



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

Date: November 2nd, 2016 Time: 7:00 PM (6:30 PM Elevator Speech Workshop/First Things First Survey)

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	A
Carolyn Steel	P
Kirby Hobbs	P
Landon Allen	P
Ted Wong	A
Advisory Members: Andrew Webber (A); Jason Trosclair (A); Glenn Hayes, Sr. (A) Athlos HQ: Jeff Gunther (P via video), guest Frank Ingargiola	

Chair Ben Bourgeois called the meeting to order at 7:15 pm.

Topic	Discussion/Conclusion	Notes
Approval of Agenda (1 minute)	Kathleen Robert	<b>Kathleen Robert made a motion to approve the agenda 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)	Kathleen Robert	<b>Kathleen Robert made a motion to approve the minutes as presented. Kirby Hobbs seconded the motion. Carolyn Steel requested to review today's agenda and reconsider the agenda for today. Everything approved to reconsider the approval of the</b>

		<b>agenda. Carolyn Steel makes a motion to amend this months' agenda to add an action item in Executive Session to address last month's action of voting in new board member. Kathleen Robert seconds the motion. Motion passed unanimously. An Executive Session is added to the agenda.</b>
Public Comment (6 mins)	Ben Bourgeois	None
<b>Board Development</b>		
Mission Statement (2 minutes)	Ben Bourgeois	Read by Ben Bourgeois
<b>Reports</b>		
Governance Committee Report (10 mins)	Board Succession Update; Board Size Discussion; New Board Member Orientation Process	Discussion of the ideal board size to be around 11 to 13 members. Once the school is operational, the consensus belief is more community members will step up. The Governance Committee is working on the on-boarding process. The Governance Committee must be knowledgeable of all policies
Finance Committee (5-10 minutes)	Update on running records of finances; Update on lease agreement; Treasurer search update	Harvey Wier met with John _____. Ben Bourgeois states waiting on numbers from Boise. John Ford was introduced as potential board member.
Recruitment Committee (5 mins)	Yearlong Plan; Flyer Distribution; Report on First Parent Information Session	Nina Camacho reported on committee activities. Athlos will

		<p>have a table at Gretna Fest; a parent interest meeting held had eight interested persons. They were motivated to share their stories and excited about Athlos. Carolyn Steel feels this is the base to market the school. Next parent information meeting will be held on December 8<sup>th</sup> in Manhattan library. Consultant Frank Ingargiola and Carolyn Steel went to LSU to participate in a recruitment fair. Only 50 students attended with only one student interested.</p>
<p>Facilities Committee (5 mins)</p>	<p>Groundbreaking update from Jeff</p>	<p>Site work has begun. The pile driving will be next. The construction company is Lincoln and Durr. Estimated day for a ground breaking media event on November 14<sup>th</sup>.</p>
<p>Athlos Report (5 minutes)</p>	<p>Jeff Gunther: Launch Process Updates</p>	<p>The enrollment process is ready to go with a start date if November 15<sup>th</sup>. This window of enrollment will be open for 3 months which is maximum allowable by state. At the March board meeting board will hold the student lottery. Parents are being told offers are being extended on March 15<sup>th</sup>. Jeff states we need to think about finding a temporary office space.</p>

		<p>The CSP grant was released and due date is December 7<sup>th</sup>.  The Employee Handbook policies need to be reviewed and approved.  Consultant Frank Ingargiola sent out a teacher recruitment letter to all 20 colleges in the state with teacher programs. First date of teacher webinar is November 25<sup>th</sup>. The overall goal is 100. Frank to get 70 of these 100, and Dave to get the other 30.</p>
<b>Discussion Items</b>		
Board Succession Skills Assessment (5 minutes)	Jeff Gunther, Athlos	Jeff oversaw an exercise for board to complete to assist on succession planning.
Review Proposed Bylaws Amendments (3 minutes)	Jeff Gunther, Athlos	Non-Director members of the committee are non-voting members. Amendments to the by-laws propose who the initial directors are and will assign each initial director a drop off number. Action item to discuss these numbers at next month's meeting.
Review Launch Checklists (5 minutes)	Jeff Gunther, Athlos	Jeff passed out a check list on where we are in the launch process for review.
Mascot (5 minutes)	Discuss mascot ideas	<b>Carolyn Steel motions the Tritons to be the Athlos Academy of Jefferson mascot. Kathleen Robert seconds. Motion passes unanimously.</b>



Employee Handbook Policies (10 minutes)	<p>Initial Review of:</p> <p>Approval for Fieldwork Policy  Child Abuse and Neglect Reporting Policy  Confidentiality Policy Regarding Juvenile Offenders  Non-School Employment Policy  Employee Accident Reporting Policy  Employee Communications Policy  Employee Dress Code Policy  Employee Evaluations Policy  Employee Harassment Policy  Employee Use of Keys Policy  Employee Use of Social Media Policy  Employment of Relatives Policy  Equal Employment Opportunity Policy  Family and Medical Leave Policy  Hiring Substitute Teachers Policy  Prohibiting Discrimination Policy  Criminal Proceedings Involving Employees Policy  Safety Expectations for Employees Policy  Substance Abuse and Drug-Free Workplace Policy  Teaching Licensure Policy  The Five Domains of Effective Teaching  Tobacco-Free School Policy</p>	<p>The following policies have been assigned as follows with numbers referring to the order they are listed on the agenda.</p> <p>Kathleen Robert 1<sup>st</sup> 3  Ben Bourgeois next 4  Harvey Wier next 4  Carolyn Steel next 4  Landon Allen next 4  Kirby Hobbs takes last 3</p>
Employee Handbook (10 minutes)	Initial review of employee handbook	Jeff Gunther states the handbook will be summary of all these policies
Teacher Job Postings (3 minutes)	Review of teacher job postings before initial posting	Per Jeff Gunther states Frank Ingargiola needs for posting. Athlos Headquarters is working on revising this description. Once Dave and Frank have it completed, the listings will be posted. Dave and Frank will work on it and get them posted.
<b>Action Items</b>		
Public Comment (1 minute)		None
Approval of New Member (3 minutes)	Approval of new board member and appointment to officer position and/or committees	Ben Bourgeois asks for follow up discussion. Carolyn Steel comments she feels pressured when the

		<p>person in the room is present without ability to discuss pressure free.</p> <p><b>Ben Bourgeois calls for an Executive Session to discuss new board candidate John Ford at 7:59 pm. Executive Session adjourns at 8:05 pm. Carolyn Steele motions to accept John Wyatt Ford as new member of the board. Kathleen Robert seconded. Motion passes unanimously.</b> John is welcomed to the board and is placed on the Finance and Facilities committees. A vote of Treasurer portion will be on the next month's agenda as an Action Item for next board meeting.</p>
Public Comment (1 minute)		None
School Leader Job Description (3 minutes)	Approval of job description to post November 3 <sup>rd</sup>	<b>Kathleen Robert motion to approve the School Leader job description. Ben Bourgeois seconds the motion. Motion carries unanimously.</b>
Public Comment (1 minute)		None
School Leader Evaluation Process (10 minutes)	Approval of evaluation process for school leader	<p>Jeff Gunther recommends to amend to 40 % (1), 50%(2) and 10% (component 3).</p> <p>Kathleen Robert motions to amend School Leader Evaluation Process as</p>

		suggested by Jeff Gunther. Kirby Hobbs seconds the motion. Motion passes unanimously.
Public Comment (1 minute)		None
Athlos Academies Uniform Policies and Procedures (5 minutes)	Acknowledgement of Athlos Academies policies and procedures governing the purchase of uniforms	<b>Carolyn Steele motions to approve the policy and procedure for school uniforms as presented. Landon Allen seconds the motion. Motion passes unanimously.</b>
Public Comment (1 minute)		None
Uniform Dress Policy (5 minutes)	Approval of student uniforms policy	Kathleen Robert motions to approve the Uniform Dress Policy. Harvey Wier seconds the motion. Motion passes unanimously.
Public Comment (1 minute)		None
Review of Family Handbook Policies (15 minutes)	Approval of: Background Checks Policy Student Promotion and Retention Policy Unsafe Schools Policy Student Directory Information Policy Head Injury Policy Medical Recommendations Regarding Students Policy Medication Administration Policy Immunization Policy Electronic Devices Policy Parental Notification of Certain Incidents Policy Prohibition of Corporeal Punishment Policy Search and Seizure Policy School Activities Policy Fieldwork Policy School Fees Policy Instructional Materials Selection Policy Instruction in Maturation and Human Sexuality Policy Parent Involvement Policy Student Transportation Safety Policy Acceptable Use of Technology Policy	Back ground check-strike and volunteers as they will only get less severe. Proposed amendment to E2.  Head Injury- add 3d nausea, non-symmetrical pupils, insert 3e for light and noise sensitivity  Immunization Policy-add to 2. miss time for above shall be excused and exempt, but are responsible for the material. A1B orders for medication "without". Pull out medication administration will be pulled and reviewed.

	<p>Free and Reduced-Price School Meals Policy          Visitor Policy          Parent Teacher Organization Policy</p>	<p>Electronic Device policy – A search will be held in accordance to a policy of search and seizure.</p> <p>Field Work policy – discussed.</p> <p>Kathleen Robert motions to accept the Family Handbook amendments as presented. Landon Allen seconded the motion. Motion passes unanimously.</p>
<p>Public Comment (1 minute)</p>		<p>None</p>
<p>Review of Family Handbook (10 minutes)</p>	<p>Approval of family handbook</p>	<p>Jeff Gunther will change the relevant amendments to the handbook.</p> <p><b>Carolyn Steel males a motion to approve the Family Handbook with amendments. Harvey Wier seconded the motion. Motion approved unanimously.</b></p>

Next Meeting: December 7<sup>th</sup>, 2016 7pm (6:30 training)

Adjournment: **Ben Bourgeois adjourns the meeting at 8:38 pm with no further business.**