

**ATHLOS ACADEMY OF JEFFERSON PARISH  
BOARD OF DIRECTORS MEETING  
AGENDA AND MINUTES TEMPLATE**

Date: November 7, 2018

Time: 7:00pm

Location: 979 Behrman Hwy, Terrytown, LA 70056

Board Member	Present/Absent
Ben Bourgeois	Absent
Kathleen Robert	Present
Harvey Wier	Present
Carolyn Steel	Present
John Foard	Present
Landon Allen	Absent
Imtiaz Siddiqui	Present
School Leader: Dennis Taylor (P) Athlos HQ: Darin Knicely (P), Abbey Fereday (on phone)	

Harvey Wier, standing in for Ben Bourgeois, called the meeting to order at 7:22 pm.

Topic	Notes	Lead	Page
Pledge of Allegiance (1 minute)		Harvey Wier	
Agenda Approval	Approve Agenda for current meeting	<b>Kathleen Robert motioned to adjust the agenda to have the Executive Session first with attorney Fred Preis since he is currently present. Imtiaz Siddiqui seconded the motion. The motion was approved unanimously. Kathleen Robert made a motion to approve the agenda as adjusted. Carolyn Steel seconded the motion. The motion passed unanimously. Kathleen Robert motioned to enter Executive Session Strategy session with respect to prospective</b>	

		<p><b>litigation with attorney Fred Preis.</b> Board members Harvey Wier, Carolyn Steel, Kathleen Robert, Imtiaz Siddiqui, and John Foard all voted to enter into Executive Session. Board entered Executive Session at 7:29 pm.</p> <p><b>Upon returning at 8:03 pm from Executive Session, Harvey Wier motions to accept attorney recommendation regarding prospective litigation. Imtiaz Siddiqui seconds the motion. The motion passes with all in favor.</b></p>	
Minutes Approval	Approve October 3 <sup>rd</sup> , 2018 Minutes	<p><b>Kathleen Robert motions to approve the minutes as presented. Carolyn Steel seconds the motion. The motion passes unanimously.</b></p>	
#2 Call for Conflicts of Interest (1-5 minutes)		Harvey Wier calls for conflicts of interest. None noted.	
Public Comment (6 mins)		Harvey Wier calls for public comment. None noted.	
<b>Discussion Items</b>			
#3 Director's Report (5 minutes)	Update on progress on key priorities at AAJP	<p>Dennis Taylor Dennis Taylor, Head of School points out a correction on first bullet on second page of his report that was turned in prior to the meeting. 2 of 2 of Director's report, there were 158 responses. On employee retention, the new 6th grade teacher resigned. Currently, there are 10 vacancies: offers are out on 2 of those 10. The cause of turnover reported to be varied. All</p>	

		<p>employees are at will contracts. Also, Dennis reports, opening a new school is a tough job and the new teachers to Athlos don't know what they are signing up for, a bit more of a work load i.e. drive line. New hires need to be innovative and a bit entrepreneurial. The need to have a different work ethic to fit in. This is a competitive work environment (charter school industry in Metro New Orleans area). With budget, it is hard for AAJP to give the higher salaries than other schools. Class size was not an exit interview reason for leaving. Darin Knicely states teacher induction is just as important as orientation. The teachers need support. Abby states the new hires being aligned with school performance traits. On boarding is key process. Staff total is 85-100. Louisiana has higher prevalence of teachers leaving mid-year per Athlos'</p>	
#4 Athlos Report (5 minutes)	Update on continuous support provided by Athlos Academies to AAJP	<p>Darin Knicely reported for Athlos Headquarters (HQs). Allison Moore, Director of Social Services, receiving complaints. There are 105 missing special education files and legal complaints kids are not placed in class based on IEP, which were actually out of date. Darin states an audit and corrective action plan will</p>	

		<p>be presented to the board next month. He also stated that he personally mitigated parent concerns. Imitiaz Siddiqui inquires on the status of these legal complaints. John Foard asks if these students not receiving services? Darin Knicely states he is implementing service logs to increase support for the students. One student de-enrolled. He blames the staffing issue, and Athlos leadership admitted mistake.</p> <p>Harvey Wier asked about the need of a certified Human Resource employee on the campus. Per Abby, Erin Labostrie is the Human Resource person and adds she is qualified to handle to position and can reach out to Boise when necessary. Darin Knicely states the board can ask for the position to be discussed.</p>	
<p>#5 Academic Update (10 minutes)</p>	<p>Review academic report</p>	<p>Darin Knicely Every couple of weeks the students are being tested and showing proficiency. Darin showed board slides of the three tests and the assessments so far (see board packet). Students are at 30% proficiency on their tests. This is a baseline and includes as student populations together. Kathleen Robert asks for all the data to be distinct and separated in future reporting. Tool kit and individualized programs are in place now with this data.</p>	

#6 Enrollment Update (2 minutes)	Review of current enrollment	Abby Fereday reports current student enrollment is roughly 970-975 which is on target. There has been some turnover. The waiting list is building and is strong. There are 33 kids leaving: 10 due to family relocation, 2 because of the commute/parent, 9 due to not being the right fit, 4 students going to a private school or magnet, 5 left for miscellaneous reasons. Our school budget is built on the 924 student enrollment mark. Boise will send parent survey out in November on satisfaction.	
#7 Finance Update (3 minutes)	Review of current finances	Bobby LaBorde and Finance Committee Chairperson Some line items were over predicted budget, and some line items were under predicted budget. All expenses total have remained in budget. Those items over budget will be reviewed, and new budget will be adjusted accordingly.	
<b>Executive Session</b>	Discussion of character, professional competence, or physical or mental health of Mr. Dennis Taylor; Strategy session with respect to prospective litigation with attorney Fred Preis  <b>John Foard makes a motion to enter into Executive Session to discuss the character, professional competence, or physical, or mental health of Mr. Dennis Taylor. Board members Harvey Wier, Imtiaz Siddiqui, Carolyn Steel, John Foard, and Kathleen Robert all approve to enter into Executive Session.</b>		First Executive Session started at 7:29 pm and returned at 8:03 pm as per previous notes.  Second Executive Session

			entered at 8:37 pm. Returned at 9:06 pm.
Public Comment			
<b>Action Items</b>			
Executive Session Conclusion	Vote on conclusion from executive session #2 <b>Imitiaz Siddiqui motions to accept the conclusion brought forth by Darin Knicely. Carolyn Steel seconds the motion. All board members in favor.</b>		
PTO Bylaws & Financial Controls Approval	Approve revised PTO Bylaws and Financial Controls	<b>Kathleen Robert makes a motion to approve the revised PTO Bylaws and Financial controls. Carolyn Steel seconded the motion. The motion passed unanimously.</b>	
#8 Policy Review and Approval (5 minutes)	Approve revision to Lunch balance Policy (7502)  Approve Rental Request Form and Facility Guidelines	Governance Committee Chairperson, Abby Fereday and Darin Knicely <b>Kathleen Robert makes a motion to approve the revision to the Lunch Balance Policy. Carolyn Steel seconded the motion. The motion passed unanimously. Imtiaz Siddiqui makes a motion to approve the Rental Request Form and Facility Guidelines. John Foard seconds the motion. The motion passes unanimously.</b>	
#9 Calendar Revisions (1-5 minutes)	Approve new March Meeting dates	<b>Kathleen Robert makes a motion to approve the new March Meeting dates March 6 to March 13<sup>th</sup>. John Foard seconds the motion. The motion passes unanimously. Kathleen asks that this adjustment</b>	

		be made to the calendar online.	
(#10 Formation of FACE Committee (10 minutes)	Form Family and Community Engagement Committee and Appoint committee members and a committee chair to serve on the FACE Committee.	<b>John Foard makes a motion to table this action item. Carolyn Steel seconds this motion. The board agrees unanimously.</b>	
#11 Board Attorney Approval (5 minutes)	Approve Michelle Craig as the board's attorney	<b>John Foard makes a motion to approve Michelle Craig as the Board's attorney. Kathleen Robert seconds this motion. The board approved the motion unanimously.</b>	
#12 Approve New Hires (5 mins)	Approve employment agreements for new staff	Darin Knicely and Abby Fereday. Abbey states on correction – Walter Bridges is being removed from the list. <b>Carolyn Steel makes a motion to approve the employment agreements for five new staff as presented. John Foard seconds the motion. The board approves the motion unanimously.</b>	

Next Meeting: January 2, 2019 at 7:00pm

Adjournment: **Kathleen Robert makes a motion to adjourn. Imtiaz Siddiqui seconds the motion. Meeting is adjourned.**