



**Athlos Academy**  
UTAH

## Athlos Academy of Utah Board of Directors Meeting Minutes

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Date: **18 April 2018**

Time: **6:00 PM**

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

### Attendance

***bold** indicates present*

- **Bethany Zeyer**
- **Josh Cummings**
- **Andy Lavin**
- **Jeane Bonner**
- **Eric Christensen**
- Rob Ninow
- Todd Bingham

and also **Alan Anderson, Jeff Gunther, Esther Thompson, and Rich Eccles**

### Standing Items

Called to Order: **6:08pm**

Approval of Virtual Meeting: *N/A*

*Motion to Approve of Meeting Minutes by Jeana:*

Seconded by: **Josh** For: **5** Against: **0**

### Public Comment

Bethany asked if there was any objection to starting board meetings with the pledge of allegiance. Seeing none, we resolved to do so in the next board meeting.

## College and Career Readiness School Counseling Program

*by Jessica Keeling*

Jessica presented the board with the details of the college and career readiness program that she has been running for the last year. She explained that in addition to vocational support, she offers the students mental, emotional, and academic support. Also, she supports school staff in training them as auxiliaries to her system.

Specifically, she discussed efforts to support the governor's goal of 66% of youth completing a college degree or vocational certification.

There were some questions around the timing of the funding as well as how much of the program as recommended by the state was being implemented. Jessica answered that the funding request was timing in accordance with state recommendations and the program was being fully implemented according to state guidelines.

### Motion to Approve the College and Career Readiness Plan by Josh:

Seconded by: **Andy** For: **5** Against: **0**

## Board Development - School Finance Review

*by Jeff Gunther*

Jeff reviewed where school funding comes from, namely federal, state, and local sources. He also reviewed common high-level budgetary categories and the ranges Athlos falls in as compared to national averages.

The board had questions about where to go for the numbers that Jeff reported, and Jeff explained that these are all published at [transparency.utah.gov](http://transparency.utah.gov).

Jeff explained our percentage allocation in Utah tends to be lower on benefits and higher on salaries, though raw salaries are lower.

## Director's Report

*by Esther Blackwell*

Esther reported on events that the school has recently held including Astronomy night and the Utah Great Shake-out drill. She reported that enrollment is going up, perhaps due to move-ins trying to get ahead of the lottery.

She also reported on electives that the school will be offering in the Fall including a foreign language and Ukelele II (which Bethany is super-excited about).

The school is working on summer camps. One such, a literacy course, the school is looking at hiring an outside literacy program, the Institute of Reading Development, at a discount. The board asked whether or not we'd ever run our own program, and Esther explained that

our teachers have the opportunity to be trained on this specific program if the school sees that it gets positive results. The board also asked about cost, and Esther didn't have the numbers there but explained that it is much cheaper than something like Sylvan.

The school will have booths at various city day events, including Herriman. The board may volunteer to help run the booths.

The school is also looking into a carpool, ride-share program to help parents with getting kids to school, and the PTO has agreed to help fund the program.

Esther reviewed some new hires, particularly a Lead Athletic Performance Coach and a middle school CCR teacher. The board asked what tends to attract teachers the most, and she explained that the moving stipend as well as the gym and facilities. When candidates decline, it tends to be for salary and benefit reasons.

Esther then talked about EOY testing, i.e. SAGE and DIBELS. She explained to the board the breakdown of what tests are administered for each grade and when. She explained that testing is done in 45-minute sessions over several days.

The school has plans to open a library. There won't be budget this year for the school to fund buying books, but there will be an effort at some point to reach out to parents for donations.

## **Athlos Report**

*by Jeff Gunther*

Jeff reported on the Community Relations Support, Pillars Support, and Operations Support that Athlos HQ gave over the last month.

Specifically, HQ has been offering support to help make the lunch program profitable. There was some discussion as to whether or not extra tweaking was really necessary. Alan brought up that the lunch program as it stands today is on target to be profitable in the upcoming year.

The board asked what kinds of optimizations is HQ considering, and ideas at this point center around lowering food waste.

## **Financials and Enrollment**

*by Jeff Gunther*

Jeff reviewed the financial and enrollment positions with the board. The school is currently on target for an enrollment of 1016 in the Fall.

As for financials, supplies is higher than typical, though it should trail off. With regard to salaries, the school is paying for two long-term subs for two staff who are on short-term disability.

There was a question about the difference between Supplies and Services, and Alan explained that supplies are consumables like natural gas and water while services are like garbage collection.

There was also a question about PTO calculations as far as budgeting is concerned, and Alan explained that the school budget plans on a 100% take rate.

## **Finance Committee Report**

*by Eric Christensen*

None

## **FACE Committee Report**

*by Jeff Gunther*

Rob wants to meet by end of the month to review absense letter

## **Academics Committee Report**

*by Jeana Bonner*

None

## **Governance Committee Report**

*by Josh Cummings*

Discussion about board recruitment and how to place an extra focus on it for the remainder of the year. Specifically, there were concerns raised on how to appropriately word it.

The board resolved to reach out to individuals this month as well as the school putting out a notice that we are seeking applications for the first two weeks of May with the plan being to invite them to the May meeting.

## **Discussion Items**

### **Student Performance**

*by Esther Blackwell and Jeff Gunther*

Jeff presented charts similar to last months' charts, having similar outcomes as last month.

The board made some observations about possible trends in the data that Jeff will take under consideration in future analysis.

The board also asked whether this is data that the school is addressing strategically or tactically. Esther explained that the next big step is the purchase of a new ELA curriculum

(note: this curriculum purchase is referenced in the LAND trust meeting that immediately preceded this meeting).

## Early Literacy Committee

*by Esther Blackwell*

Across the state, early literacy scores are an issue. State made a decision for literacy teams for every school across the state. On June 13-14, the state is holding a literacy summit and asked that a board member be in attendance. The board members will check their calendars and will discuss in the May meeting.

## Building Purchase Update

*by Jeff Gunther (in lieu of Rob)*

Jeff explained that there are two anxious underwriters who would like to meet with the board within the next week. They want to move forward within the next few months since interest rates are increasing steadily at this point.

The board discussed who should meet with these two underwriters, and the suggestion was made that it be three board members or fewer to not make it a public meeting. It was resolved that Eric, Andy, and Rob would attend the meetings.

There was a question about how much money will it save us to buy the building, and Alan indicated that it would be about \$30k per month.

## Overview of 2018-19 Budget

*by Esther, Jeff, and Alan*

Jeff began by reviewing expected increases in expenses, namely an increase in the lease payment, in the MSA, some staffing for Kindergarten and Middle School, and the purchase of a literacy curriculum. Alan added that of the remaining projected \$430k, \$300k is taken by salaries, benefits, and the lease, so he advised the board to consider the \$430k as already spent.

The board mentioned that it would be nice down the road to purchase some board training materials, like Board on Track.

Esther then brought to the board a concern about the best way to pay for the new ELA curriculum, which appears to be about \$130k. It may be better on the books overall to pay for part of it on this year's budget and then the rest on next year's budget, helping to prevent any further dips into the reserves.

Josh raised a question about consequences with the LAND trust if not all of it was used to pay for the ELA curriculum, and Esther said that it wouldn't be a problem as there are consumables as part of the curriculum that can be coded throughout the year towards the LAND trust money.

## Policy Review

*by Jeff Gunther*

The board discussed some changes to policy regarding acceptable use of technology, specifically whether students can have their phones and other electronics out during the day. Also, whether a teacher must confiscate, whether they can be out in the hallways, etc. Mostly, the discussion centered around making sure that teachers were on the same page with respect to discipline.

## 2018-2019 Health Insurance Broker

Bethany asked whether or not it was worth looking at hiring a new Health Insurance Broker, and Alan explained that doing so won't get the school any better pricing. Spectra has been satisfactory.

Alan asked if the school had looked at EMIA, and Jeff said that the school uses them for the tele medicine benefit.

## Action Items

### Policy Revisions

*by Jeff Gunther*

#### Policy 5603

Bethany pointed out that the policy was misworded in the beginning as its purpose is not to inform parents and students about available programs. Appropriate changes were discussed. Additionally, Bethany pointed out that the discussion regarding how fees were paid to the corresponding public school was confusing, and again, changes were discussed.

Due to the recommended changes, this policy was sent back to the Governance Committee for further review.

Motion to send back to Governance Committee: **Bethany** Seconded: **Andy** For: **5** Against: **0**

Motion to approve policies 6321: **Jeana** Seconded by: **Eric** For: **5** Against: **0**

Alan pointed out that this policy should include wording about the insurance on the vehicles. Related to this, Andy brought up that adding language about the vehicle being safe and Bethany about the driver being licensed could be valuable. Adding language about insurance may cover all of these.

Due to the discussion regarding insurance, etc., this policy was tabled until further consideration on those points.

Motion to table policy 7201 until next month for further consideration regarding insurance requirements: **Andy** Seconded: For: **5** Against: **0**

Motion to adjourn @ 8:45pm: \*Josh **Seconded:** Andy **For:** 5 **Against:** 0\*\*