



**ATHLOS ACADEMY OF JEFFERSON PARISH
FINANCE COMMITTEE MEETING**

Date: June 6, 2018 Time: 6:30 PM

Location: Terrytown Playground Gym Rm. 102, 641 Heritage Ave, Terrytown, LA 70056

Board Member	Present/Absent
Ben Bourgeois	P
Harvey Wier	P
John Foard	P
Kathleen Robert	P
School Leader: Esrom Pitre (P)	
Athlos HQ: Jeff Gunther (P); Andrea Thomas-Reynolds (P)	

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

Topic	Discussion/Conclusion	Notes
Approval of Agenda (1 minute)		Ben Bourgeois Kathleen Robert made a motion to accept the agenda are presented. Harvey Wier seconds the motion. The motion passes unanimously.
Call for Conflicts of Interest (1-5 minutes)		Ben Bourgeois None
Approval of Meeting Minutes (1 minute)	Approval of May 2, 2018 Minutes	Ben Bourgeois Kathleen Robert make a motion to approve the committee meeting minutes as presented. Harvey Wier seconds the motion. The motion passes unanimously.
Public Comment (3 mins)		Ben Bourgeois None
Discussion Items		
Review Draft 2018-19 Budget (5 minutes)	Review budget draft	Jeff Gunther Jeff passed out an update on the school's fiscal budget. He is forecasting a special meeting on June 27th to vote on the budget. Majors changes in additional money grants is reflected. Athlos ESP discovered the whole grant will be used this school year. Athlos will be able to get reimbursed for more start-up

		costs than previously assumed. Expenses are based on bids and potential bids. The final draft of the budget will be ready for the next meeting to vote. Student enrollment is currently at 924. We are getting very close to the cap. This plans for those number of students that do not show up at the beginning of the year.
Review Policy 7104 (2 minutes)	Review Procurement Policy	Jeff Gunther Line 3.b. in this policy states that the credit card issued cannot be used for personal use. The purchases on this card are under review by the Financial Committee and the Board of Governors.
Review Benefits Plan Guide (5 minutes)	Review employee benefits guide	Jeff Gunther BCBS plan discussed at last committee meeting as well as the rates. This health plan coverage guide is the format that will go out to employees. Athlos ESP is currently working on providers for the plan. Foresters has been the company willing to work with ESP. Final plan to committee at the next meeting.
Review Janitorial Bids (5 minutes)	Review bids for janitorial services	Jeff Gunther (See bid sheet in packet.) The bid is just for cleaning services. Both companies offered \$100,000 roughly for year. Ben Bourgeois would like an analysis of these bids as it is possible there is the need for more staff. Ben asking for formal proposal for board to review.
Action Items		
Review Transportation Bids (5 minutes)	Recommend bid to accept for student transportation	Jeff Gunther (See Bid packet) Jeff states it is important to look at rate per bus. These numbers will eventually be based on need. Current

		<p>estimation is school will need 10 - 12 buses and 2- 3 special needs buses. John Foard requested to see on bids as he would like to table this vote. His concern is he wants to make sure that insurance, liability, and financial stability of the bids.</p> <p>John Foard motions to delay the vote on the bids until next meeting for further review and consideration of the bids received. Harvey Wier seconds the motion. The motion passes unanimously.</p>
Review Fire System Monitoring Bids (5 minutes)	Recommend bid to accept for building fire system monitoring	<p>Jeff Gunther (see bid packet) AVS is company who bid on the fire system installer.</p> <p>Harvey Wier makes motion to approve AVS as fire system installer. Ben Bourgeois seconds the motion. The motion passes unanimously.</p>
Review Security Services Bids (5 minutes)	Recommend bid to accept for school security services	<p>Jeff Gunther (see bid packet) Jefferson Parish Sheriff's Office (JPSO), New Orleans Police Patrol, and Gallagher Private Security all submitted bids to have people is building protecting. All the services were the same, but their rates were all different. Ben Bourgeois makes a motion to approve JPSO for school detail. John Foard seconds the motion. The motion passes unanimously.</p>
Review Grounds Maintenance Bids (5 minutes)	Recommend bid to accept for grounds maintenance	<p>Jeff Gunther (see bid packet) Only one bid, was submitted for grounds maintenance. First Class, the company, requested \$2365 per month. 10 organizations contacted. Many</p>

		<p>companies did not respond because they were leery to bid on grounds that are not in place. It would be for a one-year contract.</p> <p>Ben Bourgeois motions to hire First Class for one year for ground maintenance. John Foard seconds the motion. The motion passes unanimously.</p>
Review Technology Purchase Bids (5 minutes)	Recommend bid to accept for technology purchases	<p>Jeff Gunther Two bids were received for technology needs: H Wire and Stability Network. Stability was cheaper on the laptop carts. H Wire was cheaper on the computers.</p> <p>Ben Bourgeois makes a motion to accept H Wire's bid for computers, and if agreed by Stability to supply carts only, Athlos accepts bid on the carts. John Foard seconds the motion. The motion passes unanimously.</p>
Review Security System Bids (5 minutes)	Recommend bid to accept for school security system	<p>Jeff Gunther (see bid sheet) Three companies submitted offers; however, one company did not submit a completed bid. United Security provided complete proposal shy of \$26,000.</p> <p>Ben Bourgeois makes a motion to approve United Security as school security system provider. Harvey Wier seconds the motion. The motion carries unanimously.</p>

Next Meeting: June 27, 2018; 6:30pm

Adjournment. With no further business, Ben Bourgeois adjourns the meeting at 7:07 pm