

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 at 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