



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

Date: October 5th, 2016 Time: 7:00 PM (6:30 PM Robert's Rules/Three Pillars Training)
 Location: Terrytown Playground Gym Rm. 102, 651 Heritage Ave, Terrytown, LA 70056

Board Member	Present/Absent
Ben Bourgeois	P
Kathleen Robert	P
Harvey Wier	P
Nina Camacho	P
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) Guests: Ted Wong, Frank Ingargiola	

Chair Ben Bourgeois called the meeting to order at 7:05 pm.

Topic	Discussion/Conclusion	Notes
Approval of Agenda (1 minute)	Kathleen Robert	Please find the board packet now in Share Point through Office 365 using Athlos email log in information. Nina Camacho makes a motion to approve the agenda as presented. Kirby Hobbs seconds the motion. The motion passes unanimously.
Call for Conflicts of Interest (1-5 minutes)	Ben Bourgeois	None
Approval of Meeting Minutes (1 minute)	Kathleen Robert	Kathleen Robert moves for the minutes to be approved as presented in the board packet. Carolyn Steel seconds the motion. Motion passes unanimously.



Public Comment (6 mins)	Ben Bourgeois	None
Board Development		
Mission Statement (2 minutes)	Ben Bourgeois	Ben Bourgeois reads Athlos Academy of Jefferson's mission statement.
Reports		
Governance Committee Report (10 mins)	Reviewed Board PD Plan; Reviewed Board Binders; First Things First Survey	Ben Bourgeois reports the Governance Committee reviewed the PD plan draft, schedule reported by Kirby Hobbs. Potential board member Mr. Ted Wong was formally introduced. Ben Bourgeois makes a motion to approved Mr. Wong as a new board member. Landon Allen seconds the motion. The motion passes unanimously. Ben states he has a meeting set up with another potential board member.
Finance Committee (5-10 minutes)	Treasurer Update; Bank Account Signers Update; Lease Agreement Update; Reviewed Finance Manual and Policies	Ben Bourgeois reports on behalf of the Finance Committee. This committee is interested in having a potential new board member to fill in the position of board treasurer. Ben also reports Mr. Guillan is now a signee on the board's account. Ben states he will meet with him over the next several weeks to obtain a signature. The board recommends there to be a tab in the virtual board binder just for the bank account.

		Lease agreement update: Alex MacDonald sent revised version. Attorney also got the lease agreement. Reviewed policies and manual and all looks good for now.
Recruitment Committee (5 mins)	Upcoming and Future Events; Parent Info Session Plan; Recruitment Training update	Carolyn Steel presented. She needs passes for Gretna fest. Nov 1 st is first parent meeting, which will be held in same building as board meetings. Next one will be Dec 1st in the Manhattan library
Facilities Committee (5 mins)	Reviewed Technology Infrastructure Plan; Groundbreaking Update	Harvey Wier reported. He received a flyover of ground/ building layout. Jeff Gunther reported there will be the beginnings of ground work this week. Contractor is Lincoln Builders. Jeff Gunther mentioned Camille will let board know when it can be publicized.
Athlos Report (5 minutes)	Jeff Gunther: Launch Process Updates	Jeff Gunther reported for Athlos, ESP. Athlos is getting ready for enrollment on Jan 1 st , 2017. The interest form is on the web site. Athlos is working on live accounting. They are waiting on startup grant information. Governance Committee walked through the board binder. Jeff advises to also look at Share Point instead on One Drive for all board

		documents and files. The first review of many policies will be coming. He recommends to start research on state reporting. Jeff states that Athlos, ESP will start including on report where time is being spent (on the Athlos side).
Discussion Items		
School Leader Job Description (3 minutes)	Initial Review of job description to post this Fall	Ben Bourgeois states the school leader's job description in binders, and that the position reports to Alex MacDonald.
School Leader Evaluation Process (5 minutes)	Overview of proposed school leader evaluation process to be up for approval in November	Jeff points out that with posting of the job description, there needs to be an evaluation plan including assessment on observations, quantitative school performance, and stakeholder input.
Athlos Academies Uniform Policies and Procedures (5 minutes)	Initial review of Athlos Academies policies and procedures governing the purchase of uniforms	Jeff Gunther states this policy is for the families which will be in the student handbook, and procedural information on how to order uniforms.
Uniform Dress Policy (5 minutes)	Initial review of student uniforms policy	Jeff Gunther describes the policy.
Review of Family Handbook Policies (15 minutes)	Initial review of: Background Checks Policy Student Promotion and Retention Policy Unsafe Schools Policy Student Directory Information Policy Head Injury Policy Medical Recommendations Regarding Students Policy Medication Administration Policy Immunization Policy	Jeff recommends dividing and conquering this list of policies to the board. They are as assigned: first three assigned to Ben Bourgeois, second 5 to Kathleen Robert, third 3 to Kirby Hobbs, fourth grouping of 3 to



	<p>Electronic Devices Policy Parental Notification of Certain Incidents Policy Prohibition of Corporal Punishment Policy Search and Seizure Policy School Activities Policy Fieldwork Policy School Fees Policy Instructional Materials Selection Policy Instruction in Maturation and Human Sexuality Policy Parent Involvement Policy Student Transportation Safety Policy Acceptable Use of Technology Policy Free and Reduced-Price School Meals Policy Visitor Policy Parent Teacher Organization Policy</p>	<p>Harvey Wier, fifth group of 3 to Carolyn Steel, sixth group of 3 policies to Nina Camacho, and the remaining 3 to Landon Allen. These policies are to be read for the November board meeting.</p>
Review of Family Handbook (10 minutes)	Initial review of family handbook	Ben Bourgeois review of policy
Action Items		
Public Comment (1 minute)		Frank Ingargiola spoke on student code of conduct. Which is about restorative conversations. This is to reduce suspension. A student congress discussed which rule was broken not the punishment. He recommends there be more description on what restorative conversation.
Finance Policy Packet (10 minutes)	<p>Approval of: Signature Authority Policy Whistleblower Protection Policy Procurement Policy Budget Policy Fund Balance Policy Cash Management Policy Financial Reporting Policy Gifts and Donations Policy Capitalization Policy Surplus Sales Policy Public Bids Policy</p>	<p>Ben Bourgeois presents the finance packet. Harvey Wier motions to approve the financial policy packet. Landon Allen seconds the motion. Motion passes unanimously.</p>
Public Comment (1 minute)		none
Finance Manual (5 minutes)	Approval of the finance manual, which reflects finance policies and Athlos HQ Procedures	Harvey Wier makes a motion to approve the

		finance manual. Landon Allen seconds. Motion passed unanimously.
Public Comment (1 minute)		Ben Bourgeois asked Jeff Gunther who is out contact person for building questions such as “will the building have Cat 6 wiring?”. Jeff requested an email asking him and he will provide the answers. Carolyn Steel stated she would like to be added to the facilities committee.
Facilities Use Policy (3 minutes)		Harvey Wier motion to approve the Facilities Use Policy. Landon Allen seconds this motion. Motion passes unanimously.
Public Comment (1 minute)		none
School Leader Hiring Process (3 minutes)	Approval of General Process and Timeline for this round of hiring	Ben Bourgeois motions for the School Leader Hiring Process and Timeline as presented. Kathleen Robert seconds the motion. The motions passes unanimously.
Public Comment (1 minute)		none
Trademark and Licensing Agreement (5 minutes)	Approval of Trademark and Licensing Agreement with Athlos Academies	Kathleen Robert motions for the approved of the Trademark and Licensing Agreement. Kirby Hobbs seconds the motion. Motion approved unanimously.
Public Comment (1 minute)		none



Next Meeting: November 2nd, 2016 7pm (6:30 training)

Adjournment: **Kathleen Robert made a motion to adjourn. Landon Allen seconded. Motion passed with unanimous approval.**