUDENT ENGAGEMENT: Transfer rate- Percent of student who leave before year end is same or lower than the state average (and rate continues to lower in years 2&3). Retention Rate- Percent of students who return to school is the same or higher than state average (and rate continues to lower in years 2&3).

For: unanimous

Against: none

Audit committee

Motion to add Josh Cummings to the Audit Committee by: Todd

2nd by: Bethany

Discussion: Duties of the audit committee: Be engaged. Review audit come Nov/Dec and recommend to the board any actions that need to be taken.

For: unanimous

Against: none

Staff Weight Room Usage

Motion to postpone definitely until January’s meeting by: Andy

2nd by: Todd

Discussion: employees would like to use the weight room for personal use. Concern was brought up about the waiver, which has been submitted to our legal advisor.

For: unanimous

Against: none

Motion: to enter into a closed session for the discussion of the character, professional competence, or physical or mental health of individuals.

2nd by: Todd



Discussion: none
For: unanimous
Against: none

Adjournment:

Motion to adjourn at 10:08 pm by: Andy
2nd by: Todd
Discussion: none
For: unanimous
Against: none