



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

Date: September 7th, 2016 Time: 7:00 PM (6:30 PM Community Relations Training)  
Location: Terrytown Playground Gym Rm. 102, 651 Heritage Ave, Terrytown, LA 70056

Board Member	Present/Absent
Ben Bourgeois	P
Kathleen Robert	P
Jason McNeil	A
Harvey Wier	A (called in)
Nina Camacho	P (arrived at 7:45 pm)
Carolyn Steel	P
Kirby Hobbs	P
Landon Allen	P
Advisory Members: Andrew Webber (A ); Jason Trosclair (A); Glenn Hayes, Sr. (A) Athlos HQ: Jeff Gunther (P); Camille Wells Community Relations (P for board training) Guest: Frank Ingargiola (P)	

Chair Ben Bourgeois called the meeting to order at 7:15 PM after board training on Media and Communications.

Topic	Discussion/Conclusion	Notes
Approval of Agenda (1 minute)	Kathleen Robert	<b>Kathleen Robert made a motion to approve the agenda as presented. Landon Allen seconded the motion. The motion carried unanimously.</b>
Call for Conflicts of Interest (1-5 minutes)	Ben Bourgeois	None were noted by the board members present.
Approval of Meeting Minutes (1 minute)	Kathleen Robert	<b>Kathleen Robert made a motion to approve the minutes as presented. Landon Allen seconded the motion. The motion carried unanimously.</b>
Public Comment (6 mins)	Ben Bourgeois	None at this time.
<b>Board Development</b>		
Mission Statement (2 minutes)	Ben Bourgeois	Ben Bourgeois reviewed the mission statement.
<b>Reports</b>		
Governance Committee Report (5 mins)	Ben Bourgeois	No report at this time. The Governance committee meeting



		will meet on the 4 <sup>th</sup> Wednesday of the month. September's meeting will be on 9/28/16.
Finance Committee (5-10 minutes)	Treasurer Update; Bank Account Signers (action); Meeting Schedule; Budget Revisions (action); Lease Agreement (action)	Ben reported for Jason McNeill. Jonathon Gillen, Director of School Finance, will be given access to bank account in order to facilitate back office support. Ben stated the lease agreement of being reviewed by attorneys prior to signing. The Finance Committee will meet on the third Wednesday of the month. Next meeting will be on 9/21/16.
Recruitment Committee (5 mins)	Carolyn Steel	The Recruitment Committee will meet on the fourth Wednesday of the month.
Facilities Committee (5 mins)	Harvey Wier Construction Update	Athlos needs to choose office equipment colors, etc. further down the timeline. The Facilities Committee will meet the third Wednesday of the month.
Athlos Report (5 minutes)	Jeff Gunther: Launch Process Updates	Refer to handout prepared by Jeff Gunther AAJP Athlos Report 9-7-2016. Jeff will ship recruitment supplies to Carolyn for Gretna Fest. Jeff has filled out application for Fest. RFP was done in mid-August and now expecting bids. The board binder is now on line. Jeff reported the board is ahead of the timeline schedule. Revisions to policies can be passed in the Spring and the Fall. Jeff reminds all board members to keep up on line with their Athlos accounts.
<b>Discussion Items</b>		
Finance Policy Packet (10 minutes)	Initial review of: Signature Authority Policy Whistleblower Protection Policy Procurement Policy Budget Policy Fund Balance Policy	Jeff Gunther reviewed the Finance Policy Packet with the board.



	<p>Cash Management Policy          Financial Reporting Policy          Gifts and Donations Policy          Capitalization Policy          Surplus Sales Policy          Public Bids Policy</p>	
Finance Manual (5 minutes)	Initial review of the finance manual, which reflects finance policies and Athlos HQ Procedures	Jeff Gunther reviewed the Finance Manual with the board.
CSP Grant (5 minutes)	Anticipated timeline for grant writing	<p>Frank and Jeff paired up to update board on the CSP grant. The deadline is in October. The RFP is to be delivered to representatives mid-September. There are no other updates at this time.</p> <p>Ben mentioned his excitement to have Frank at the meeting and supporting Athlos ESP.</p>
Facilities Use Policy (3 minutes)	Initial Review	Jeff reviewed the Facilities Use Policy.
School Leader Hiring Process (3 minutes)	Initial Review of General Process and Timeline for this round of hiring	Jeff reviewed the general policy to hire a school leader and the steps for both Athlos ESP and the board. If policy adopted, there will be a final interview of last three candidates standing including a time line.
Trademark and Licensing Agreement (5 minutes)	Initial Review of Trademark and Licensing Agreement with Athlos Academies	The agreement is with MSA.
<b>Action Items</b>		
Public Comment (1 minute)		None at this time
Grant Writing Policy (3 minutes)		<b>Carolyn Steele made a motion to adopt the Grant Writing policy. Landon Allen seconded. The motion passed unanimously.</b>
Public Comment (1 minute)		None at this time.
Fundraising Policy (3 minutes)		<b>Landon Allen made a motion to adopt the Fundraising Policy. Kirby Hobbs seconded. The motion passed unanimously.</b>
Public Comment (1 minute)		None at this time.

Suspension and Expulsion Policy (3 minutes)		Jeff offered the following revisions to the Suspension and Expulsion Policy: #3A2 should include 8 <sup>th</sup> , #3A#B strike “district or”, 3B#E reference F2 instead. <b>Kathleen Robert made a motion to adopt the Suspension and Expulsion Policy with the recommended adjustments per Jeff. Landon Allen seconded the motion. The motion passes unanimously.</b>
Public Comment (1 minute)		None at this time.
Conflict of Interest Policy (5 minutes)		<b>Kathleen Robert made a motion to adopt the Conflict of Interest Policy as presented. Carolyn Steel seconded. The motion passed unanimously.</b>
Public Comment (1 minute)		None at this time.
Bank Account Access (2 minutes)	Motion to grant Jonathan Gillen (Director of School Finance) access to the bank account in order to facilitate back office support	<b>Landon Allen made a motion to place Jonathon Gillen on the bank account. Carolyn Steel seconded the motion. Motion passed unanimously.</b>
Public Comment (1 minute)		None at this time.
Start-Up Budget (5 minutes)	Approve Revisions of the Start-up Budget proposed by the Finance Committee	The Finance Committee recommends the approval of the start-up which include the adjustment for a consultant budget. <b>Kathleen Robert makes a motion as the above. Kirby Hobbs seconded the motion. The motion passed unanimously.</b>
Public Comment (1 minute)		None at this time. Nina Camacho joins the meeting at 7:45 pm.
Lease Agreement (10 minutes)	Grant Chair signature authority if the agreement is in line with the budget, pending legal review	<b>Kathleen Robert makes a motion to grant Ben Bourgeois, Board Chair, the signature authority pending full legal review and budget alignment on the lease agreement with Athlos.</b>



		<b>Landon Allen seconds the motion. The motion passes unanimously.</b>
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Next Meeting: October 5<sup>th</sup>, 2016 7pm (6:30 training)

Adjournment: **With no other business, Chair Ben Bourgeois adjourned the meeting at 8:01 PM**