



**ATHLOS ACADEMY OF JEFFERSON PARISH  
BOARD OF DIRECTORS MEETING**

Date: January 4<sup>th</sup>, 2017      Time: 7pm (6:30 Governance vs. Management training)  
 Location: Terrytown Playground Gym Rm. 102, 641 Heritage Ave, Terrytown, LA 70056

| Board Member   | Present/Absent |
|--|----------------|
| Ben Bourgeois  | P              |
| Kathleen Robert  | P              |
| Harvey Wier  | P              |
| Nina Camacho   | P              |
| Carolyn Steel  | P              |
| Kirby Hobbs  | P              |
| Landon Allen   | P              |
| Ted Wong   | A              |
| John Foard   | A              |
| Advisory Members: Andrew Webber ( A); Jason Trosclair (A ); Glenn Hayes, Sr. (A )<br>Athlos HQ: Jeff Gunther ( P ); Frank Ingargiola, Athlos Consultant (P)<br>SMART Education Solutions representatives (presentation to board on SMART boards) (P) |                |

Chair Ben Bourgeois called the meeting to order at 6:30 pm for board training; and 7 pm for meeting

| Topic  | Discussion/Conclusion                                | Notes   |
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| Pledge of Allegiance (1 minute)              |  | Ben Bourgeois   |
| Approval of Agenda (1 minute)                |  | <b>Kathleen Robert made a motion that the agenda be approved as presented. Kirby Hobbs seconded. The motion passed unanimously.</b>   |
| Call for Conflicts of Interest (1-5 minutes) | Ben Bourgeois  | None  |
| Approval of Meeting Minutes (1 minute)       | Approval of December 7 <sup>th</sup> Meeting Minutes | <b>Kathleen Robert made a motion to approve the minutes from December 7<sup>th</sup>, 2016 as presented. Landon Allen seconded the motion. Motion approved unanimously.</b> |
| Public Comment (6 mins)                      | Ben Bourgeois  | None  |



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| <b>Board Development</b>         |  |  |
| Mission Statement<br>(2 minutes) | The mission of Athlos Academy of Jefferson Parish is to provide high quality educational opportunities for the whole child through three foundational pillars: Prepared Mind, Healthy Body, and Performance Character. | Ben Bourgeois  |
| <b>Reports</b>                   |  |  |
| Financial Report (3 minutes)     | Report on current Line of Credit usage   | Jeff Gunther of Athlos reported. School has \$150 thousand line of credit paper work and report will be passed out at meetings, all but consultant costs. See board packet to refer to budget. Jeff Gunther reported he will have new one for finance committee meeting.   |
| Athlos Report<br>(5 minutes)     | Launch, Enrollment, and Construction Updates   | Jeff Gunther started discussion of lottery date. School ads are on all social media, no mag education edition, enrollment currently at 54. The information will be provided to recruit committee. Anticipating door to door marketing in a few months. Parent meeting on January 10 <sup>th</sup> ; early February meeting in Terrytown Community Center. Jeff mention a vertical ceremony with no particular dates. Construction update consisted of fencing and more pile driving with signage within the week. Crew is obtaining permits. Finance: grant submitted and should hear back this month. Lease agreement : |

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|   |  | hope to have number of an attorney  |
| <b>Discussion Items</b>                 |  |   |
| School Leader Hiring Update (5 minutes) |  | Jeff Gunther and Alex MacDonald: 30 applications received. They do a blind resume review. Resumes were rated on 5 criteria. Those with a score of 8 or better got a phone call. Number of candidates went down to 8. These individuals were evaluated with 5 criteria. A score of 10 or better got a structured interview. Scores were averaged and top tier pulled. Top 4 followed up. One dropped out due to relocation requirement. Alex, via phone, stated interviews will be next week Monday and Tuesday afternoons. Alex asked board members to join in on the interviews. |
| <b>Closed Session</b>                   | Executive Session For the discussion of the character, professional competence, or physical or mental health of individuals. | <b>Vote to enter Executive Session motioned by Ben Bourgeois. Harvey Wier seconded. All members were in favor. Board returns from Executive Session at 8:17 pm.</b>   |
| <b>Action Items</b>                     |  |   |
| Public Comment (1 minute)               |  | None  |
| Approval of Lottery Date (3 minutes)    | Approval of March 1 <sup>st</sup> , 2017 as the lottery date for the 2017-2018 school year                                   | <b>With there being no discussion, Kirby Hobbs motions to accept March 1<sup>st</sup>, 2017 as the Athlos</b>   |

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|                                      |  | <b>Academy of Jefferson Parish lottery date for the 2017-2018 school year. Harvey Wier seconds the motion. All in favor and motion passes.</b>   |
| Public Comment (1 minute)            |  | None   |
| School Calendar Approval (3 minutes) | Approval of 2017-2018 school calendar  | Jeff Gunther started the discussion on the calendar. There will be two weather days. It was advised to Athlos that Mardi Gras changes every year so these dates should be adjusted each calendar year. The given start and stop date were placed in the proposed calendar with a partial day on Fridays. <b>Nina Camacho made a motion to approve the proposed school year calendar. Carolyn Steel seconded the motion. The motion passed unanimously.</b> |
| Public Comment (1 minute)            |  | None   |
| Temporary Office Space (5 minutes)   | Approval for Finance Committee to acquire temporary office space within budget | Ben Bourgeois spoke to owners of Hong Kong who wanted \$1200 per month. Hugo with building crew felt it could not be on the construction site because of it being too much activity. Ben Bourgeois said he would attempt to negotiate with the owner of the property in front of the school to use it with upkeep and no payment. A trailer costs \$3095/6 months  |

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|   |  | <p>or \$5500 or \$4500 depending on size. The goal is to have a temporary space set up no later than the end of January. Ben Bourgeois suggests to allow Finance Committee to acquire office space within the budget. <b>Kirby Hobbs makes a motion to permit the financial Committee to acquire office space. Harvey Wier seconds the motion. Motion passed without opposition.</b></p> |
| Public Comment (1 minute)               |  | None   |
| LAPCS Membership (3 minutes)            | Approval of renewal of membership with LAPCS   | <p>The renewal cost is based on enrollment. Athlos Boise bought membership. <b>Ben Bourgeois motions to approve renewal. Landon Allen seconds the motion. The motion passes unanimously.</b></p>   |
| Public Comment (1 minute)               |  | None   |
| Mascot (5 minutes)                      | Choose Mascot image  | <p>Tabled for additional options per board suggestions.</p>  |
| Public Comment (1 minute)               |  | None   |
| Employee Handbook Policies (15 minutes) | <p>Approval of:<br/>           Approval for Fieldwork Policy<br/>           Child Abuse and Neglect Reporting Policy<br/>           Confidentiality Policy Regarding Juvenile Offenders<br/>           Non-School Employment Policy<br/>           Employee Accident Reporting Policy<br/>           Employee Communications Policy<br/>           Employee Dress Code Policy<br/>           Educator Evaluations Policy<br/>           Employee Harassment Policy</p> | <p>Kathleen Robert asked for additional corrections and clarifications. Jeff will adjust policies as discussed. <b>Harvey Wier motions for approval of handbook with amendments as discussed. Landon</b></p>   |

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|   | Employee Use of Keys Policy<br>Employee Use of Social Media Policy<br>Employment of Relatives Policy<br>Employment Policies for Non-Licensed Employees<br>Equal Employment Opportunity Policy<br>Family and Medical Leave Policy<br>Hiring Substitute Teachers Policy<br>Prohibiting Discrimination Policy<br>Criminal Proceedings Involving Employees Policy<br>Safety Expectations for Employees Policy<br>Substance Abuse and Drug-Free Workplace Policy<br>Teaching Licensure Policy<br>The Five Domains of Effective Teaching<br>Tobacco-Free School Policy | <b>Allen seconded. Motion passed unanimously.</b>    |
| Public Comment (1 minute)                         |  | None   |
| Employee Handbook (10 minutes)                    | Approval of employee handbook  | Approved (see above)                                 |
| Presentation by SMART Education Solutions; Tetail |  | Presentation occurred after approval of the minutes. |

Next Meeting: February 1<sup>st</sup>, 2016 7pm (6:30 training)

Finance facilities 2 weeks from tonight 1/18

Governance and recruiting 1/25

Recruitment event Tuesday

Adjournment: **Ben Bourgeois adjourns the meeting at 8:55 pm**