



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

Date: September 5, 2018 Time: 7:00pm
Location: 979 Behrman Hwy, Terrytown, LA 70056

Board Member	Present/Absent
Ben Bourgeois	P
Kathleen Robert	P
Harvey Wier	P
Carolyn Steel	P
John Foard	P
Landon Allen	A
Dale Hartley	A
Imtiaz Siddqui	A
School Leader/Director: Dennis Taylor (P) Athlos HQ: Jeff Gunther (P), Darin Knicely (P)	

Chair Ben Bourgeois called the meeting to order at pm.

Topic	Discussion/Conclusion	Notes
Pledge of Allegiance (1 minute)		Ben Bourgeois
Approval of Agenda (1 minute)		Kathleen Robert Kathleen Robert made a motion to accept the agenda as presented. Harvey Wier seconded the motion. The motion passed unanimously.
Call for Conflicts of Interest (1-5 minutes)		Ben Bourgeois None noted.
Approval of Meeting Minutes (1 minute)	Approval of August 2018 Minutes	Kathleen Robert Kathleen Robert made a motion to approve the minutes as presented. Carolyn Steel seconded the motion. The motion passed unanimously.
Public Comment (6 mins)		Ben Bourgeois None noted.
Board Development		



<p>Mission Statement (2 minutes)</p>	<p>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.</p>	<p>Ben Bourgeois</p>
<p>Board Development (10 minutes)</p>	<p>Introduction of Board Governance</p>	<p>Jeff Gunther Jeff Gunther explained the roll and board governance. At this point responsibilities shift into governance. These responsibilities include: stay on target with mission and vision, adhere to charter terms with the state, every 6 months review, engage in strategic planning and financial stewardship and sustainability, ensure all decisions follow the mission, must have a succession plan.</p>
<p>Discussion Items</p>		
<p>Director's Report (5 minutes)</p>	<p>Update on progress on key priorities at AAJP</p>	<p>Dennis Taylor reported on his first hurricane as Director. Enrollment to date is 964 (95% attendance rate with goal of 97%). There are some anomalies on the roster such as 10-12 children that have moved on, so we are reconciling our no shows a dare able to boost attendance. Attendance Committee formed to address those real attendance issues and identify trends and plan for interventions for those needing assistance. Enrollment has been steady since August maintaining at current</p>

		<p>number. There are 383 students on wait list. There will be a back to school night on September 12th to include PTO elections. All vacancies filled from last month including staff positions. Currently hiring for SPED Paras. The physical facilities are doing well with only minor leakage on heavy rain days and contractors have come to fix the issue. There was some minor vandalism on the buses by spraying fire extinguishers all over the buses. Buses will be moved to the front of the property. The curtain in the gym will be modified to meet fire safety regulations. Regarding academics, k3 assessments are being done that are required by state. Leap 360 or other grade levels will start 9/10 and ends on 9/14. 30-60-90-day plan and management tool will be used, and a sample will be provided at the next board meeting. Mr. Taylor is also working on a 3-5-year strategic plan which should be ready by ready for the next board meeting. Darin Knicely spoke on the strategic plan and how the board governance fits into this plan.</p>
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		Athlos is forming an after-school partnership with the YMCA Belle Chasse. They would like to manage the program, but they do not have the space. The proposal was submitted using their staff and Athlos' location. This agreement was approved by their board. The MOU is ready for Athlos board approval. Already 40 plus students have shown interest in this program.
Athlos Report (5 minutes)	Update on construction and launch supports provided by Athlos Academies	Jeff Gunther There is a SPED coordinator in site. Next week there will be healthy body coaches and administration to help front office staff with the data system. Athlos will hold an attendance awareness campaign in the month of September. Currently filling vacancies and preparing for the 10/1 count for enrollment.
Finance and Enrollment Update (5 minutes)	Discussion of current enrollments and finances	Jeff Gunther
Business Processes	Update on school procurement process	Jeff Gunther Any purchase under \$2500 does not need a quote. Anything above \$15,000 will require signatures. Signatures will only occur twice a month. If using a debit card, there is the same approval process. All

		must be approved by Dennis. Anything over will require a bid. Erin will document and code all purchases appropriately. Checks are cut weekly.
Committee Schedules	Discuss committee meeting schedule	Ben Bourgeois Committee schedule is: Finance is two weeks on Wednesdays before board meetings, Finance occurs two weeks before the board meeting; Governance is one week before the board meetings at 7:00 pm, and Academics is same night at 7:30 pm.
School Goals	Review of school goals for 2018-19 school year	Darin Knicely Darin focused on getting to December using the 30-60-90-day plan and strategic goal. Tie in the charter school goals and how to accomplish our goals for year 1, 2, etc. The goal for the leadership team is to be supportive and prepped with the documentation to lead with measurements and results.
Student Policies	Discussion of student handbook policies	Dennis Taylor Dennis reported no identified issues at this time. Student data is more visible and more useful, the staff meets every other week to look at the data and develop a team consensus to better grasp what the student needs for support.
Pick -up and Drop -off Times	Discuss altering start-end times o school and drop-of /pick-up changes	Dennis Taylor

		The current schedule is being refined. The first day was difficult. The second day was 30 minutes faster, and by the end of the first week, the end of carpool was 4:30 pm. Electronic software is used with collecting the data on the process and help is identifying the issues in the queue to focus on.
Board Bylaws Review	Follow-up from board retreat	Ben Bourgeois
Action Items		
Public Comment (2 mins)		Ben Bourgeois None
YMCA MOU	Approval of MOU with YMCA for after school care	Jeff Gunther YMCA MOU approval needed for a before school program at 6:15 -7:15 am and afterschool programming. Parents pay YMCA directly for services at no cost to Athlos. John Foard motioned to approve the YMCA MOU. Carolyn Steel seconded the motion. The motion passed unanimously.
Public Comment (2 mins)		Ben Bourgeois None
Pest Management Bids (5 mins)	Approve pest management bids	Finance Committee The bids came in from Terminix, Billiot Pest Control, and Al's. All bids for pest control and liquid termite. Harvey Wier motions to approve Al's. Carolyn Steel seconded the motion. The motion passed unanimously.



Public Comment (2 mins)		Ben Bourgeois None
Calendar Revisions (5 mins)	Approve adjustment to 2018-19 calendar	Ben Bourgeois The necessary revision is extending the calendar year by one day to allow for MLK day off. Ben Bourgeois made the motion to extend the school year calendar by one day to allow to have MLK day off. Kathleen Robert seconded the motion. The motion passed unanimously,
Public Comment (2 mins)		Ben Bourgeois None
Approve New Hires (5 mins)	Approve employment agreements for new staff	Jeff Gunther Carolyn Steel makes a motion to approve the new employment agreement. Carolyn Steel withdraws her motion. John Foard motions to approve the new employment agreement. Harvey Wier seconds the motion. The motion passes with one “nay” from Carolyn Steel.
Public Comment (2 mins)		Ben Bourgeois None noted.

Next Meeting: October 3, 2018 at 7:00pm

Carolyn Steel makes a motion to adjourn the meeting. Kathleen Robert seconds the motion. The motion passes unanimously. Meeting adjourns at 7:59 pm.