



Athlos Jefferson Parish

AAJP Board Meeting

Published on March 2, 2021 at 3:59 PM CST

Date and Time

Wednesday March 3, 2021 at 7:00 PM CST

Location

[979 Behrman Hwy. Terrytown, LA 70056](#)

or

<https://athlosacademies.zoom.us/j/95216545616>

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Call the Meeting to Order		Nick Berg	
B. Record Attendance		Nick Berg	1 m
C. Call for Conflict of Interest		Nick Berg	1 m
II. Consent Agenda			7:02 PM
Motion- I move to approve the consent agenda...			
A. Approve Agenda	Vote	Nick Berg	1 m
Approve the current month's meeting agenda.			
B. Approve February 3, 2020 Board Meeting Minutes	Approve Minutes	Nick Berg	1 m
Propose approval of previous board meeting's minutes.			
Approve minutes for AAJP Board Meeting on February 3, 2021			
C. Athlos Report	Vote	Darin Knicely	1 m
Update on Homecourt projects being conducted to support AAJP.			
III. Public Comment			
IV. Board Training			7:05 PM

	Purpose	Presenter	Time
A. Financial Disclosures	FYI	Jill Turgeon	10 m
Review of financial disclosure process which is due to the state by May 15.			
V. Administrative Reports			7:15 PM
A. Director's Report	FYI	Cheryl Martin/Dr. Sanchez	10 m
Update on progress of key priorities at AAJP.			
B. Finance Report	FYI	Darin Knicely	10 m
Presentation of monthly finances			
C. Approve Financials	Vote	Nick Berg	1 m
Vote to approve monthly financial report			
D. Academic Growth and Retention Presentation	FYI	Darin Knicely	10 m
VI. Committee Reports			7:46 PM
A. Governance Committee	FYI	Ruben Johnson	5 m
B. Finance Committee	FYI	Harvey Wier	5 m
VII. Discussion Items			7:56 PM
A. Early Release Policy	Discuss	Jill Turgeon	10 m
VIII. Action Items (public comment must be had immediately before each action item vote)			8:06 PM
A. 20-21 SY Calendar	Vote	Kyle Leybas	10 m
B. New Hires	Vote	Jordan Sanchez/Cheryl Martin	1 m
Propose acceptance of Athlos Academy of Jefferson Parish new hires.			
IX. Closing Items			8:17 PM
A. Adjourn Meeting	Vote	Nick Berg	

Cover Sheet

Approve February 3, 2020 Board Meeting Minutes

Section:	II. Consent Agenda
Item:	B. Approve February 3, 2020 Board Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for AAJP Board Meeting on February 3, 2021

APPROVED



Athlos Jefferson Parish

Minutes

AAJP Board Meeting

Date and Time

Wednesday February 3, 2021 at 7:00 PM

Location

[979 Behrman Hwy. Terrytown, LA 70056](#)

or

<https://athlosacademies.zoom.us/j/95216545616>

Directors Present

E. Ketchens (remote), H. Wier (remote), N. Berg (remote), S. Sewell (remote), T. Nelson (remote)

Directors Absent

J. Wright, R. Johnson

Guests Present

K. Leybas (remote), N. Thomas (remote), R. Webb (remote)

I. Opening Items

A. Call the Meeting to Order

N. Berg called a meeting of the board of directors of Athlos Jefferson Parish to order on Wednesday Feb 3, 2021 @ 7:15 PM.

B. Record Attendance

C. Call for Conflict of Interest

None

II. Consent Agenda

A. Approve Agenda

H. Wier made a motion to approve the consent agenda.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve December 29, 2020 Special Board Meeting Minutes

H. Wier made a motion to approve the minutes from AAJP Special Board Meeting on 12-29-20.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Approve January 20, 2021 Board Meeting Minutes

H. Wier made a motion to approve the minutes from AAJP Board Meeting on 01-20-21.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Athlos Report

III. Board Training

A. Importance of Meeting Minutes

Jill presented the importance of accurate board meeting minutes and the members' role in approving board meeting minutes.

Who is responsible for taking the board meeting minutes?

The board clerk Nikisha Thomas is responsible for taking board meeting minutes for the regular board meeting. If the board clerk is not available then the board secretary would record the meeting minutes. Board members are responsible for approving the meeting minutes by the majority vote.

What is included in the meeting minutes?

The meeting minutes will outline the start and stop of each board meeting.

List the board members in attendance

Motions made and the vote tallies, if the vote was not unanimous.

Document any formal action taking by the board

Actions steps or request made by board members

When do the meeting minutes need to be shared and/or available to the public?

The draft should be posted within 24 hours of the meeting. The reviewed draft minutes should be presented at the board meeting for approval.

Where are the meeting minutes stored?

The meeting minutes are located on the board on track platform.

Why is it important to have accurate meeting minutes?

Board member attendance

Document actions taken by the board

Required by the State

How do board members ensure the meeting minutes are accurate?

Board members should review the meeting minute prior to the next board meeting. If there is an inaccuracy the board member should request the meeting minutes be pulled from the consent agenda. The meeting minutes would be approved separately, once the amendment is made.

IV. Administrative Reports

A. Director's Report

Lower and Upper Elementary Director's Report

Staff Recognition of the month

J. Burke - Paraprofessional of the month

N. Robinson- Support Team Member of the month

T. Mixon- Lower Teacher of the month

Y. Harris- Upper School Teacher of the month

Human Resources

4 New Hires

4th grade Teacher

APC starting on 2/8/21

School Nurse- Accepted position

SPED Teacher- Accepted position

Resignation of SPED Paraprofessional

Substitute Teacher transferred to Paraprofessional Position

LDOE site visit has been postponed indefinitely due to staffing issues with the agency.

COVID:

No grade levels on quarantine to report.

iSteep Literacy Screening

K-3 students

There are a lot of areas for growth in grades K-2 .

ANet - ELA

Dr. Sanchez presented

In testing cycle 1:

Our students were below the network average.

Testing cycle 2:

The network average is 50 and we were a little bit lower at 45%.

3rd and 4th grade there was not any network comparison from other schools.

3rd grade made progress in cycle 2 from 33% to 35%

4th grade stayed the same from cycle 1 with 43%

5th grade: Network average is 29%,our 5th graders were 33%.

6th grade: Network average is 39%,our 6th graders were 38%

7th grade: Network average is 42%, our 7th graders were 39%

8th grade increased in cycle 2 from 40% to 41%

ANET's Math profile is currently being updated.

Plan of Action to increase percentages:

Small group interventions K-8 meet 3 times per day with paraprofessionals.

Data dives with faculty to target reteaching with teachers

Hercules Heroes:

3 days of tutoring over a 12 week period with virtual tutors to prepare students for the LEAP 2025.

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B. Finance Report

Ryan presented November's financials

Cash Flow has enough money to cover 49 days of expenses at the end of November

Pre-Paid Prepayment of rent accounts for the majority of prepaid expenses.

Receivable- Receivables are comprised mainly of food services revenue that has been submitted for reimbursement but funds have yet to be received.

Accounts Payable and Accrued Salaries & Benefits- all items are reflective of reflective of expenses that have been invoiced in the current month but have yet to have payment submitted.

Fund Balance- fund balance did see a decrease in November due to federal revenues that are in the process of being drawn. Federal draws are delayed until the budget revision is completed and will be drawn in December. This will account for another \$200k increase in fund balance.

Revenues

State Revenue continues to trend under the originally approved budget amounts due to lower than budgeted enrollment numbers. The budget revision will get this closer in line.

Federal Revenue is currently trending under approved budget due to reimbursements awaiting receipt, but expenses already having been incurred to date.

Expenditures

Salaries & Benefits- Salaries and Benefits continue to trend lower than approved budget in November.

Purchased Services- Purchased Services are lower than approved budget due to expenses related to student enrollment such as transportation and MSA trending lower than projected.

Supplies & Materials- Supplies and Materials are higher than the approved budget, mainly attributable to higher spending at the beginning of school.

Equipment- minimal equipment expenditures have been incurred to date.

Lease & Property Taxes- Lease and Property remain on track with approved budget; property taxes will be paid in December.

Dues & Other Expenses- Other expenses are trending just higher than budget due to higher spending during the first of the year in preparation for the beginning of school.

C. Approve Financials

H. Wier made a motion to accept the financials as presented.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Committee Reports

A. Governance Committee

No Report

B. Finance Committee

No Report

VI. Discussion Items

A. Proposed Staffing Schedule for the 2021-2022 school year

Kyle presented the 2021 -2022 Hiring Timeline

January 29-February 120 Staff Intent to return survey

No later than March 1st- Letters of intent disseminated

1. Invitation to return
2. Pending invitation to return, dependent on improvement plan.

March- Board approval of staff salary schedules

April 15- May 15- Official offer letters

All employee evaluations must be complete before offer letters are sent out for signature

Offer letters to new hires to be sent on same timeline

B. Proposed School Calendar for 21-22 SY

Kyle presented the proposed school calendar for 21-22 SY to board members for review. Jefferson Parish has not presented their school calendar for 21-22 SY yet. Revision to Ahtlos' proposed calendar can be made if the board chooses to make changes based on Jefferson Parish's 21-22 SY school calendar.

VII. Action Items (public comment must be had immediately before each action item vote)

A. Enrollment Caps

N. Berg made a motion to approve the enrollment cap at 1305 students.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Enrollment Lottery

Kyle ran the lottery for 2nd 3rd 5th 6th 7th and 8th grade, The student names will be submitted with their ranks to the registrar at home court and on campus.

H. Wier made a motion to to accept the lottery results.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Request for RFP

H. Wier made a motion to move forward with the RFP process.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. New Hires

H. Wier made a motion to approve the new hires.

E. Ketchens seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
N. Thomas

Cover Sheet

Athlos Report

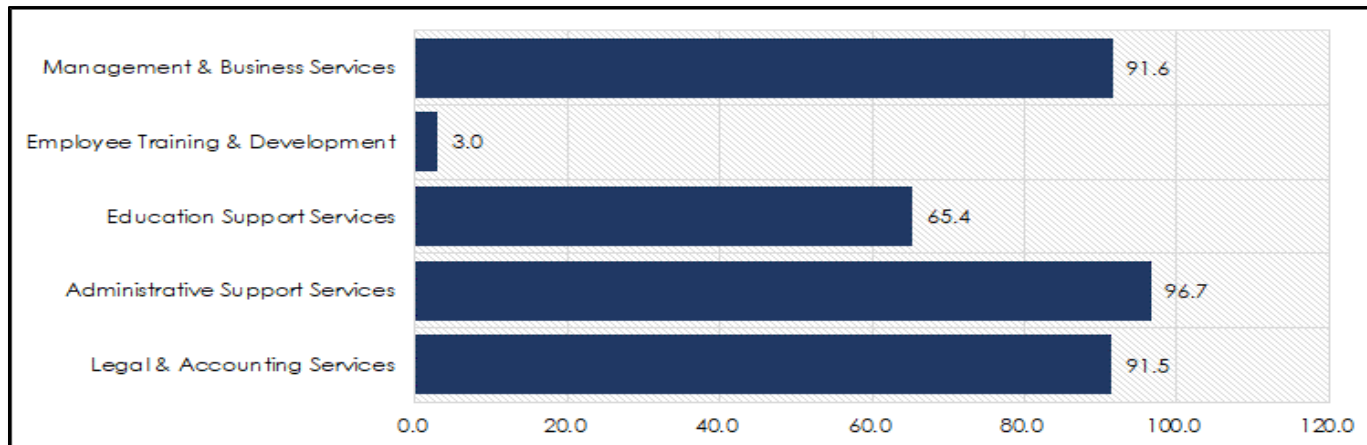
Section:	II. Consent Agenda
Item:	C. Athlos Report
Purpose:	Vote
Submitted by:	
Related Material:	03.21 Athlos Report - AAJP.pdf

Athlos Report – Jefferson Parish

Summary of Home Court Support (2/1/21 – 2/26/21)

- Teacher / Staff Recruitment:
 - 99 Applications Received
 - 35 Interviews Scheduled
 - 16 New Employees Hired
- Enrollment:
 - 7 New SY21 Applications Received
 - 47 New SY22 Applications Received
- Marketing:
 - 5 Website Management Hours Provided
 - 15.6 Graphic Design Support Hours Provided
- Other Support
 - Fire Damage Support – Operations Logistics & Student Nutrition Planning
 - Grants Management – FY21 Super App revision & FY22 Super App submission

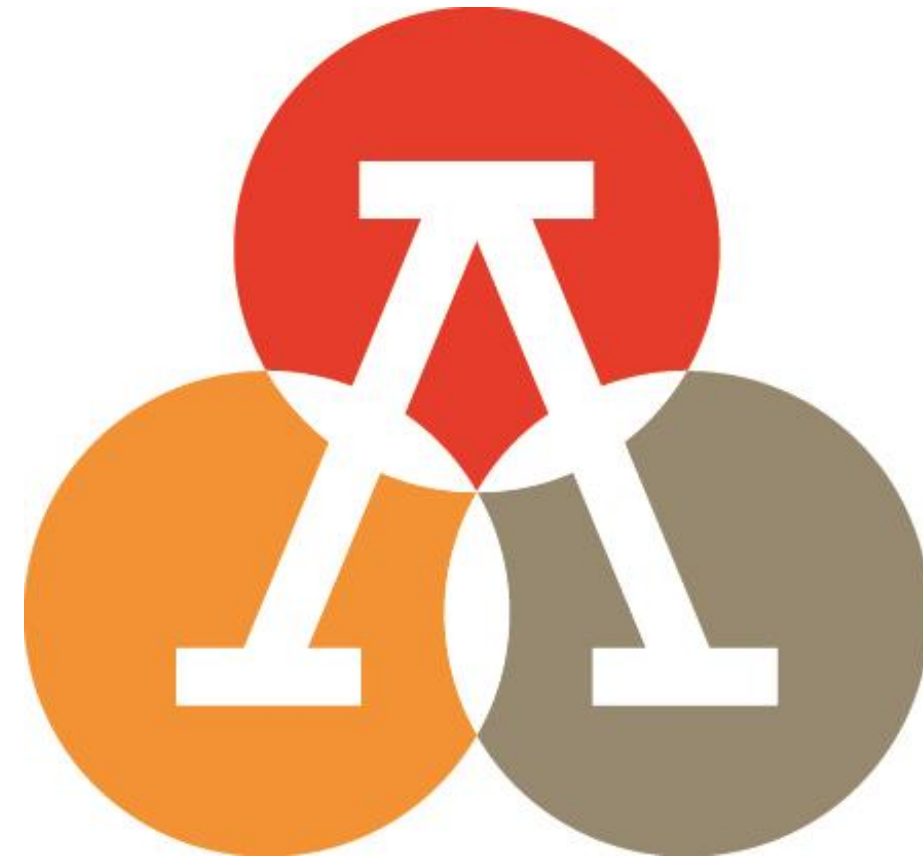
Category	Project	Hours
Management & Business Services	Human Resources Support	46.1
	Student Recruitment	27.5
	Enrollment	18.0
Employee Training & Development	Instruction & Assessment	3.0
Education Support Services	Data Systems & Platforms	17.8
	Leadership Support & Check-Ins	29.0
	Weekly Leadership Meetings	18.6
Administrative Support Services	Board Governance	37.8
	Community Relations	10.1
	Social Media	1.3
	Website Management	5.0
	Graphic Design	15.6
	Compliance	19.3
	Teacher & Staff Recruitment	4.2
Other Support	3.4	
Legal & Accounting Services	General Accounting & Payroll	72.5
	School Budgets	19.0



Cover Sheet

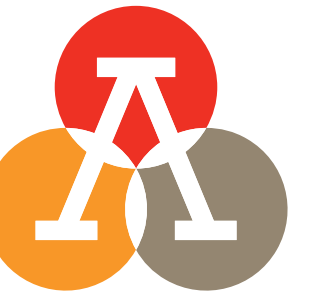
Financial Disclosures

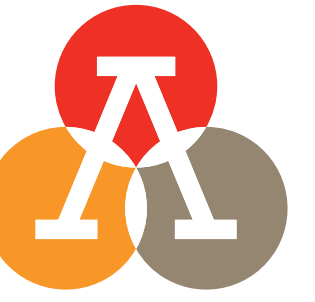
Section: IV. Board Training
Item: A. Financial Disclosures
Purpose: FYI
Submitted by:
Related Material: AAJP_Board Governance Training- Financial Disclosures.pdf



ATHLOS ACADEMIES

Board Governance Training
Athlos Academy of Jefferson Parish
March 3, 2021





Board Policy 2005



Conflict of Interest Policy 2005

Board

Approved: 9/7/2016

Reviewed: 11/2019

Revised: 4/1/2020

I. PURPOSE

The purpose of this policy is to adhere to state statutes regarding conflicts of interest and to ensure all business conducted, as well as all transactions, either contracted or contemplated, are designed to avoid any conflict of interest or the appearance of impropriety. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to charter schools.

II. DEFINITIONS

A. Interested Person: An Interested Person is:

1. A Governing Board member, employee, officer, or agent;
 - i. Employees are any individuals working in the school, whether employed by AAJP or Athlos Academies.
2. The immediate family of the Governing Board member, employee, officer or agent;
3. The partner of the Governing Board member, employee, officer, or agent; or
4. An organization that employs or is about to employ any individual in clauses 1 – 3.

B. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which AAJP enters a contract;
2. A compensation arrangement with AAJP or with any entity with which AAJP enters a contract; or
3. A potential ownership or investment interest in, or compensation arrangements with, any entity with which AAJP is negotiating a contract.

C. Committee: Any standing or ad hoc Governing Board committee with board delegated authority



Conflict of Interest Policy 2005

- D. Immediate Family: An individual whose relationship by blood, marriage, adoption, or partnering is no more remote than first cousin.

III. POLICY

- A. No Interested Person shall participate in selecting, awarding, or administering a contract if a conflict of interest exists.
- B. If such a conflict exists, the Interested Person must comply with the Duty to Disclose (outlined in Section IV. A, below.) A violation of this prohibition renders a contract void.
- C. A charter school board member, employee, or officer is a public servant for the purposes of LA. R.S. 1111-1117 with regards to receipt of gifts and other items of economic value.
- D. AAJP may not hire any individual who is an immediate family member of a member of the Governing Board or the Lead School Administrator unless that individual is a certified teacher employed to teach in the school and an annual disclosure is made to the Louisiana Ethics Administration
- E. Governing Board members may not be employed by, contract with, or appointed to any position by AAJP within two years following their public service.
- F. All interested persons shall comply with all other restrictions governing conflicts of interest outlined in LA. R.S. 1101 *et seq.*

IV. PROCEDURES

A. Duty to Disclose:

1. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the Governing Board or Committee, in order to determine if an actual conflict of interest exists.
2. If a member of the Governing Board or Committee is determined to have an actual conflict of interest, s/he shall not participate in the discussion and debate concerning the matter and shall recuse him/herself from voting on any matters for which the conflict exists.

B. Violations of the Conflict of Interest Policy:



Conflict of Interest Policy 2005

1. If the Governing Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose; and
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Governing Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

C. Recording Proceedings: The minutes of the Governing Board and all Committees shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
2. The nature of the financial interest;
3. Any action taken to determine whether a conflict of interest was present;
4. The Governing Board's or Committee's decision as to whether a disclosed possible conflict is in fact a conflict of interest;
5. The names of the persons who were present for discussions and votes relating to the contract;
6. The content of the discussion, including any alternatives to the proposed contract; and
7. A record of any votes taken in connection with the proceedings.

D. Annual Requirements:

1. Members of the Governing Board must annually submit a Tier 3 Personal Financial Disclosure by May 15th.
2. All employees and members of the Governing Board must participate in annual Ethics Training for Public Servants by August 31st of each year they are employed or serving on the board.

V. ACKNOWLEDGEMENT

- A. Acknowledgements: Each Governing Board member, employee, officer, or agent, Committee member, and AAJP employee shall, upon appointment, sign an acknowledgement that affirms such person:



Conflict of Interest Policy 2005

2. Has read and understands the policy;
3. Agrees to comply with the policy; and
4. Understands AAJP is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Legal References:

[L.A. R.S. 42:1101 et seq.](#) (Code of Governmental Ethics)

TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT (ANNUAL)

GENERAL INFORMATION

- ❖ You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as an elected official representing a voting district having a population of fewer than 5,000.
- ❖ You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as a member of the governing authority or management board of a charter school created pursuant to Chapter 42 of Title 17 of the Louisiana Revised Statutes.
- ❖ You are required to file a personal financial disclosure statement in the prior calendar year **on or before May 15** of each year you hold office, **AND** by May 15 of the year following the termination of the holding of such office.
- ❖ You are only required to complete the schedules that are applicable to your personal financial status. If additional copies of the schedules are needed, copies are available at www.ethics.la.gov.
- ❖ If you hold another position/office that requires you to file a financial disclosure statement, you are only required to file one financial disclosure statement. Such financial disclosure statement shall be filed under the highest tier. Tier levels (highest to lowest): Tier 1, Tier 2, Tier 2.1, Tier 3.
- ❖ You may not request an extension to file your personal financial disclosure statement.
- ❖ **If your holding of office ends in January**, you may file your "final" personal financial disclosure statement for the days served in January, if the disclosure statement is filed on or before May 15 of the year in which your service ends. By filing this "final" personal financial disclosure statement, you are not required to file the year following the termination of the holding of such office.

- ❖ For additional information, call our office at 225-219-5600 or visit our website, www.ethics.la.gov, and view the *Disclosure --Frequently Asked Questions* section or the information sheets provided under *General Information --Publications*.
- ❖ Acceptable methods for filing a personal financial disclosure statement:
 - Fax: 225-381-7271
 - Mail: Board of Ethics, Post Office Box 4368, Baton Rouge, Louisiana 70821
 - Commercial or Hand-delivery: 617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802
 - Upload via agency website: www.ethics.la.gov (pdf format only)
 - Electronic Filing: Instructions for electronic filing are on the agency website (www.ethics.la.gov)

- You are required to disclose financial information related to the **PREVIOUS CALENDAR YEAR**.
- You are required to disclose whether you have filed your federal and state income tax returns for the previous year.
- You are required to sign the cover sheet certifying that the information provided is true and correct to the best of your knowledge and belief.

Schedule A: Employment Information

- You are required to disclose employment information related to both you and your spouse (if applicable).
- List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.

Schedule B: Filer/Spouse Income from the State, Political Subdivisions, and/or Gaming Interests

- You are required to complete Schedule B if you or your spouse (if applicable) received income (which exceeded \$250 from each source) from the State, a political subdivision, and/or a gaming interest.
- Income received must be reported as an exact dollar figure.
- **"Income" (for an individual) means** taxable income and shall not include any income received pursuant to a life insurance policy.
- **"Political Subdivision" means** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.
- **"Gaming Interest" means** [as defined in La. R.S. 18:1505.2L(3)(a)] (i) Any person who holds a license or permit as a distributor of gaming devices, who holds a license or permit as a manufacturer of gaming devices, who holds a license or permit as a device service entity, and any person who owns a truck stop or a licensed pari-mutuel or off-track wagering facility which is a licensed device establishment, all pursuant to the Video Draw Poker Devices Control Law; (ii) Any person who holds a license to conduct gaming activities on a riverboat, who holds a license or permit as a distributor or supplier of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Riverboat Economic Development and Gaming Control Act, and any person who owns a riverboat upon which gaming activities are licensed to be conducted; or (iii) Any person who holds a license or entered into a contract for the conduct of casino gaming operations, who holds a license or permit as a distributor of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Economic Development and Gaming Corporation Act, and any person who owns a casino where such gaming operations are licensed.

Schedule C: Income from Gaming Interests to Business

- You are required to complete SCHEDULE C if a business in which you or your spouse (either individually or collectively) owned at least 10% received income from a gaming interest.

- **"Business" means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **"Income" (for a business) means** gross income less costs of goods sold, and operating expenses.

Schedule D: Contract between Business and State/Political Subdivision

- You are required to complete Schedule D if a business, in which you or your spouse (either individually or collectively) owns at least 10%, enters into a contract in the previous year with the state or political subdivision.
- **"Business" means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **"Political Subdivision" means** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.

LOUISIANA BOARD OF ETHICS

Post Office Box 4368
Baton Rouge, Louisiana 70821

TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT(ANNUAL)

This Report Covers Calendar Year: _____

Print Form

ORIGINAL REPORT

AMENDED REPORT

FINAL REPORT WHERE TERM ENDS IN JANUARY (COVERING JANUARY 1 THROUGH JANUARY _____)

Final reports must be filed on or before May 15 of the year in which your service to that office ends.

Refer to the "GENERAL INFORMATION" sheet of this form to determine eligibility.

Office/Position Held: Board Member- Athlos Academy of Jefferson Parish

Name (print full name): _____

Mailing Address: _____

City, State, Zip : _____

Name of Spouse(if applicable) (print full name): _____

Spouse's Occupation _____

Principal Business Address: _____

City, State, Zip : _____

Check all that apply:

I have filed my federal income tax return for the previous year.

I have filed for an extension of my federal income tax return for the previous year.

I have filed my state income tax return for the previous year.

I have filed for an extension of my state income tax return for the previous year.

NOTE: La. R.S. 42:1124.3 does not provide you the opportunity to request an extension in filing your personal financial disclosure statement.

Certification of Accuracy

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

LOUISIANA BOARD OF ETHICS
Post Office Box 4368
Baton Rouge, Louisiana 70821

LOUISIANA BOARD OF ETHICS
Post Office Box 4368
Baton Rouge, Louisiana 70821

Schedule A: Employment Information Add Additional Page

Check if not applicable

Filer Spouse Full-Time Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

Filer Spouse Full-Time Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

Filer Spouse Full-Time Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

Filer Spouse Full-Time Part-Time

Name of Employer: _____

Job Title: _____

Job Description: _____

Schedule B: Filer/Spouse Income from the State Add Additional Page

Check if not applicable **Political Subdivisions, and/or Gaming Interests**

(income which exceeded \$250 from each source)

Filer Spouse

Type of Income: State Political Subdivision Gaming Interest

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

Filer Spouse

Type of Income: State Political Subdivision Gaming Interest

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

Filer Spouse

Type of Income: State Political Subdivision Gaming Interest

Name of Income Source: _____

Address: _____

City, State, Zip: _____

Amount of Income (exact dollar amount): \$ _____

* You are required to complete SCHEDULE B if you or your spouse received income (includes any income from public source such as employment income, retirement, etc.) from the State, any political subdivision, and/or a gaming interest.

Schedule C: Income from Gaming Interests to Business

Add Additional Page

Check if not applicable

(income which exceeded \$250 from each source)

<input type="checkbox"/> Business	Name of business: _____
Name of Income Source: _____	
Address: _____	
City, State, Zip: _____	
Amount of Income (exact dollar amount): \$ _____	
<input type="checkbox"/> Business	Name of business: _____
Name of Income Source: _____	
Address: _____	
City, State, Zip: _____	
Amount of Income (exact dollar amount): \$ _____	
<input type="checkbox"/> Business	Name of business: _____
Name of Income Source: _____	
Address: _____	
City, State, Zip: _____	
Amount of Income (exact dollar amount): \$ _____	
<input type="checkbox"/> Business	Name of business: _____
Name of Income Source: _____	
Address: _____	
City, State, Zip: _____	
Amount of Income (exact dollar amount): \$ _____	

Schedule D: Contract between Business and State/Political Subdivision

Add Additional Page

Check if not applicable

<input type="checkbox"/> Business	Name of business: _____
Amount or Value of Contract: _____	
Duration of Contract: _____	
Description of goods or service provided: _____	
<input type="checkbox"/> Business	Name of business: _____
Amount or Value of Contract: _____	
Duration of Contract: _____	
Description of goods or service provided: _____	
<input type="checkbox"/> Business	Name of business: _____
Amount or Value of Contract: _____	
Duration of Contract: _____	
Description of goods or service provided: _____	
<input type="checkbox"/> Business	Name of business: _____
Amount or Value of Contract: _____	
Duration of Contract: _____	
Description of goods or service provided: _____	

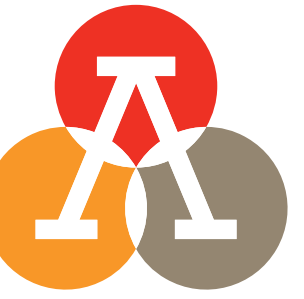
* You are required to complete SCHEDULE C if a business in which you or your spouse (either individually or collectively) owned at least 10% received income from a gaming interest.

* "Income" (for a business) means gross income less costs of goods sold, and operating expenses.

* The definition for gaming interest and business are found in the *Instructions Section* of this form.

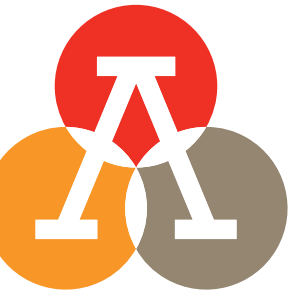
• You are required to complete Schedule D if a business, in which you or your spouse (either individually or collectively) owns at least 10%, enters into a contract in the previous year with the state or political subdivision.

• The definition for business and political subdivision are found in the *Instructions Section* of this form.



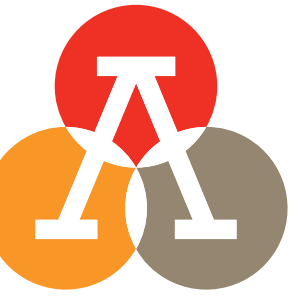
WHO IS REQUIRED TO FILE A TIER 3 ANNUAL PERSONAL FINANCIAL DISCLOSURE STATEMENT?

- Each person holding a public office who represents a voting district having a population of fewer than 5,000.
- Each member of the governing authority or management board of a charter school created pursuant to Chapter 42 of Titles 17 of the Louisiana Revised Statutes of 1950.



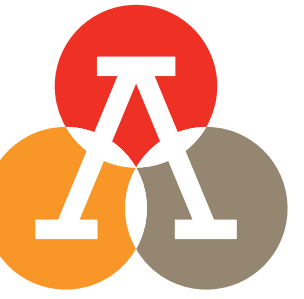
HOW LONG AM I REQUIRED TO FILE A TIER 3 ANNUAL PERSONAL FINANCIAL DISCLOSURE STATEMENT?

- You are required to file a Tier 3 Annual Personal Financial Disclosure Statement for every year you serve in the office/position and also the year following the termination of your service.



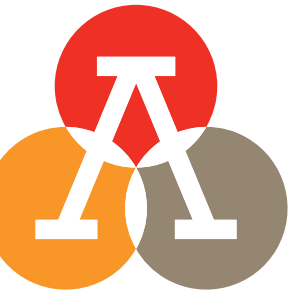
WHAT IF MY TERM OF OFFICE ENDS IN JANUARY? DO I HAVE TO FILE A PERSONAL FINANCIAL DISCLOSURE REPORT FOR THE ENTIRE YEAR?

- Yes, unless when you file your Personal Financial Disclosure report for the previous year, you also file a final report for the period served in January.



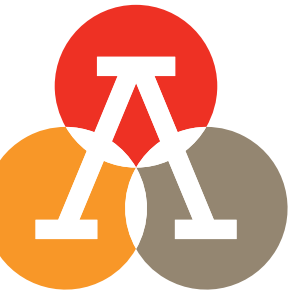
WHAT IS THE DEADLINE FOR FILING MY TIER 3 ANNUAL PERSONAL FINANCIAL DISCLOSURE?

- The Tier 3 Annual Personal Financial Disclosure Statement is due on or before *May 15* of each year that you hold the office and the year following the termination of your public service. The disclosure statement should contain information related to the previous calendar year.



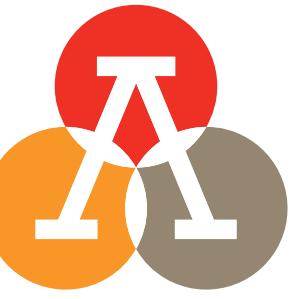
WHERE DO I FILE MY PERSONAL FINANCIAL DISCLOSURE STATEMENT?

- Annual and candidate personal financial disclosure statements are filed with the Board of Ethics. The acceptable filing methods are:
- Commercial or Hand-delivery: 617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802
 - o Mail: Board of Ethics, Post Office Box 4368, Baton Rouge LA 70821
 - o Fax: 225/381-7271
 - o Upload: Instructions for uploading a PDF are on the agency website (www.ethics.la.gov)
 - o Electronic Filing: Instructions for electronic filing are on the agency website (www.ethics.la.gov)



I NEED TO CORRECT MY PERSONAL FINANCIAL DISCLOSURE STATEMENT FILED WITH THE BOARD OF ETHICS. AM I ABLE TO AMEND MY STATEMENT?

- Yes. If you need to correct and/or modify the information provided in a previously filed disclosure statement, you are able to amend. You are required to submit the cover sheet (checking the box “amendment”) and attach all schedules that are being amended.



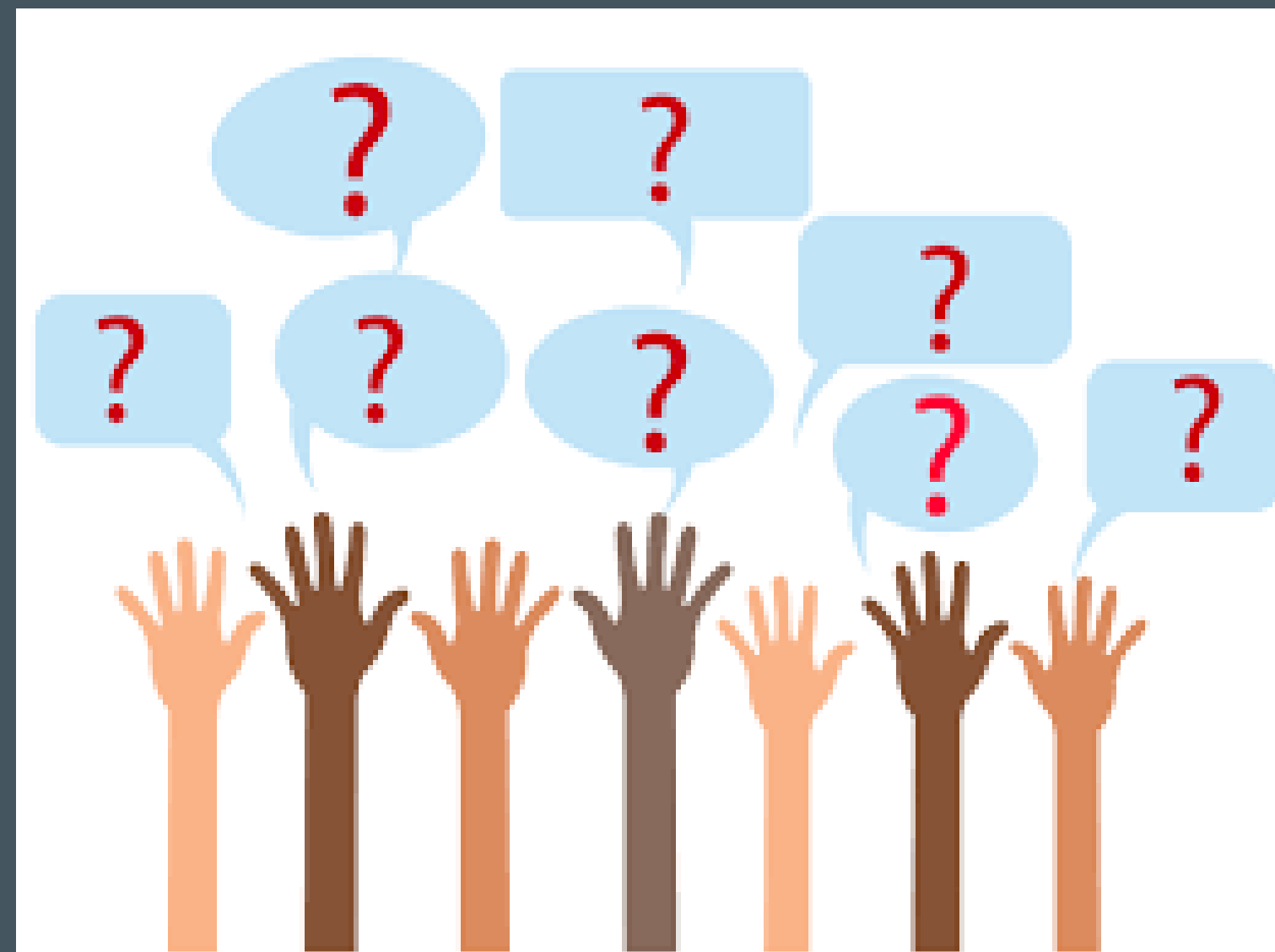
CAN I VIEW MY PERSONAL FINANCIAL DISCLOSURE STATEMENT ONLINE?

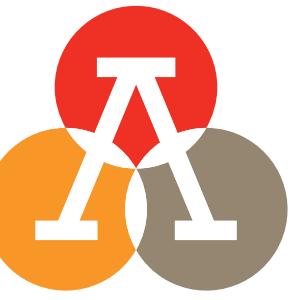
- Yes. All disclosure reports filed with the Disclosure Division are viewable on the Board of Ethics' website at www.ethics.la.gov under the Disclosure drop-down menu.

<https://www.ethics.la.gov>



QUESTIONS? COMMENTS?





Roberts Rules: Quick-Take

Topic- Speaking Through the Chair

- 1- Receive permission from chair to speak.
- 2- Ask questions through the chair, and not directly to the person.
- 3- The chair should use good judgement to ensure all board members get a chance to speak.



Speaking through the chair ensures a balanced and fair discussion.



Jill Turgeon

School Governance Coordinator
Athlos Academies
Boise, ID

Questions?

Cover Sheet

Director's Report

Section: V. Administrative Reports
Item: A. Director's Report
Purpose: FYI
Submitted by:
Related Material: Athlos_JP Board Report_3.2.21.pdf

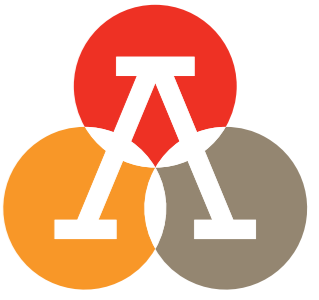


Presentation to the Board of Directors

March 3rd, 2021



**ATHLOS
ACADEMIES**



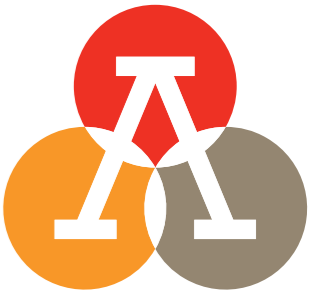
Fire Incident

On 2/12/21 a small fire in the coaches' office occurred.

Preliminary investigation suggest that it was electrical. Insurance company has accepted our claim and has agreed to pay for loss minus the \$10,000 deductible

Fire safety procedures were followed and all persons on campus were able to safely exit the school building.

Structural Damage Images





Smoke Damage

**The fire caused smoke to get into the air circulation system
This resulted in smoke and debris in the air filters and air ducts**

**Campus has been closed to students since 2/22 as restoration crews
have been working to clean the air ducts and replace all filters**

**We transitioned to full distance learning with the expectation of
returning to campus on 3/8**

**As of 3/3 all ducts and filters have been cleaned and replaced,
except for the coaches' office. In house custodial team is
currently shampooing classroom carpets to remove any lingering
smoke smell**

Current Coaches Office Image





New Hires

3 Lunch Monitors

Literacy Interventionist

2 Paraprofessionals

6th Grade Math Teacher start date 4/ 12

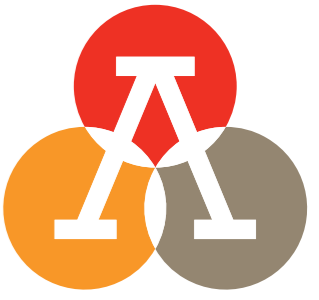


Covid 19

No grade level or homeroom quarantine to report

**15 staff members were out on quarantine or isolation the
week of 2/8**

All students were still able to come on campus



LEAP 2025 Preparations

Testing preference survey has gone out to parents of distance learners

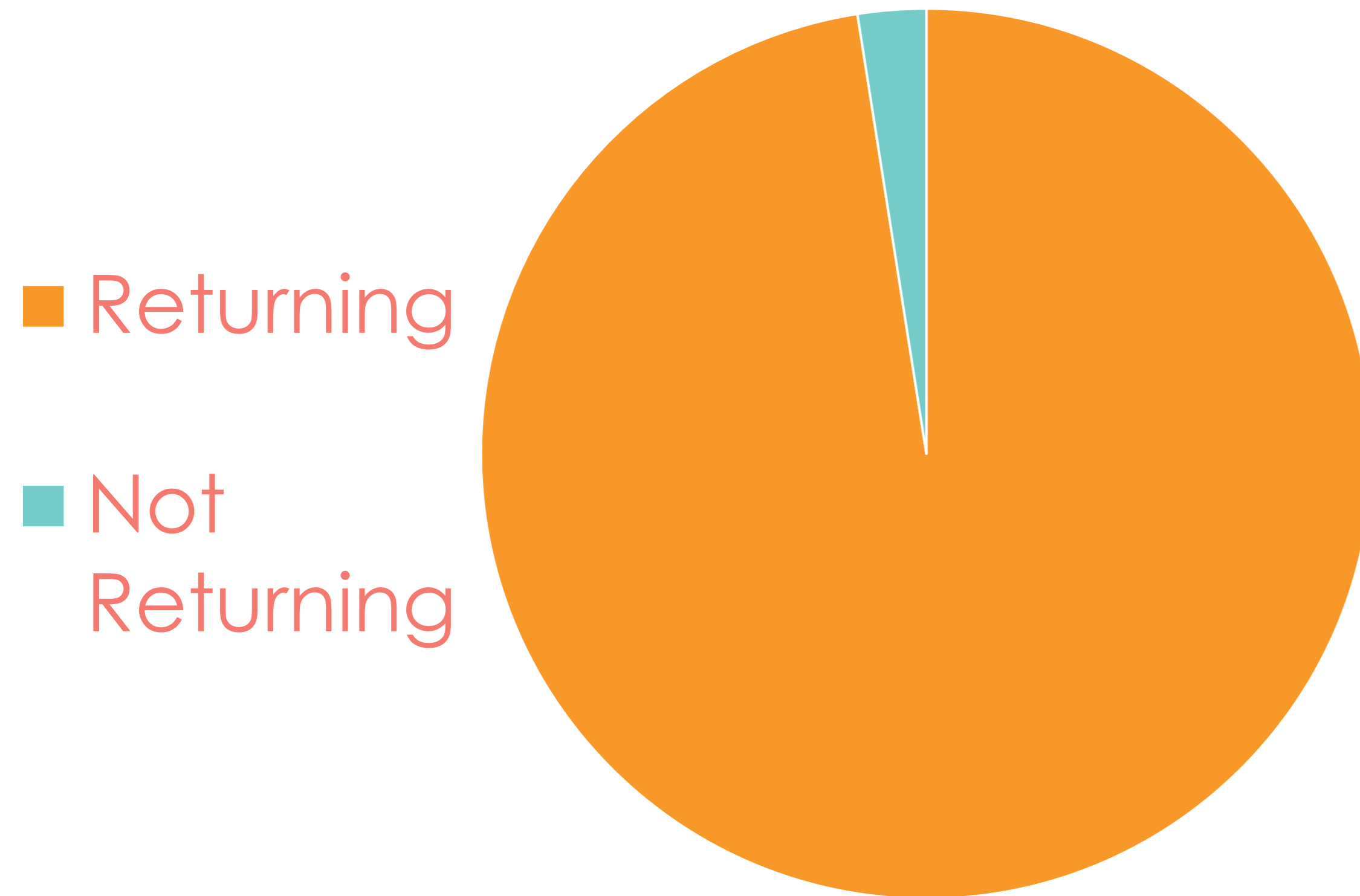
We are offering the option of weekend testing

Parent town hall scheduled for
3/16 and 3/18 at 6pm



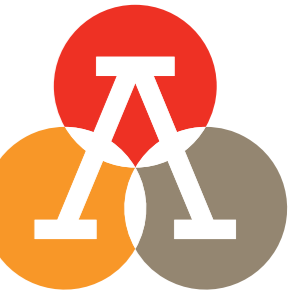
Staff Retention

Intent to Return



Of the 128 respondents to the intent return survey, 126 indicated that they would like to return next year, 98%.

Our annual goal was 65%



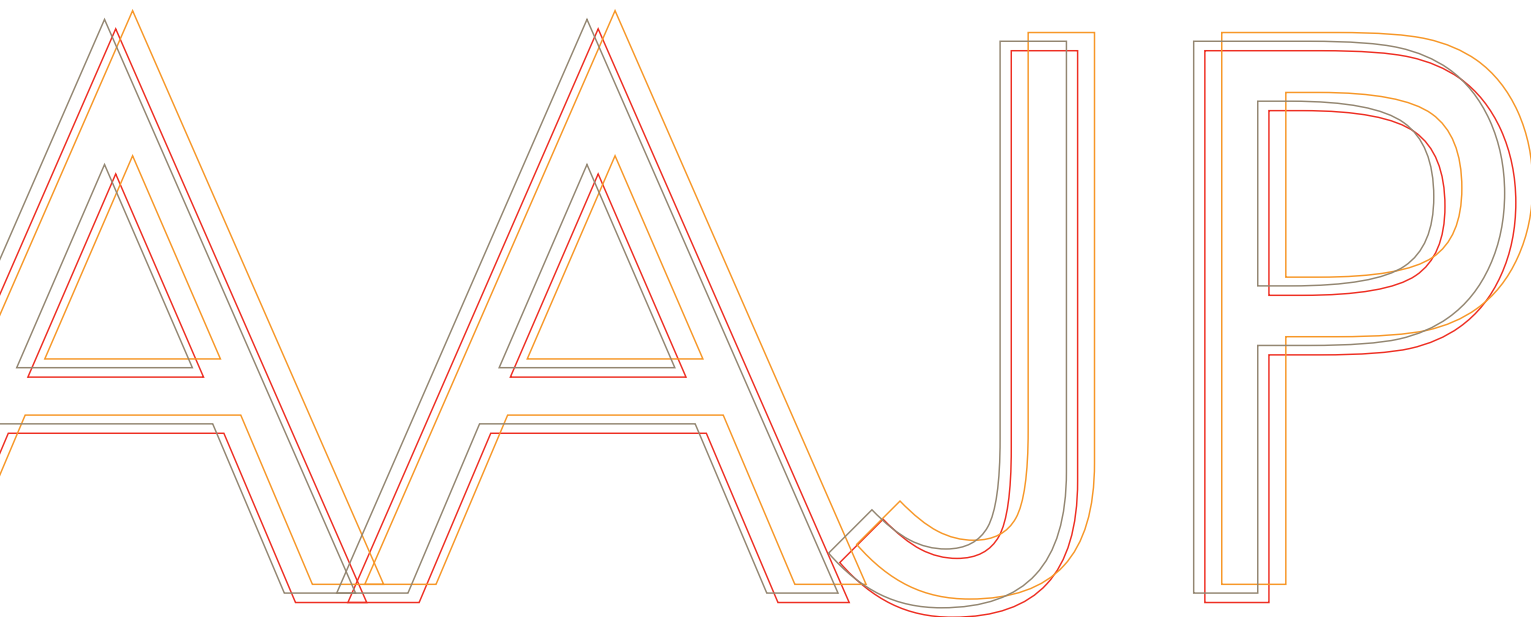
Questions?

Cover Sheet

Finance Report

Section: V. Administrative Reports
Item: B. Finance Report
Purpose: FYI
Submitted by:
Related Material: AAJP Monthly Financials - October.pdf
AAJP Monthly Financials - December.pdf
AAJP Dec Check Register 012221.pdf
AAJP Monthly Financials - Jan 2021.pdf
2021 AAJP Jan Check Register.pdf

January 2021 Check Register



EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
1/1/2021	6947	Kyocera Document Solutions	Check	APV	System Generated Check/Voucher	(283.90)
1/1/2021	6947	Kyocera Document Solutions	Check	APV	System Generated Check/Voucher	(445.20)
1/1/2021	6947	Kyocera Document Solutions	Check	APV	System Generated Check/Voucher	(2,641.84)
1/1/2021	6947	Kyocera Document Solutions	Check	APV	System Generated Check/Voucher	(2,202.99)
1/4/2021	JAN-VOIP	Strawberry Communciations	Check	CD	January 2021 VOIP commuication	43.00
1/4/2021	Merch Fees	Gulf Coast Bank & Trust Company	Check	CD	Merchant bank	19.90
1/4/2021	VOIP-JAN	Strawberry Communciations	Check	CD	January 2021 VOIP commuication	387.96
1/5/2021	ACH-0101	Atmos Energy	Check	CD	Gas services	1,057.24
1/5/2021	ACH-0104	Entergy	Check	CD	Electrical services	8,150.99
1/7/2021	7064	Blue Cross and Blue Shield Of Louisiana	Check	APS	System Generated Check/Voucher	112,921.45
1/7/2021	ACH-0108	Allied Administrators for Delta Dental	Check	CD	Employee benefits	9,632.61
1/8/2021	403b-1215	National Benefit Services	Check	CD	12 15 20 Payroll	558.28
1/8/2021	403b-1231	National Benefit Services	Check	CD	12 31 20 Payroll	643.30
1/13/2021	ACH-0105	IPFS Coporation	Check	CD	Liability Insurance	8,980.80
1/13/2021	ACH-0113	Kyocera Document Solutions	Check	APS	System Generated Check/Voucher	283.90
1/13/2021	ACH-0113	Kyocera Document Solutions	Check	APS	System Generated Check/Voucher	445.20

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
1/13/2021	ACH-0113	Kyocera Document Solutions	Check	APS	System Generated Check/Voucher	2,641.84
1/13/2021	ACH-0113	Kyocera Document Solutions	Check	APS	System Generated Check/Voucher	2,202.99
1/13/2021	ACH-0114	RJ Jefferson Parish, LLC	Check	APS	System Generated Check/Voucher	160,105.80
1/13/2021	ACH-0114	RJ Jefferson Parish, LLC	Check	APS	System Generated Check/Voucher	160,105.80
1/13/2021	ACH-0114	RJ Jefferson Parish, LLC	Check	APS	System Generated Check/Voucher	160,105.80
1/13/2021	ACH-0115	School Model Support, LLC	Check	APS	System Generated Check/Voucher	153,989.25
1/14/2021	ACH-002		Check	CD	Waste disposal	124.86
1/14/2021	ACH-0102	Community Coffee Company, LLC	Check	CD	Staff supplies	607.59
1/14/2021	ACH-0107	Office Depot	Check	CD	Supplies	36.98
1/14/2021	ACH-0111	Retailers Casualty Insurance Company	Check	CD	Workers comp	17,968.18
1/14/2021	Jan Bill	Cox Business	Check	CD	Internet services	2,450.00
1/15/2021	ACH-001	Kyocera Document Solutions	Check	CD	Copier rental	1,964.00
1/15/2021	ACH-001	Kyocera Document Solutions	Check	CD	Copier rental	(1,964.00)
1/15/2021	AHC-0110	Paychex	Check	CD	Payroll processing fees	330.00
1/19/2021	9990198	Harris School Solutions	Check	CD	Software	16.25
1/19/2021	9990207	Harris School Solutions	Check	CD	software	1.25

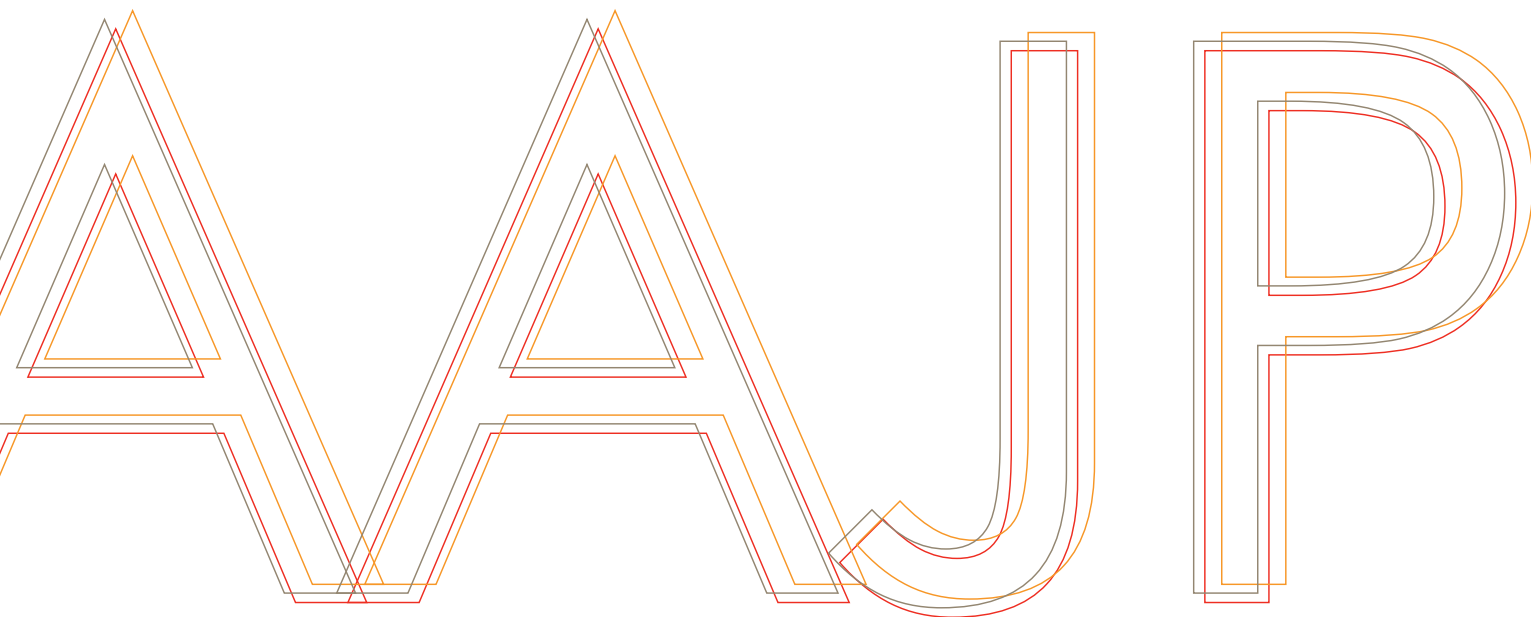
EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
1/20/2021	01/21 2001	Transline Louisiana, LLC	Check	CD	Student Transportation	63,495.00
1/20/2021	403b-0115	National Benefit Services	Check	CD	01 15 21 Payroll	283.85
1/20/2021	ACH-0121	Ameritas Life Insurance Corp	Check	CD	Employee supplemental benefits	1,811.24
1/25/2021	ACH-0103	Community Coffee Company, LLC	Check	CD	Staff supplies	9.28
1/25/2021	ACH-0106		Check	CD	Jefferson Parish fees	12.88
1/29/2021	ACH-0112		Check	CD	Digital Corporate Maintenance	45.00
1/31/2021	9990174	iSteep	Check	APC	manual check	4,494.00
1/31/2021	9990175	Charter Apps	Check	APC	manual check	795.00
1/31/2021	9990190	Cintas	Check	APC	manual check	432.43
1/31/2021	9990191	Economical Janitorial & Paper Supplies, Inc.	Check	APC	manual check	874.25
1/31/2021	9990192	Moreton & Company	Check	APC	manual check	40.05
1/31/2021	9990193	Tokeby Mixon	Check	APC	manual check	50.00
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	945.00
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	869.26
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	869.26
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	811.31

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	661.50
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	405.00
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	270.00
1/31/2021	9990194	Gifted Nurses, LLC	Check	APC	manual check	108.00
1/31/2021	9990195	H Wire Technology Solutions	Check	APC	manual check	1,680.00
1/31/2021	9990196	Kyocera Document Solutions	Check	CD	Copier lease	1,518.00
1/31/2021	9990197	Transcendent Legal	Check	APC	manual check	366.25
1/31/2021	9990199	The Lincoln National Life Insurance Company	Check	APC	manual check	2,082.49
1/31/2021	9990200	A-1 Mobile Shredding	Check	APC	manual check	45.00
1/31/2021	9990201	The Flying Locksmith	Check	APC	manual check	1,052.27
1/31/2021	9990203	Emily Patzwall	Check	APC	manual check	25.99
1/31/2021	9990204	Lafayette Restaurant Supply, Inc.	Check	APC	manual check	1,093.80
1/31/2021	9990205	Cintas	Check	APC	manual check	507.82
1/31/2021	9990208	Heritage Electrical Co., Inc	Check	APC	manual check	775.00
1/31/2021	9990209	Safe Spot Pest Control	Check	APC	manual check	290.00
1/31/2021	9990210	Threshold	Check	APC	manual check	192.00

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
1/31/2021	9990211	Bernhard MCC	Check	APC	manual check	808.44
1/31/2021	9990212	Lafayette Restaurant Supply, Inc.	Check	APC	manual check	1,717.50
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	221.94
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	192.77
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	190.76
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	162.00
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	83.66
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	76.16
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	3,825.00
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	4,914.04
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	72.66
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	19.25
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	717.90
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	799.96
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	1,189.68
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	1,341.83

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	1,685.38
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	2,586.53
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	708.30
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	650.00
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	382.88
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	297.95
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	264.56
1/31/2021	9990216	A&L Sales Inc.	Check	APC	manual check	261.99
1/31/2021	ACH-0116	Kyocera Document Solutions	Check	CD	Copier rental	0.47
Report Total						908,319.83

December Check Register



EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/2/2020	VIOP-DEC	Strawberry Communciations	Check	CD	December 2020 VOIP commuication	387.96
12/3/2020	403b-1115	National Benefit Services	Check	CD	11 15 20 Payroll	392.50
12/3/2020	403b-1130	National Benefit Services	Check	CD	11 30 20 payroll	393.30
12/3/2020	Merch Fees	Gulf Coast Bank & Trust Company	Check	CD	Merchant bank	19.90
12/4/2020	Payroll		Check	CD	Tokeby Mixon payroll	745.59
12/4/2020	Rent - October	RJ Jefferson Parish, LLC	Check	APC	October 2020 Rent payment	160,105.80
12/11/2020	ACH 1212	Paychex	Check	CD	Paychex processing fees	315.60
12/11/2020	ACH-1211	Paychex	Check	CD	Paychex processing fees	8.40
12/30/2020	Property Tax 2021	RJ Jefferson Parish, LLC	Check	CD	2021 Property taxes	296,738.38
12/31/2020	9990103	Curriculum Associates	Check	APC	ACH	24,023.40
12/31/2020	9990116	Dwain Rullman	Check	APC	ACH	480.00
12/31/2020	9990132	H Wire Technology Solutions	Check	APC	ACH	1,312.18
12/31/2020	9990132	H Wire Technology Solutions	Check	APC	ACH	367.82
12/31/2020	9990134	Kushner Lagraize, LLC	Check	APC	ACH	4,859.00
12/31/2020	9990135	Cintas	Check	APC	ACH	432.43
12/31/2020	9990136	Economical Janitorial Supplies	Check	APC	ACH	701.80

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/31/2020	9990137	Transcendent Legal	Check	APC	ACH	760.00
12/31/2020	9990138	Worldpay Integrated Payments	Check	APC	ACH	299.14
12/31/2020	9990139	First Class Enterprises	Check	APC	ACH	2,364.17
12/31/2020	9990140	A-1 Mobile Shredding	Check	APC	ACH	45.00
12/31/2020	9990141	A-1 Mobile Shredding	Check	APC	ACH	45.00
12/31/2020	9990142	Heritage Electrical Co., Inc	Check	APC	ACH	340.00
12/31/2020	9990142	Heritage Electrical Co., Inc	Check	APC	ACH	500.00
12/31/2020	9990143	Cintas	Check	APC	ACH	507.82
12/31/2020	9990144	Robertson Roofing	Check	APC	ACH	3,685.00
12/31/2020	9990145	United Security Alarm Inc	Check	APC	ACH	95.00
12/31/2020	9990145	United Security Alarm Inc	Check	APC	ACH	120.00
12/31/2020	9990145	United Security Alarm Inc	Check	APC	ACH	142.50
12/31/2020	9990145	United Security Alarm Inc	Check	APC	ACH	4,335.99
12/31/2020	9990146	Garden Doctors	Check	APC	ACH	3,130.00
12/31/2020	9990147	Vath's Lighting & Controls	Check	APC	ACH	601.30
12/31/2020	9990148	Vath's Lighting & Controls	Check	APC	ACH	280.80

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/31/2020	9990149	HD Supply Facilities Maintenance, LTd	Check	APC	ACH	104.70
12/31/2020	9990149	HD Supply Facilities Maintenance, LTd	Check	APC	ACH	327.57
12/31/2020	9990150	Kagan Publishing	Check	APC	ACH	3,080.00
12/31/2020	9990150	Kagan Publishing	Check	APC	ACH	7,998.00
12/31/2020	9990151	Mary Galatas	Check	APC	ACH	46.36
12/31/2020	9990152	The Flying Locksmith	Check	APC	ACH	160.00
12/31/2020	9990153	Illuminate Education	Check	APC	ACH	3,979.55
12/31/2020	9990154	Bienvenu Brothers Enterprises	Check	APC	ACH	362.00
12/31/2020	9990155	Pitney Bowes	Check	APC	ACH	186.70
12/31/2020	9990156	Mudbugs Self Storage	Check	APC	ACH	125.00
12/31/2020	9990157	Louisiana Tech University Career Center	Check	APC	ACH	25.00
12/31/2020	9990158	Kyocera Document Solutions	Check	APC	ACH	283.90
12/31/2020	9990158	Kyocera Document Solutions	Check	APC	ACH	445.20
12/31/2020	9990159	Harris School Solutions	Check	APC	ACH	15.00
12/31/2020	9990159	Harris School Solutions	Check	APC	ACH	495.00
12/31/2020	9990160	Corporate Business Supplies	Check	APC	ACH	263.92

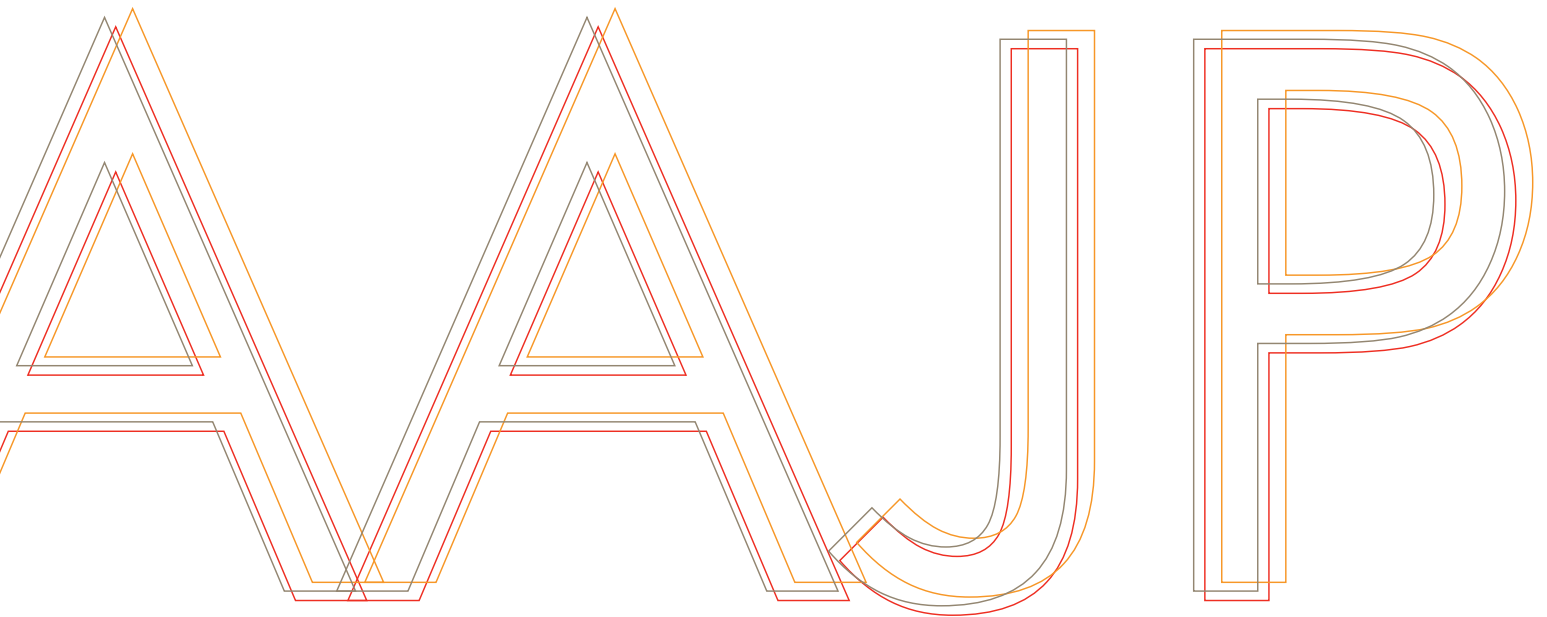
EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/31/2020	9990160	Corporate Business Supplies	Check	APC	ACH	1,055.68
12/31/2020	9990161	Pitney Bowes	Check	APC	ACH	32.00
12/31/2020	9990161	Pitney Bowes	Check	APC	ACH	62.24
12/31/2020	9990161	Pitney Bowes	Check	APC	ACH	62.24
12/31/2020	9990161	Pitney Bowes	Check	APC	ACH	81.47
12/31/2020	9990162	Fresh Food Factor	Check	APC	ACH	3,144.88
12/31/2020	9990163	First Klass Enterprises	Check	APC	ACH	2,364.17
12/31/2020	9990164	ADS Systems LLC	Check	APC	ACH	1,200.00
12/31/2020	9990165	Cintas	Check	APC	ACH	465.59
12/31/2020	9990166	Savvas Learning Company LLC	Check	APC	ACH	3,015.25
12/31/2020	9990167	United Security Alarm Inc	Check	APC	ACH	141.09
12/31/2020	9990167	United Security Alarm Inc	Check	APC	ACH	199.10
12/31/2020	9990168	Stephen Bowman	Check	APC	ACH	1,320.00
12/31/2020	9990169	Dwain Rullman	Check	APC	ACH	840.00
12/31/2020	9990170	Daniel Theriot	Check	APC	ACH	1,320.00
12/31/2020	9990171	Timothy Anclade	Check	APC	ACH	720.00

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/31/2020	9990172	Richard Landry	Check	APC	ACH	1,560.00
12/31/2020	9990173	Trelles Berry	Check	APC	ACH	93.28
12/31/2020	9990176	Louisiana Association of Public Charter Schools	Check	APC	ACH	7,000.00
12/31/2020	9990177	Gulf Coast Bank & Trust Co.	Check	APC	ACH	24.70
12/31/2020	9990178	Gulf Coast Bank & Trust Co.	Check	APC	ACH	169.41
12/31/2020	9990179	Gulf Coast Bank & Trust Co.	Check	APC	ACH	3.73
12/31/2020	9990180	Gulf Coast Bank & Trust Co.	Check	APC	ACH	3,856.91
12/31/2020	9990181	H Wire Technology Solutions	Check	APC	ACH	1,713.60
12/31/2020	9990182	A-1 Mobile Shredding	Check	APC	ACH	45.00
12/31/2020	9990183	Great Minds	Check	APC	ACH	5,961.29
12/31/2020	9990184	Cintas	Check	APC	ACH	507.82
12/31/2020	9990185	Corporate Business Supplies	Check	APC	ACH	254.13
12/31/2020	9990186	Garden Doctors	Check	APC	ACH	1,200.00
12/31/2020	9990187	Dr.Mary Bush	Check	APC	ACH	12,350.00
12/31/2020	9990188	Taylor Nightlock	Check	APC	ACH	364.82
12/31/2020	9990189	The Sherwin Williams Co. (store 7675)	Check	APC	ACH	2,071.13

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/31/2020	ACH-1230		Check	CD	Digital Corporate Maintenance	45.00
12/31/2020	ACH1020	Therapeutic Learning Center, LLC	Check	APC	ACH	23,303.75
12/31/2020	ACH1120	Therapeutic Learning Center, LLC	Check	APC	ACH	22,736.13
12/31/2020	ACH112020	Dell Marketing L.P.	Check	APC	ACH	187,040.00
12/31/2020	ACH120220	IPFS Coporation	Check	APC	ACH	9,444.84
12/31/2020	ACH120420	Transline Louisiana, LLC	Check	APC	ACH	42,330.00
12/31/2020	ACH1207	Atmos Energy	Check	APC	ACH	151.82
12/31/2020	ACH1208	Global Equipment Company	Check	APC	ACH	366.95
12/31/2020	ACH121420	Dell Marketing L.P.	Check	APC	ACH	33,125.00
12/31/2020	ACH1215	Republic Services #842	Check	APC	ACH	123.80
12/31/2020	ACH121520	IPFS Coporation	Check	APC	ACH	8,995.80
12/31/2020	ACH121620	Curriculum Associates	Check	APC	ACH	36,390.00
12/31/2020	ACH1229	Transline Louisiana, LLC	Check	APC	ACH	35,275.00
12/31/2020	ACH1230	Transline Louisiana, LLC	Check	APC	ACH	63,495.00
12/31/2020	DIRECTDEBIT	Gulf Coast Bank & Trust Co.	Check	APC	ACH	7,980.44
12/31/2020		Community Coffee Company, LLC	Check	APC	ACH	266.99

EFFECTIVE DATE	DOCUMENT NUMBER	NAME	PAYMENT TYPE	TRANSACTION SOURCE	DOCUMENT DESCRIPTION	TRANSACTION AMOUNT
12/31/2020		Entergy	Check	APC	ACH	9,859.49
12/31/2020		Patricia Laing	Check	APC	ACH	61.14
12/31/2020		Maria Davis	Check	APC	ACH	32.07
12/31/2020		Maria Davis	Check	APC	ACH	10.89
12/31/2020	electronic235	Waste Management of New Orleans	Check	APC	ACH	9,429.84
12/31/2020	electronic250	School Specialty	Check	APC	ACH	556.51
12/31/2020		Cox Business	Check	APC	ACH	2,450.00
Report Total						1,073,103.67

Monthly Financials December 2020



Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of December 31, 2020-50% of FY20-21 of Year Complete

FY21 Activity

BALANCE SHEET

- a. Cash-Cash balance is adequate to cover 35 days of expenditures.
- b. PrePaid - the pre-payment of rent accounts for the majority of prepaid expenses.
- c. Receivable-Receivables are comprised mainly of food service revenue that has been submitted for reimbursement but funds have yet to be received.
- d. Accounts Payable and Accrued Salaries & Benefits - all items are reflective of expenses that have been invoiced in the current month but have yet to have payment submitted.
- e. Fund Balance- fund balance experienced a slight decrease in December. This is partially due to federal revenues that need to be drawn, and a substantial payment for property taxes. Federal draws were delayed until the budget revision was completed and will be drawn in Q1 of FY20-21.

REVENUES

- f. State Revenue continues to trend under the originally approved budget amounts due to lower than budgeted enrollment numbers. The budget revision will get this closer in line.
- g. Federal Revenue is currently trending under approved budget due to reimbursements awaiting receipt, but expenses already having been incurred. See note "d" above.

EXPENDITURES

- h. Salaries & Benefits-Salaries and Benefits continue to trend lower than approved budget in December.
- i. Purchased Services-Purchased Services are lower than approved budget due to expenses related to student enrollment such as transportation and MSA trending lower than projected.
- j. Supplies & Materials-Supplies & Materials are higher than the approved budget, mainly attributable to higher spending at the beginning of school.
- k. Equipment-equipment is trending above budget. This is expected to level out as the school year goes on.
- l. Lease & Property Taxes-Lease and Property Taxes are above approved budget this month due to property taxes being paid in December.
- m. Dues & Other Expenses-Other expenses are trending just higher than budget due to higher spending during the first of the year in preparation for the beginning of school.

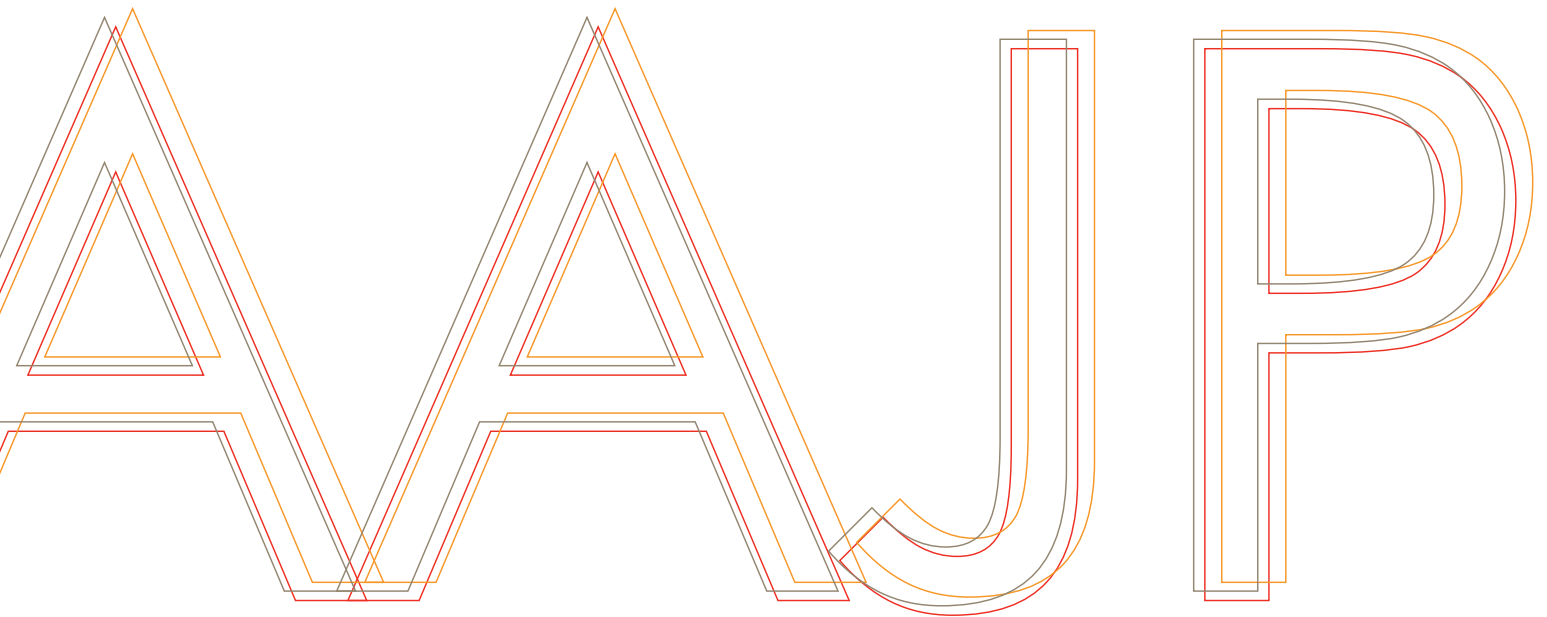
Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of December 31, 2020-50% of FY20-21 of Year Complete

	Balance June 30, 2020	Balance December 31, 2020	Balance June 30, 2021
Assets			
Cash and equivalents	1,448,136	1,339,298	2,446,108
Accounts Receivable	636,899	679,557	300,000
Prepaid Assets	98,682	173,446	50,000
Total Assets	2,183,717	2,192,301	2,796,108
Liabilites and Fund balances			
Liabilities			
Salaries and Benefits Payable	450,419	231,891	572,446
Accounts Payable	726,306	1,501,142	1,000,000
Total Liabilities	1,176,725	1,733,033	1,572,446
Fund balances			
Beginning Fund Balance	654,037	1,006,992	1,006,992
Change in Fund Balance	352,955	(547,724)	216,670
Total Fund balance	1,006,992	459,268	1,223,662
Total Liabilites and Fund balance	2,183,717	2,192,301	2,796,108

Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of December 31, 2020-50% of FY20-21 of Year Complete

	FY19-20 Activity	FY20-21 Initial Budget	Year to Date Activity	% of Original Budget
REVENUES				
Beginning Fund Balance	\$654,037	\$1,006,992	\$1,006,992	100%
State & MFP funding	11,419,990	12,589,251	5,632,370	45%
Food Service Program	612,428	848,986	194,445	23%
Local Income	100,639	42,000	12,638	30%
Federal grant revenue	785,289	832,657	520,882	63%
TOTAL REVENUE	\$13,572,383	\$15,319,886	\$7,367,327	48%
EXPENDITURES				
Salaries & Benefits	\$5,977,508	\$6,869,347	\$3,314,558	48%
Purchased Services	3,648,942	4,266,847	1,958,565	46%
Supplies & Materials	374,119	475,994	320,682	67%
Equipment	114,122	59,000	36,994	63%
Lease & Property Taxes	2,399,431	2,059,937	1,246,324	61%
Dues & Other Expenses	51,267	365,099	30,936	8%
TOTAL EXPENSES	\$12,565,391	\$14,096,224	\$6,908,059	49%
TOTAL ENDING FUND BALANCE	\$1,006,992	\$1,223,662	\$459,268	38%

Monthly Financials January 2021



Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of January 31, 2021-58.33% of FY20-21 of Year Complete

FY21 Activity

BALANCE SHEET

- a. Cash-Cash balance is adequate to cover 32 days of expenditures.
- b. PrePaid - the pre-payment of rent accounts for the majority of prepaid expenses.
- c. Receivable-Receivables are comprised mainly of revenue that has been submitted for reimbursement but funds have yet to be received, as well as funds we are expecting to receive.
- d. Accounts Payable and Accrued Salaries & Benefits - all items are reflective of expenses that have been invoiced in the current month but have yet to have payment submitted.
- e. Fund Balance- fund balance experienced an increase in January. This is due to an uptick in federal revenues drawn, and a leveling out of expenditures in relation to income.

REVENUES

- f. State Revenue continues to trend just slightly under budget, but is closer to to projected with the revised budget. Overall funding is down slightly in 20-21 due to lower than budgeted enrollment numbers.
- g. Federal Revenue is currently trending under revised budget, but is now aligning and will continue to do so in subsequent months as projected federal revenues continue come in throughout the year.

EXPENDITURES

- h. Salaries & Benefits-Salaries and Benefits continue to trend lower than revised budget, but is expected to fall slightly and in line with analysis on labor conducted during budget revisions as the year moves along.
- i. Purchased Services-Purchased Services are lower than approved budget due to expenses related to student enrollment such as transportation and MSA trending lower than projected. Slight adjustments were made during revisions.
- j. Supplies & Materials-Supplies & Materials are just under budget for the entire year due to expenditures such as laptops being utilized during the school year versus later; most expenditures are up front to be utilized throughout the school year.
- k. Equipment-no major activity in January.
- l. Lease & Property Taxes-Lease and Property Taxes are above revised budget this month due to property taxes being paid in December, but are expected to align with budget in subsequent months.
- m. Dues & Other Expenses-Other expenses are trending under budget.

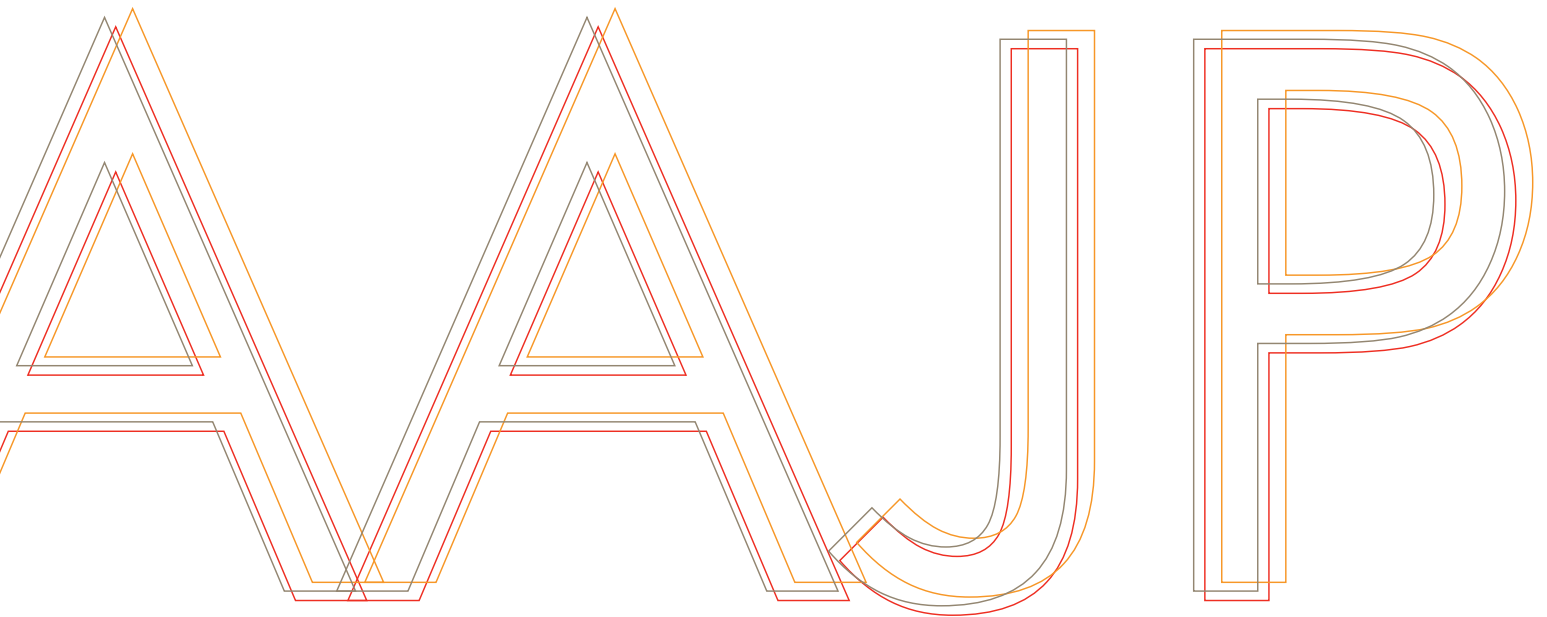
Athlos Academy Jefferson Parish
Balance Sheet
For the year-ending June 30, 2021
As of January 31, 2021-58.33% of FY20-21 of Year Complete

	Balance June 30, 2020	Balance January 31, 2021	Revised Budget June 30, 2021	Original Budget June 30, 2021
Assets				
Cash and equivalents	1,448,136	1,224,484	2,331,454	2,446,108
Accounts Receivable	636,899	813,038	350,000	300,000
Prepaid Assets	98,682	150,855	50,000	50,000
Total Assets	2,183,717	2,188,377	2,731,454	2,796,108
Liabilities and Fund balances				
Liabilities				
Salaries and Benefits Payable	450,419	230,973	565,655	572,446
Accounts Payable	726,306	1,172,288	872,000	1,000,000
Total Liabilities	1,176,725	1,403,261	1,437,655	1,572,446
Fund balances				
Beginning Fund Balance	654,037	1,006,992	1,006,992	1,006,992
Change in Fund Balance	352,955	(221,876)	286,807	216,670
Total Fund balance	1,006,992	785,116	1,293,799	1,223,662
Total Liabilities and Fund balance	2,183,717	2,188,377	2,731,454	2,796,108

Athlos Academy Jefferson Parish
Income Statement
For the year-ending June 30, 2021
As of January 31, 2021-58.33% of FY20-21 of Year Complete

	FY19-20 Activity	FY20-21 Initial Budget	FY20-21 Revised Budget	Year to Date Activity	% of Revised Budget	% of Original Budget
REVENUES						
Beginning Fund Balance	\$654,037	\$1,006,992	\$1,006,992	\$1,006,992	100%	100%
State &MFP funding	11,419,990	12,589,251	12,190,858	6,880,672	56%	55%
Food Service Program	612,428	848,986	700,000	257,066	37%	30%
Local Income	100,639	42,000	42,000	12,976	31%	31%
Federal grant revenue	785,289	832,657	1,301,692	596,258	46%	72%
TOTAL REVENUE	\$13,572,383	\$15,319,886	\$15,241,542	\$8,753,964	57%	57%
EXPENDITURES						
Salaries & Benefits	\$5,977,508	\$6,869,347	\$6,597,283	\$3,928,278	60%	57%
Purchased Services	3,648,942	4,266,847	4,282,284	2,089,926	49%	49%
Supplies & Materials	374,119	475,994	494,647	473,450	96%	99%
Equipment	114,122	59,000	59,000	36,630	62%	62%
Lease & Property Taxes	2,399,431	2,059,937	2,150,426	1,406,442	65%	68%
Dues & Other Expenses	51,267	365,099	364,103	34,122	9%	9%
TOTAL EXPENSES	\$12,565,391	\$14,096,224	\$13,947,743	\$7,968,848	57%	57%
TOTAL ENDING FUND BALANCE	\$1,006,992	\$1,223,662	\$1,293,799	\$785,116	61%	64%

Monthly Financials October 2020



Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of October 31, 2020-33% of FY20-21 of Year Complete

FY21 Activity

BALANCE SHEET

- a. Cash-Cash balance is adequate to cover 48 days of expenditures.
- b. PrePaid-Prepayment of November health care premiums
- c. Receivable-Receivables are mostly made up of food service revenue that has been submitted for reimbursement but funds have yet to be received
- d. Accounts Payable and Accrued Salaries & Benefits-All items reflect expenses that were invoiced in the current month but have yet to have payment submitted.
- e. Fund Balance-Decreased in the current month due to federal revenue in process of being drawn. Federal draws are delayed until the budget revision is completed and will be drawn in December. This will account for another \$200k increase in fund balance.

REVENUES

- f. State Revenue is currently trending under approved budget amounts due to lower then budgeted enrollment. Budget revision is required to balance.
- g. Federal Revenue is currently trending under approved budget due to the reimbursement yet to be received but expenses already occurring. See note "d" above.

EXPENDITURES

- h. Salaries & Benefits-Salaries and Benefits are trending lower than approved budget.
- i. Purchased Services-Purchased Services are trending lower than approved budget due to expnses related to student enrollment such as transportation and MSA being lower then projected.
- j. Supplies & Materials-Supplies & Materials are trending higher that approved budget due to higher spending during the first of the year in preperation for the beginning of school.
- k. Equipment-Equipment has not yet been purchased.
- l. Lease & Property Taxes-Lease and Property Taxes are on track with approved budget.
- m. Dues & Other Expenses-Other expenses are trending slightly higher that approved budget due to higher spending during the first of the year in preperation for the beginning of school.

Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of October 31, 2020-33% of FY20-21 of Year Complete

	Balance June 30, 2020	Balance Ocotober 31, 2020	Balance June 30, 2021
Assets			
Cash and equivalents	1,448,136	1,841,020	2,446,108
Accounts Receivable	636,899	142,634	300,000
Prepaid Assets	98,682	108,730	50,000
Total Assets	2,183,717	2,092,384	2,796,108
Liabilites and Fund balances			
Liabilities			
Salaries and Benefits Payable	450,419	231,843	572,446
Accounts Payable	726,306	916,739	1,000,000
Total Liabilities	1,176,725	1,148,582	1,572,446
Fund balances			
Beginning Fund Balance	654,037	1,006,992	1,006,992
Change in Fund Balance	352,955	(63,190)	216,670
Total Fund balance	1,006,992	943,802	1,223,662
Total Liabilites and Fund balance	2,183,717	2,092,384	2,796,108

Athlos Academy Jefferson Parish
Executive Summary
For the year-ending June 30, 2021
As of October 31, 2020-33% of FY20-21 of Year Complete

	FY19-20 Activity	FY20-21 Initial Budget	Year to Date Activity	% of Original Budget
REVENUES				
Beginning Fund Balance	\$654,037	\$1,006,992	\$1,006,992	100%
State & MFP funding	11,419,990	12,589,251	3,756,022	30%
Food Service Program	612,428	848,986	90,214	11%
Local Income	100,639	42,000	20,871	50%
Federal grant revenue	785,289	832,657	-	0%
TOTAL REVENUE	\$13,572,383	\$15,319,886	\$4,874,099	32%
EXPENDITURES				
Salaries & Benefits	\$5,977,508	\$6,869,347	\$2,056,860	30%
Purchased Services	3,648,942	4,266,847	860,433	20%
Supplies & Materials	374,119	475,994	240,116	50%
Equipment	114,122	59,000	-	0%
Lease & Property Taxes	2,399,431	2,059,937	629,374	31%
Dues & Other Expenses	51,267	365,099	143,514	39%
TOTAL EXPENSES	\$12,565,391	\$14,096,224	\$3,930,297	28%
TOTAL ENDING FUND BALANCE	\$1,006,992	\$1,223,662	\$943,802	77%

Cover Sheet

Early Release Policy

Section: VII. Discussion Items
Item: A. Early Release Policy
Purpose: Discuss
Submitted by:
Related Material: 5201 - Attendance Policy_03_03_21DRAFTa.docx
5201 - Attendance Policy_03_03_21DRAFTa.pdf



Athlos Academy Policy 5201

Student
Approved: 8/3/2016
Revised: 7/8/2020

I. PURPOSE

Athlos Academy believes in the direct correlation between student achievement and regular school attendance. The purpose of this policy is to encourage regular attendance in order to foster life-long traits of focus, self-control, and leadership within the students. It is a shared responsibility of students, parent/guardians, teachers, and school administration to ensure that a student attends school regularly.

II. POLICY

A. Attendance:

1. Louisiana's Compulsory Attendance law states that all school age children, from age 7 to 18, must attend school and arrive on time unless there is a valid and legitimate excuse. Children below the age of 7 who are legally enrolled in school are also subject to the provisions of Louisiana's Compulsory Attendance law.
2. Expectations:
 - a. Students are expected to attend all of their classes on time and make up any missing works in the event of an absence;
 - b. Parent/guardian(s) are expected to ensure their student is attending school and notify the school in the event of an unavoidable absence;
 - c. Students must attend at least 167 days of school to be eligible for promotion to the next grade;
 - d. Teachers will take daily attendance, provide assignments to students upon their request (only in instances of excused absences), and enforce the attendance policy for their students; and
 - e. School administration will maintain accurate attendance records, provide a responsible person to approve student check-outs, and regularly inform the parent/guardian(s) of the student's attendance and notify them of attendance issues as soon as one is identified.

3. Distance Learning:

Attendance Policy

- 3.a. If a situation arises where a traditional school and/or classroom setting is not feasible, or if so directed by the state, then a distance learning model may be implemented. In these instances, the students will be required to do the following to satisfy the attendance requirement:
- a.i. Attend all teacher recorded lessons virtually, and
 - ii. In addition to recorded lessons, each student will participate in 2 hours daily of learning using an identified educational resource.
- b. In cases where school is cancelled or have an early release, the school leader reserves the right to implement distance learning, even if local schools are not in session due to cancellation or early release.
4. Early Release: In cases of inclement weather or other emergency identified by the school leader, students may be released early.
- a. There will be no count against the student's attendance with an early release if:
 - i. The student is in class for at least 50% of the school day, or
 - 4.ii. The distance learning model is implemented for the remainder of the school day.

B. Types of Absences:

1. Exempted and Excused Absences: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement.
 - a. Examples are extended illness documented by a doctor or to celebrate religious holidays.
2. Non-Exempted and Excused: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.
 - a. An example is personal or family illness documented by a parent's note.
3. Unexcused Absences: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.
 - a. An example is an absence which is not approved by the parent/guardian(s) and/or the school such as the child skipping school.

Attendance Policy

4. Out-of-School Suspensions: The student is allowed to make up the missed work if the suspension is under ten (10) days, but the absence is counted against the attendance requirement.

C. Tardiness:

1. Failure of a student to be in their assigned seat/class on time is considered tardiness.
 - a. Students who are more than 10 minutes late at the beginning of the school day are required to go to the front office to obtain a tardy slip;
 - b. Tardiness between classes for middle school students shall be marked by teachers;
 - c. Chronic tardiness between classes however may be escalated to a disciplinary issue; and
 - d. Tardiness by more than 10 minutes can be excused with timely verification from the student's parent/guardian(s) in the event of an excusable absence.

D. Truancy:

1. An absence on a student's record without a valid excuse is considered a truancy.
 - a. Athlos Academy will notify parent/guardian(s) by a phone call, text, or email within 24 hours of a student's unexcused absence so that a parent/guardian may call and excuse their child before he/she is marked absent for the day;
 - b. Three unexcused absences shall result in a *Notice of Truancy*; and
 - c. Truancy shall be handled according to *Student Policy 5202*.

E. Chronic Absence:

1. A student who misses 10% or more of school days for any reason, excused or unexcused, will be considered chronically absent.
 - a. Athlos Academy of Jefferson Parish will notify parents in writing when a student becomes chronically absent. The letter shall include a statement regarding the importance of school attendance in making progress in the curriculum and the links between chronic absence and future drop-out.
 - b. At the discretion of the School Leader, a meeting with parents shall be required if a student remains chronically absent following written notice.
 - c. No student who has missed fewer than 3 days of school will be considered chronically absent.

Attendance Policy

Legal References:

[LA. R.S. 17:221](#) (*School Attendance*)

[Title 28 Part CXV. Bulletin 741—Louisiana Handbook for School Administrators](#)

Related Documents:

Truancy Policy 5202

Notice of Truancy

DRAFT



Attendance Policy 5201

Student
Approved: 8/3/2016
Revised: 7/8/2020

I. PURPOSE

Athlos Academy believes in the direct correlation between student achievement and regular school attendance. The purpose of this policy is to encourage regular attendance in order to foster life-long traits of focus, self-control, and leadership within the students. It is a shared responsibility of students, parent/guardians, teachers, and school administration to ensure that a student attends school regularly.

II. POLICY

A. Attendance:

1. Louisiana's Compulsory Attendance law states that all school age children, from age 7 to 18, must attend school and arrive on time unless there is a valid and legitimate excuse. Children below the age of 7 who are legally enrolled in school are also subject to the provisions of Louisiana's Compulsory Attendance law.
2. Expectations:
 - a. Students are expected to attend all of their classes on time and make up any missing works in the event of an absence;
 - b. Parent/guardian(s) are expected to ensure their student is attending school and notify the school in the event of an unavoidable absence;
 - c. Students must attend at least 167 days of school to be eligible for promotion to the next grade;
 - d. Teachers will take daily attendance, provide assignments to students upon their request (only in instances of excused absences), and enforce the attendance policy for their students; and
 - e. School administration will maintain accurate attendance records, provide a responsible person to approve student check-outs, and regularly inform the parent/guardian(s) of the student's attendance and notify them of attendance issues as soon as one is identified.

3. Distance Learning:

Attendance Policy

3-a. If a situation arises where a traditional school and/or classroom setting is not feasible, or if so directed by the state, then a distance learning model may be implemented. In these instances, the students will be required to do the following to satisfy the attendance requirement:

a.i. Attend all teacher recorded lessons virtually, and

ii. In addition to recorded lessons, each student will participate in 2 hours daily of learning using an identified educational resource.

b. In cases where school is cancelled or have an early release, the school leader reserves the right to implement distance learning, even if local schools are not in session due to cancellation or early release.

4. Early Release: In cases of inclement weather or other emergency identified by the school leader, students may be released early.

a. There will be no count against the student's attendance with an early release if:

i. The student is in class for at least 50% of the school day, or

4-ii. The distance learning model is implemented for the remainder of the school day.

B. Types of Absences:

1. Exempted and Excused Absences: The student is allowed to make up the missed work and the absence is not counted against the attendance requirement.

a. Examples are extended illness documented by a doctor or to celebrate religious holidays.

2. Non-Exempted and Excused: The student is allowed to make up the missed work, but the absence is counted against the attendance requirement.

a. An example is personal or family illness documented by a parent's note.

3. Unexcused Absences: The student is not allowed to make up the missed work and the absence is counted against the attendance requirement.

a. An example is an absence which is not approved by the parent/guardian(s) and/or the school such as the child skipping school.

Attendance Policy

4. Out-of-School Suspensions: The student is allowed to make up the missed work if the suspension is under ten (10) days, but the absence is counted against the attendance requirement.

C. Tardiness:

1. Failure of a student to be in their assigned seat/class on time is considered tardiness.
 - a. Students who are more than 10 minutes late at the beginning of the school day are required to go to the front office to obtain a tardy slip;
 - b. Tardiness between classes for middle school students shall be marked by teachers;
 - c. Chronic tardiness between classes however may be escalated to a disciplinary issue; and
 - d. Tardiness by more than 10 minutes can be excused with timely verification from the student's parent/guardian(s) in the event of an excusable absence.

D. Truancy:

1. An absence on a student's record without a valid excuse is considered a truancy.
 - a. Athlos Academy will notify parent/guardian(s) by a phone call, text, or email within 24 hours of a student's unexcused absence so that a parent/guardian may call and excuse their child before he/she is marked absent for the day;
 - b. Three unexcused absences shall result in a *Notice of Truancy*; and
 - c. Truancy shall be handled according to *Student Policy 5202*.

E. Chronic Absence:

1. A student who misses 10% or more of school days for any reason, excused or unexcused, will be considered chronically absent.
 - a. Athlos Academy of Jefferson Parish will notify parents in writing when a student becomes chronically absent. The letter shall include a statement regarding the importance of school attendance in making progress in the curriculum and the links between chronic absence and future drop-out.
 - b. At the discretion of the School Leader, a meeting with parents shall be required if a student remains chronically absent following written notice.
 - c. No student who has missed fewer than 3 days of school will be considered chronically absent.

Attendance Policy

Legal References:

[L.A. R.S. 17:221](#) (*School Attendance*)

[Title 28 Part CXV. Bulletin 741—Louisiana Handbook for School Administrators](#)

Related Documents:

Truancy Policy 5202

Notice of Truancy

DRAFT

Cover Sheet

20-21 SY Calendar

Section: VIII. Action Items (public comment must be had immediately before each action item vote)
Item: A. 20-21 SY Calendar
Purpose: Vote
Submitted by:
Related Material: 2021-22 AAJP School Calendar Draft 2.docx



Athlos Academy of Jefferson Parish

2021-2022 Calendar

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						20

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						18

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						15

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						13

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					18

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	*18	19
20	21	22	23	24	25	26
27	28					
						15

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						18

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

First day of school	First day of kindergarten	No school	Half day *Teacher P.D.	No school - Teacher P.D.	No school - conferences	Last Day Half Day
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Fall semester	08/05/21 – 12/17/21	Schedule (grades K-8)	Mon – Fri 8:00AM – 3:15PM
Spring semester	01/04/22 - 05/20/21	Early Dismissal	8:00 AM – 1:30 PM
Quarter 1	08/05/21 – 10/08/21	Earliest drop off	7:40 AM
Quarter 2	10/13/21 – 12/17/21		
Quarter 3	01/04/22 – 03/11/22		
Quarter 4	03/14/22 – 05/20/22		
Total school days / hours	172 / 1111hrs		

**Athlos Academy of Jefferson Parish
2021-2022 Calendar**

First day of school	Thursday, August 5	Grades 1-8
First day of kindergarten	Thursday, August 12	Kindergarten
No school	Monday, September 6	Labor Day
No school	Tuesday, September 7	Teacher P.D.
No school	Monday, October 11-12	Fall Break
No school	Friday, October 22	Conferences
No school	Monday, November 1	Teacher P.D.
No school	Tuesday, November 2	Election Day
No school	Monday, Nov 22 – Friday, Nov 26	Thanksgiving Break
Half day	Thursday, December 16	Early Release/Exams
Half day	Friday, December 17	Early Release/Exams
No school	Monday, Dec 20 – Friday, Dec 31	Winter Break
No school	Monday, January 3	Teacher P.D.
No school	Friday, January 14	Conferences
No school	Monday, January 17	Martin Luther King Jr. Day
Half Day/Conferences	Friday, February 18	Half Day / Teacher P.D.
No school	Monday, Feb 21 – Friday, Feb 25	Mardi Gras Break
No school	Monday, March 21	Teacher P.D. / Conferences
No school	Friday, March 25	Conferences
No school	Friday, April 1 – Tuesday, April 5	Spring Break
Half day	Thursday, May 19	Early Release/Exams
Half day	Friday, May 20	Early Release/Exams
Last day of school	Friday, May 20	

Cover Sheet

New Hires

Section: VIII. Action Items (public comment must be had immediately before each action item vote)

Item: B. New Hires

Purpose: Vote

Submitted by:

Related Material: SY21 Breona Donahue Signed Offer Letter.pdf
SY21 Brandi Johnson Signed Offer Letter.pdf
SY21 Javon Keeler Signed Offer Letter.pdf
SY21 Jessica C Lewis Signed Offer Letter.pdf
SY21 Jessica C Lewis Signed Offer Letter_Specifics.pdf
SY21 James Rose Signed Offer Letter.pdf
SY21 Nicola Tinson Signed Offer Letter.pdf
SY21 Rachel Wells Signed Status Change.pdf
SY21 Rebecca Milliman Signed Offer Letter.pdf
SY21 Towanka Franklin Signed Offer Letter.pdf
SY21 Aaliyha Lee Signed Offer Letter.pdf
SY21 Alisa McQuarter Signed Offer Letter.pdf
SY21 Benicia Michel Signed Offer Letter.pdf
SY21 Sequoia Conner Signed Offer Letter.pdf
SY21 Trachelle Barnes Signed Offer Letter.pdf



Athlos Academy
JEFFERSON PARISH

address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJParish.org email: info@AthlosJParish.org

Dr. Jordan Sanchez, Principal of Upper School

Jordan Sanchez
Employee Signature Date 2/19/2021

Executive Director Date



Athlos Academy
JEFFERSON PARISH

address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 3, 2021

Dear Alisa McQuarter,

We are pleased to offer you the position of Special Education Paraprofessional with Athlos Academy of Jefferson Parish commencing on February 8, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as an exempt employee, between your employment commencement date and May 21, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$21,500. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

This offer is contingent upon completing a background check, governing board approval, and verification of licensure (if necessary and applicable).

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.



Athlos Academy
JEFFERSON PARISH

address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

Alisa McQuarter 2-3-21

Employee Signature

Date

Executive Director

Date

Years of applicable experience: 0

Highest level of education: Some College



address: 979 Behrman Hwy. | Terrytown, LA | 70056
 phone: (504) 290-2510 fax: (504) 290-2511
 web: www.AthlosJP.org email: info@AthlosJP.org

February 22, 2021

Dear Benicia Michel,

We are pleased to offer you the position of ELL Paraprofessional with Athlos Academy of Jefferson Parish commencing on March 1, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as an exempt employee, between your employment commencement date and May 21, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$21,500. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

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address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

Benedict Michiel

02/23/2021

Employee Signature

Date

Executive Director

Date

Years of applicable experience: 0

Highest level of education: Bachelor's Degree



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 3, 2021

Dear Brandi Johnson,

We are pleased to offer you the position of Paraprofessional with Athlos Academy of Jefferson Parish commencing on February 8, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as an exempt employee, between your employment commencement date and May 21, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$21,500. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

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address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

Brandon A. Smith 2/13/21
Employee Signature Date

Executive Director Date

Years of applicable experience: 0
Highest level of education: Some College



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 11, 2021

Dear Breona Donahue,

We are pleased to offer you the position of Paraprofessional with Athlos Academy of Jefferson Parish commencing on February 22nd, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as an exempt employee, between your employment commencement date and May 21st, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21st, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$21,500. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

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BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

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This offer is contingent upon completing a background check, governing board approval, and verification of licensure (if necessary and applicable).

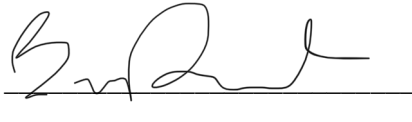
If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Sincerely,



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Dr. Jordan Sanchez, Principal of Upper School

 2/11/2021

Employee Signature

Date

Executive Director

Date

Years of applicable experience: 0
Highest level of education: Bachelor's Degree

Athlos Academy

979 Behrman Hwy. | Terrytown, LA | 70056
(504) 290-2510 (504) 290-2511
www.AthlosJP.org info@AthlosJP.org

February 3, 2021

Dear James Rose,

We are pleased to offer you the position of Part-Time Lunch Monitor with Athlos Academy of Jefferson Parish commencing on February 21, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as a non-exempt employee, between your employment commencement date and May 21st, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21st, 2021 this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an hourly rate of \$10.00/hr. If you are asked to work beyond forty (40) hours per week, you will be provided overtime compensation as earned and allowable under state and federal law. In accordance with its regular payroll schedule, AAJP will pay your wages in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-disclosure and non-compete agreement.

This offer is contingent upon completing a background check, governing Board approval, and verification of licensure (if necessary and applicable).

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Athlos Academy

979 Behrman Hwy. | Terrytown, LA | 70056
(504) 290-2510 (504) 290-2511
www.AthlosJP.org info@AthlosJP.org

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

James Rose 2-6-21
Employee Signature Date
(JAMES ROSE)

Executive Director Date



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 9, 2021

Dear Javon Keeler,

We are pleased to offer you the position of Part-Time Lunch Monitor with Athlos Academy of Jefferson Parish commencing on February 21, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as a non-exempt employee, between your employment commencement date and May 21st, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21st, 2021 this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an hourly rate of \$10.00/hr. If you are asked to work beyond forty (40) hours per week, you will be provided overtime compensation as earned and allowable under state and federal law. In accordance with its regular payroll schedule, AAJP will pay your wages in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-disclosure and non-compete agreement.

This offer is contingent upon completing a background check, governing Board approval, and verification of licensure (if necessary and applicable).

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.



Athlos Academy
JEFFERSON PARISH

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Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

Dr. Jordan Sanchez

Employee Signature

2/9/21

Date

Executive Director

Date



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 11, 2021

Dear Jessica Lewis,

We are pleased to offer you the position of Literacy Interventionist with Athlos Academy of Jefferson Parish commencing on February 22, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 205 days as an exempt employee, between your employment commencement date and May 28, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 28, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$51,500. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

This offer is contingent upon completing a background check and Governing Board approval. It is also a condition of this offer that you maintain a valid teaching license or make progress toward earning or renewing your teaching license during the 2020-2021 school year.

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Sincerely,

Cheryl Martin, Principal of Lower School

Employee Signature

02/12/21

Date

Executive Director

Date

Years of applicable experience: 8

Highest level of education: MA



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 11, 2021

Dear Jessica Lewis,

We are pleased to offer you the position of Literacy Interventionist with Athlos Academy of Jefferson Parish commencing on February 22, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

This position on an annual school calendar is expected to work 205 days as an exempt employee. As your start date is February 22, 2021, there are 67 workdays remaining between your employment commencement date and the end of the school year, May 28, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 28, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason at all.

PAYMENT

The annual salary for this role is \$51,500 for 205 workdays. As noted in Work Schedule, there are 67 workdays left this school year. Being as such, the amount of \$16,831.71, which is based on your daily rate, will be paid in installments of \$1,683.71 over the remaining 10 pay periods (with last payment on July 15, 2021). In accordance with its regular payroll schedule, AAJP will pay your salary installments twice per month. Should either party choose to cease employment prior to May 28, 2021, all wages earned to the date of separation will be paid out in addition to any amount that has been accrued toward the June and July payroll dates.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.



Athlos Academy

JEFFERSON PARISH

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This offer is contingent upon completing a background check and Governing Board approval. It is also a condition of this offer that you maintain a valid teaching license or make progress toward earning or renewing your teaching license during the 2020-2021 school year.

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Sincerely,

Cheryl Martin, Principal of Lower School

02/17/21

Employee Signature

Date

Executive Director

Date

Years of applicable experience: 8

Highest level of education: MA



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 12, 2021

Dear Nicola Tinson,

We are pleased to offer you the position of Part-Time Lunch Monitor with Athlos Academy of Jefferson Parish commencing on February 22, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as a non-exempt employee, between your employment commencement date and May 21st, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21st, 2021 this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an hourly rate of \$10.00/hr. If you are asked to work beyond forty (40) hours per week, you will be provided overtime compensation as earned and allowable under state and federal law. In accordance with its regular payroll schedule, AAJP will pay your wages in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-disclosure and non-compete agreement.

This offer is contingent upon completing a background check, governing Board approval, and verification of licensure (if necessary and applicable).

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Sincerely,



Athlos Academy
JEFFERSON PARISH

address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Dr. Jordan Sanchez, Principal of Upper School

Nicola Tinam 2.16.21

Employee Signature

Date

Executive Director

Date



EMPLOYEE STATUS CHANGE

EMPLOYEE INFORMATION

Employee Name: Rachel Wells
 Date: 1/25/2021 Date Effective: 1/25/2021

EMPLOYEE STATUS CHANGES

Change	Old Information	New Information
Transfer: <input type="checkbox"/>	Title/Dept: _____	Title/Dept: _____
Promotion: <input type="checkbox"/>	Title/Dept: _____	Title/Dept: _____
Demotion: <input type="checkbox"/>	Title/Dept: _____	Title/Dept: _____
Title or Assignment: <input type="checkbox"/>	Title/Dept: _____	Title/Dept: _____
Shift (Hours): <input type="checkbox"/>	Shift (Hours): _____	Shift (Hours): _____
Address: <input type="checkbox"/>	Address: _____	Address: _____
Pay Rate: <input type="checkbox"/>	Pay Rate: _____	Pay Rate: _____
Status: <input type="checkbox"/>	Status: _____	Status: _____

Other Change Not Detailed: Start date changed from 1/25/2021 to 2/11/2021

Director's Signature: _____ Date: _____

Employee's Signature: Rachel Wells Date: 2/11/21



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 3, 2021

Dear Rebecca Milliman,

We are pleased to offer you the position of Special Education Inclusion Teacher with Athlos Academy of Jefferson Parish commencing on February 8, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 191 days as an exempt employee, between your employment commencement date and May 25th, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 25th, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$60,000. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.



Athlos Academy
JEFFERSON PARISH

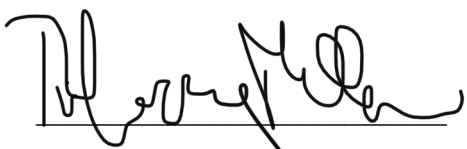
address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

This offer is contingent upon completing a background check and Governing Board approval. It is also a condition of this offer that you maintain a valid teaching license or make progress toward earning or renewing your teaching license during the 2020-2021 school year.

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

 2/3/21

Employee Signature

Date

Executive Director

Date

Years of applicable experience: 25
Highest level of education: Bachelor's Degree



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 25, 2021

Dear Sequoia Conner,

We are pleased to offer you the position of Teacher with Athlos Academy of Jefferson Parish commencing on April 12, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 191 days as an exempt employee. There are 32 reporting days remaining between your employment commencement date and May 25, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 25, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$47,500, prorated in accordance with number of reporting days left, listed above. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

This offer is contingent upon completing a background check and Governing Board approval. It is also a condition of this offer that you maintain a valid teaching license or make progress toward earning or renewing your teaching license during the 2020-2021 school year.

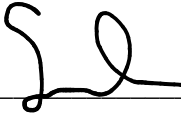
If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School



Employee Signature Date 2/26/2021

Executive Director Date

Years of applicable experience: 0 Highest level of education: MA



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 9, 2021

Dear Towanka Franklin,

We are pleased to offer you the position of Part-Time Lunch Monitor with Athlos Academy of Jefferson Parish commencing on February 21, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as a non-exempt employee, between your employment commencement date and May 21st, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21st, 2021 this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an hourly rate of \$10.00/hr. If you are asked to work beyond forty (40) hours per week, you will be provided overtime compensation as earned and allowable under state and federal law. In accordance with its regular payroll schedule, AAJP will pay your wages in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-disclosure and non-compete agreement.

This offer is contingent upon completing a background check, governing Board approval, and verification of licensure (if necessary and applicable).

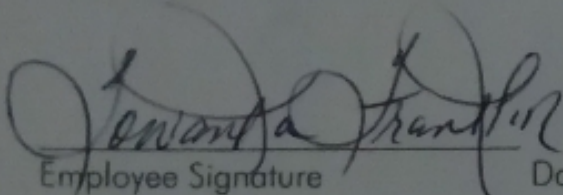
If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.

Athlos Academy

979 Behrman Hwy. | Terryton
(504) 290-2510
www.AthlosJP.org

Sincerely,

Dr. Jordan Sanchez, Principal of Upper School


Employee Signature


Date

Executive Director

Date



address: 979 Behrman Hwy. | Terrytown, LA | 70056
phone: (504) 290-2510 fax: (504) 290-2511
web: www.AthlosJP.org email: info@AthlosJP.org

February 22, 2021

Dear Trachelle Barnes,

We are pleased to offer you the position of Paraprofessional with Athlos Academy of Jefferson Parish commencing on March 1, 2021, contingent upon the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

WORK SCHEDULE

In this position, you are expected to work 178 days as an exempt employee, between your employment commencement date and May 21, 2021 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 21, 2021, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all.

PAYMENT

You will be paid an annual salary of \$21,500. In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Executive Director shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

This offer is contingent upon completing a background check, governing board approval, and verification of licensure (if necessary and applicable).

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to slang@athlosjp.org no later than one week beyond the date noted at the top of this letter.



Sincerely,

Dr. Jordan Sanchez, Principal of Upper School

Quachelle Barne 3/2/21
Employee Signature Date

Executive Director Date

Years of applicable experience: 0

Highest level of education: Associates Degree