

Minutes



ATHLOS ACADEMIES

Athlos Academy Jefferson Parish

Board of Directors Meeting
Wednesday December 16, 2015
3:00 pm
Panda King
925 Behrman Highway

Board Members

Present: Ben Bourgeois, Kathleen Robert, Tom Cortazzo, Carolyn Steel, Andrew Weber

Absent: Jason McNeil, Jason Trosclair, Harvey Weir, Carolyn Steele, Glenn Hayes Sr., Nina Camacho

Quorum: quorum present

Others Present: Charlese Brown, Identified Education School Leader; Caitlyn Scales, School Growth Coordinator

Proceedings

Meeting called to order at 3:09 pm by Chair Ben Bourgeois.

Minutes approved as presented with typographical errors corrected.

Public Comments: There are no public comments at this time.

Discussion:

Land and Opening update – Caitlyn and Ben, and any others welcome, meeting with civic association after this meeting to discuss the 2017 opening. 2016 does not seem feasible at this time. Options of phasing discussed but majority agrees for one opening. There are too many things to accomplish without already feeling rushed. This also enable for appropriate development and training of staff. Since this doesn't affect charter, this must be done correctly. Potential for flagship school for Athlos. 150k start up promisory start up free loan documents signed by Ben. Looking to hire Operational Leader. Will discuss Charlese in this meeting. Caitlyn proposed how new hires can be paid for their time before school opens. Jan 1 2017 will be kick off to launch. Need PR, construction site is taken care of with Marketing and PR. Caitlyn will answer all MSA questions and take back to team all the board's questions regarding MSA and the project timeline. This 2017 opening also allows for us to find more grant money. Saints and Caitlyn have call to discuss partnership.

Review of Board positions and committees: Nina recommends a professor. Caitlyn needs master sheet. Ben points out we need to grow as a board in terms of numbers. Do we want to stay in the same positions as we trained? Asked Caitlyn. Caitlyn mentioned that work schedule with Harvey is too difficult to remain Vice chair possibly – needs to be considered. Ben will talk to Harvey.

Caitlyn, in terms of making sure when recruiting board members that we are filtering the process. Athlos needs to provide signature sheets and signed on before anything propriety and confidential, also formal interview with board which would not vote at that meeting. She also states that Athlos will assist with the back ground checks. This will also affect our by law policies.

Review pf MSA – Draft of MSA distributed to board members. Ben page 7 section 7 a. concerned about Rethe 90 day termination of agreement between School and Athlos. Caitlyn states 90 days is very short. Ben is requesting more time to review and study the MSA. Ben would like to vet it through an attorney for approximately January 10th. Caitlyn states that section b would have to reflect to protect Athlos. This will be revisited at next meeting after attorney review.

Consideration of Identified School Leader – Executive Session to discuss position of educational and operational school leader position.

Return back from Executive Session.

Review of launch checklist 1– this would be done by launch team, Caitlyn getting ideas of what we want and need, and start to plan for the finicials.

- Back Office: Fourth Sector for Back Office, need to obtain a bid. Caitlyn will help facilitate. Back Office reports to both Athlos and school
- Signing of checks – board members to sign checks Jason as Treasurer, and Vice Chair role since Ben personally doesn't want to.
- Id board member to provide monthly update on loans, grant fund distributions- Caitlyn would like board to consider financial reports compiled and passed thru Athlos or present monthly to report finance. Ben as Chair wants Athlos there. Jason is monthly reporting person.
- Articles of Incorporation – filed for 501c3. Should arrive in January. Need to file the articles after the MSA is signed. This will take several months to obtain back.
- Board by laws – digital copy on google drive. Cailyn will resend by laws to board. Kathleen will work with Caitlyn who will then go to Ben.
- Board POLicirs – conflict of interest document signed. IN January, these forms need to be collected. It is decided that all forms, paperwork, etc will be stored with attorney until there is a physical address for the school.
- Affliated by lacps (?), paid by Athlos
- Obtain board liability insureance – Ben will ask Joe Keeney, Glenn Hayes Jr. (father is not voting board member).
- Website – all this is ready for us, just need to sign MSA
- Identify ausitor – joe Keeney
- ID grant strategy and fundraising policy – hold off on fundraising, but need to attack the grants. Caitlyn recommends Lacey compiles opportunities, she and athlos vet together and decide which ones to pursue. Caitlyn would like something in writing that allows Athlos to vet grants with school. Perhaps add to MSA.

- Create community relations marketing committee – Nina. Purpose to make sure marketing regulation in news and staff/leaders. Filtered to protect school. Board member with coaching from Camille. This chosen individual will be identified by the board at a later time. This team would recruit grass roots.
- Retain legal counsel, Ben and Tom on it. Athlos would like to meet. Lawyers process payments on delayed time in the charter school world.
- Adopt marketing and recruitment campaign. This is in place by Athlos but will be discussed more in depth in January.
- Caitlyn will supply list of new intities who are now wanting to be a part of Athlos.
- Secure back office services – putting bid out
- Id first open enrollment time period – possibly feb 2017, 30 day window. However, this is quite fluid, too early.
- Post school leader position – post the Ops position for school. Caitlyn to check on policies HR
- Vote in board officers at this meeting to ratify in January.
- Adopt calendar and schedule. Athlos has template for living calendar. Caitlyn and Kathleen to work on calendar together to vote on in January.

Action Items-

2017 opening

All board positions staying the same for now with exception of Harvey

Target MSA signing for 1/10/2017

Next meeting 1/7/16 3:00 - 5 pm MSA target Bens office

Plan for leadership- Caitlyn spoke, no stipend for retention. Next meeting educational support for Academic leader and assistance in current job. Bboard will have plan before full contract is initiated. Letter of Intent and milestone check-ins requested by Caitlyn to Lacey. January 2016 advertise for teachers, Lacey states hiring will be over whelming. She states not full y hired until July, but interviewing in Jan and meeting with community and parents, etc. she states that she has a lot for not being a full hire. Lacey to send to Ben and Caitlyn a time line on her perspective on what she needs. New situation because never have had a full year of planning. Launch team will be available the life of the school. Caitlyn suggests School outreach team to reach out to Lacey to talk. Lacey expresses concern about working a job until June 2017 and doing what is necessary to open. Op Leader post January 1, 2016 with full contract July 1st. Original proposal Lacey submitted does not seem feasible per Caitlyn. Wish list to start in June 2016. Lacey wanted in writing that she is off consultlting role and now hired as ed leader. Confusion on start date and things to do.

After discussion, Lacey agrees she wants to have her hired title, but no turned in contingency plan and that she wants to wait. She would like to wait until the other leader is hired.

Caitlyn to mail end of year update on Athlos

Meeting adjourned 5:45