

## ATHENIAN e ACADEMY

### July 21, 2020 Board Meeting Minutes

### July 21, 2020 4:00 P.M.

**Welcome** Ron Bateman welcomed the Board, faculty, guests, and community to the Board meeting.

**Announcement** Jared Ferguson shared with the Board that the summer is progressing along, there is focus on choosing curriculum with the guidance of the curriculum team. There has been further effort in defining the responsibilities of staff members and needs of the school thanking the strong administration team which has been digging in throughout the summer building a stronger school.

**Call to Order** Ron called the meeting to order at 4:00 PM

**Roll Call** Carol Andersen conducted Roll Call.

Present: Ron Bateman, Carol Andersen, Karen Ellingson, Jennifer Remy,

Not Present: Gene Trombetti, Don Guymon

Arriving late: Parker Fawson (4:27 P.M.)

Quorum Present

**Public Comment** There were no public comments.

**Approval of July 21, 2020 Minutes.** Carol Andersen presented the July 21, 2020 minutes for approval. The minutes had been previously emailed to Board members for review.

**Treasurer's Report Financial Statements** Rebecca Strait provided the financial report. A summary follows: Athenian finished the FY20 school year in good financial standing. The final FY20 and the original FY21 budgets have been uploaded and certified to the State Auditor and the USBE UPEFS websites. The annual Money Management Council Report (the D&I (Deposit and Investment) report) was submitted to the State Auditor website. The business office is now working in full swing with our audit preparation. This is a two month+ process, preparing us for our audit field work with Eide Bailly, scheduled for August 17th and 18th. Audit work sessions with Aegis (formerly Charter Solutions) are July 22nd and 23rd, with subsequent reviews by Aegis and our software people at Pelorus after all files have been uploaded. Once approved, they will send all files over to Eide Bailly, prior to our field work mid-August. The Board members need to sign and return the conflict of interest forms for the audit.

HR Benefits broker, HUB, is to complete our staff orientation and open enrollment beginning August 10th. Our staff have been notified of this via email. Upcoming in early August Rebecca will also be a part of the in-service training for all staff regarding business office and HR procedures, ethics, and harassment training. Days cash on hand is 74.

**Transition from Charter Solutions** – Rebecca Strait confirmed that the transition is smooth. All required changes have been completed and we will still have the support of Aegis, formerly Charter Solutions.

**Conflict of Interest Statements** Rebecca requested that all board members sign their conflict of interest statements and return as it is required for the audit.

**New Salary Schedule** – Jared Ferguson shared that the follow-up to the salary schedule discussion from prior board meetings, a salary schedule has been developed. Three schedules are being presented: 1) Classified

hourly. 2) Certified teachers and certified teachers hourly. 3) Building administration including other administration staff. Rebecca Strait confirms the new salary schedule brings salaries into the budget at 52% which is between the 50 and 60% range that is customary in school budgets. Jared comments that the staff is happy to have this document as a benchmark for their own progression. Rebecca shares that the auditors will require this if we are ever in a payroll audit.

Ron called for a first to approve the salary schedule as presented by Jared with the row and column changes that Jared wants to make for ease of reviewing.

1<sup>st</sup> Jennifer Remy  
2<sup>nd</sup> Karen Ellingson  
Motion carries unanimously.

### **Unfinished Business -** **School Academics Items -**

**Early Literacy Plan K3** Heather Clinton, AeA Testing Coordinator and Principal at Nephi and Delta campuses, presented the Early Literacy Plan K3. She shared that the school had been working with a specialist who trained teachers on teaching literacy, and when COVID hit the school was within 2 % of achieving its goal. The teachers and staff worked diligently all year to achieve the objectives. All teachers are fully supportive and everyone is dedicated to making the goal this year.

Ron asked for a motion to approve the early literature plan K3.

1<sup>st</sup> Carol Andersen  
2<sup>nd</sup> Karen Ellingson  
Motion carries unanimously. The plan is adopted.

**Grade Advancement Policy** Jared shared that in the past, parents had wanted for their child(ren) to “skip a grade” . There is no policy in place. The Board had asked me to build this policy and procedure to present for approval. At this time, Jared asks that the Board take a month to review for consideration before approving this policy. Tammie Bankhead shared that there has been a problem in promoting high school students and it is helpful to have a policy and procedure in place. After discussion of minimum age for entry to high school, Jennifer was asked to review the policy and make suggestions for appropriate language including social emotional level of the student. This will be continued at the August meeting.

**Coronavirus –School Opening Plan 8/12** Heather Clinton has been monitoring state guidelines, Kaylee Farr has put together the power point, and Margo Walker is responsible for the personal protective equipment. Margo shared that she is keeping administrators updated with CDC ongoing changes and keeping the OSHA guidelines communicated to local administrators. Masks are being ordered with AeA logo. Sanitation products have been ordered. State is offering masks and thermometers which we will receive.

Kaylee provided the power point that shows the preparation that has been made for school start that meets state

requirements.

Heather addressed the classroom preparation for the start of school.

Three levels were presented

Level 1 all students come to school all days with extreme precautions taken

Level 2 Half the students come half the time. (2 days a week) with one day for total disinfection.

Level 3 Students study from home and learning is done virtually as we did in the spring.

Ron asks for the motion to approve the School Reopening Plan with the three levels of operating.

1<sup>st</sup> Parker Fawson

2<sup>nd</sup> Carol Andersen

Motion carries unanimously

**Final selections of curricula** Jared Ferguson presented the curriculum approval process in which the curriculum committee reviewed the 3 or 4 plans that were presented. Catapult Learning helped develop a 10-question rubric that aligned with Utah state standards. The decision was to go with a mix of products. Heather Clinton reported that the selected curricula was clear and helpful to the teachers and they felt empowered. Selected materials had significant teacher training.

Ron called for the approval of the curriculum selection.

1<sup>st</sup> Jennifer Remy

2<sup>nd</sup> Parker Fawson

Motion carries unanimously

**Approve purchase of curriculum** Jared Ferguson reported that there is no invoice yet from Strong Mind. But all other invoices fall within the limit for going out to bid. Strong Mind assures us that their invoice will meet those requirements. Financially this curriculum falls within budget. Jared reminds us that we have a 42K middle school curriculum grant that will assist with curriculum purchase this year. The Board is assured that the curriculum is within budget and there is no concern about a requirement to go out to bid.

Ron calls for a motion to approve the purchase of curriculum.

1<sup>st</sup> Carol Andersen

2<sup>nd</sup> Jennifer Remy

Motion carries unanimously

### **New Business -**

**Insurance Reports Employee Benefits – Retire 403(b) plan** Ron Bateman presented that the staff retirement fund is comprised of a 403B plan in which 22 participate. The contribution is up to 6% with the school offering a 50% match (3%).

Ron asks for a motion to approve the 403B contribution plan.

1<sup>st</sup> Parker Fawson

2<sup>nd</sup> Jennifer Remy

Motion carries unanimously

**Catapult Contract July 1 to June 30, 2021.** *For Board information on financials:* Rebecca Strait shared with the Board that in the case of state competitive grants, money must be spent, the draw submitted, and money will be reimbursed. In the case of Catapult, the contract is for \$300,000 covering the year. Jared has asked Catapult to submit partial requests for payment, so the school is not drawing such a large amount at one time and have to be dependent on the state reimbursement.

**Purchase Agent** Margo Walker reported on her month's work. Her major work this month has been:

- Covid related activities
- Schools are ordering their school start materials, and
- Roofing at all campuses are needing to be replaced, currently repairs are ongoing yet insufficient to deal with the scope of the problem. There is a contractor who works with AeA to repair the roofs.

**Closed Session** Ron requests that the board go into closed session.

1<sup>st</sup> Carol Andersen

2<sup>nd</sup> Parker Fawson

Carol takes a roll call approval to go into the session. Ron Bateman agrees, Carol Andersen agrees, Karen Ellingson agrees, Jennifer Remy agrees, Parker Fawson agrees.

**Return to Public Session** – 6:05 P.M.

Ron asks for a motion to extend with gratitude for service to the AeA Board to Gene Trombetti we will release him from his service on the AeA Board.

1<sup>st</sup> Parker Fawson

2<sup>nd</sup> Jennifer Remy

Motion carries

**Meeting adjourned** Ron asks for a motion to adjourn the Board meeting.

1<sup>st</sup> Parker Fawson

2<sup>nd</sup> Jennifer Remy

Motion carries

Meeting adjourned 6:08 pm

**The next Regular meeting scheduled will be Tuesday, August 18<sup>th</sup>, at 4:00 PM.**



765 E 340 S, SUITE 203  
OFFICE: (385)715-5400

AMERICAN FORK, UT 84003  
FAX: (385)265-4308