



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

Date: December 7th, 2016 Time: 6:30 PM

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	P
Advisory Members: Andrew Webber (A); Jason Trosclair (A); Glenn Hayes, Sr. (A) Athlos HQ: Jenn Thompson (P); Jeff Gunther (P via video); Frank Ingargiola (P)	

Chair Ben Bourgeois called the meeting to order at 6:30 pm.

The Pledge of Allegiance was spoken upon opening

Topic	Discussion/Conclusion	Notes
Approval of Agenda (1 minute)	Kathleen Robert	Kathleen Robert made a motion to approved agenda as presented. Carolyn Steel seconded the motion. The motion passed unanimously.
Call for Conflicts of Interest (1-5 minutes)	Ben Bourgeois	None
Approval of Meeting Minutes (1 minute)	Kathleen Robert	Kathleen Robert made a motion to approve the minutes as presented. Carolyn Steel seconded the motion. Adjustments to the minutes were given. Motion passed unanimously with amendments to minutes.

		Kathleen Robert made a motion to approve the Executive Session minutes. Landon Allen seconded the motion. Motion passes unanimously.
Public Comment (6 mins)	Ben Bourgeois	None
Board Development		
Mission Statement (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
Reports		
Governance Committee Report (10 mins)	New board member selection process, board succession planning, board member background checks, bylaws amendments. This will be on January's minutes as an action item.	Discussed, to be placed on agenda to approve for next month
Finance Committee (5-10 minutes)	Back office updates (tax returns, DUNS, SAM), Proposed salary scale and benefits	DUNS number to be forwarded to new treasurer on 12/8/2016.
Recruitment Committee (5 mins)	Spring recruitment events, preparation for parent information session, flyer distribution	Tomorrow is a recruitment event at the Manhattan library. Volunteers will arrive at 6:00 for 7:00 pm start.
Facilities Committee (5 mins)	Color and Furniture selection guides	Muted palate picked by Carolyn Steel for school color selection.
Athlos Report (5 minutes)	Launch Updates; School Leader Hiring Update	Registration opened on December 1 st . 32 enrolled currently. The web site can help quickly with any questions. Enrollment needs help hanging flyers, next enrollment is on Jan 10 th , 2017 at Manhattan library. Johnathan at HQ tracking spending, new budget to be given in February. The lease agreement is back with

		<p>the boards. Jeff Gunther referred the board back to the Athlos zip drive of documents.</p> <p>In regards to hiring of the school leader, initial cuts in the applicant pool made. Phone calls will be going out in the next week from HQ. Target date is Feb 1st for the hire.</p> <p>Kathleen Robert requested school financials as part of the packet from Athlos HQ.</p>
Discussion Items		
<p>Enrollment/Lottery Plan (3 minutes)</p>	<p>Timeline for enrollment and lottery for the 2017-2018 school year</p>	<p>Jenn Thompson reported the applications were accepted on December 1st. Data in, sorted by preference requirements. An enrollment tracker example brought for illustration. Registrar will not be trained for roughly a year. March 1st, 2017 is the date set for the lottery. Ben Bourgeois stated there will be meeting with a store front owner to discuss leasing a space as a place to use for registration/enrollment. Enrollment process is all electronic. Store front helps those families that do not have access to computers.</p>

School Calendar (5 minutes)	Initial review of 2017-2018 school calendar	Jenn Thompson reported there is a school calendar draft in the board packet. Ben looking in substitute locations if construction is not yet finished. Last day of school is May 24 th , 2018. Students will have Mardi Gras week off and one week Spring break. Confrence days do not align with other schools. Early release on Fridays at 2 pm each week. Time is built in for faculty meetings, training, other scheduled activities. Kirby Hobbs suggested that school calendar consists of three weather days built in to accommodate possible flooding or hurricaine days. .Teacher training also added to the days which also adds to budget but necessary for continuing education.
Construction Update (10 minutes)	Update on construction progress and next steps	Jeff Gunther reported there was a delay; however, financing has been secured. Now Athlos can officially sign with a contractor. Once one is signed, the terms go back to board for discussion. Pile driving is on schedule.
Action Items		
Public Comment (1 minute)		None
Treasurer Election (3 minutes)	Election to fill vacant treasurer seat	Kathleen Robert made a motion to fill

		the empty Treasurer position with John Foard. Landon Allen seconded. Motion passes unanimously.
Public Comment (1 minute)		None
Data Sharing Agreement with Athlos Academies (5 minutes)	Approval of Data Sharing Agreement with Athlos Academies Jenn Thompson and Jeff Gunther	Ben Bourgeois asks Athlos HQ where are the boundaries of this jurisdiction. Ben Bourgeois remarks to amend the motion for data sharing with Athlos Academies if this agreement is filed in Jefferson Parish as the district of law. Harvey Wier makes the motion to approve data sharing with Athlos Academies if jurisdiction is filed with Jefferson Parish as the district of law. Carolyn Steel seconds the motion. The motion passed unanimously.
Public Comment (1 minute)		None
Powerschool Sublicense Agreement (2 minutes)	Approval of Powerschool Sublicense Agreement Jeff Gunther	The school data info system recommended by Jeff Gunther. Jeff asks the board to approve a sub license under the Athlos license, and it will be paid for by HQ in pre opening. This is part of the manangement fee in subsequent years. Kathleen Robert made a motion to approve a sublicense under Athlos Academies. Landon Allen seconded this

		motion. Motion approved unanimously.
Public Comment (1 minute)		None
Charter Start-up Grant Approval (5 minutes)	Approval of submission of Charter Schools Program Planning and Implementation Sub-Grant	<p>Consultant Frank Ingargiola reported grants are done and have been submitted. There are no real major changes from last board meeting to report.</p> <p>Kirby Hobbs made a motion for signature authority for the board to submit the grant. Harvey Wier seconded this motion. The motion passed unanimously.</p>
Public Comment (1 minute)		None
Bylaws Amendments (5 minutes)	Approval of Bylaws amendments regarding board succession and board member attendance	<p>Board member attendance at committee meetings must be 80%. A “No Show” without reason is not accepted. Each board member is required to submit a 24 hour notice if not attending a meeting. If a board member misses three for any reason in a row or has two no show’s without an excuse for any two throughout the year. Board can have opportunity to discuss board member in Executive Session. Also, for board not to fall off at the same time, all initial term lengths will vary to start.</p>



		Kathleen Robert motioned to approve board succession and member attendance as discussed. Nina Camacho seconds the motion. Motion passes unanimously.
Public Comment (1 minute)		None
Employee Handbook Policies (15 minutes)	Approval of: 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 Educator 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	Ben Bourgeois made a motion to table the approval of policies until the January 4th, 2017 meeting. Kathleen Robert seconds the motion. The motion passes unanimously.
Public Comment (1 minute)		None
Employee Handbook (10 minutes)	Approval of employee handbook	Kathleen Robert makes a motion to approve the delay of approving the employee handbook to the January 4th, 2017 board meeting. John Foard seconds the motion. Motion passed unanimously.



Next Meeting: January 4th, 2016 7pm (6:30 training)

Adjournment: **Kathleen Robert makes a motion to adjourn. Kirby Hobbs seconds the motion. All approved the motion.** Meeting adjourned at 7:19 pm.