



## Athlos Jefferson Parish

# Minutes

## Executive Committee Meeting

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### Date and Time

Wednesday January 22, 2025 at 5:00 PM

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### Committee Members Present

B. Bressler (remote), J. Holmes (remote), N. Anthony (remote), T. Burns (remote), T. Tate (remote), V. McCoy (remote)

### Committee Members Absent

*None*

### Guests Present

A. Acuna (remote), J. Washington (remote), J. Wright (remote), S. Dominguez-Pannell (remote), bbressler@athlosacademies.org (remote), cbrooks@athlosacademies.org (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

J. Holmes called a meeting of the Executive Committee Committee of Athlos Jefferson Parish to order on Wednesday Jan 22, 2025 at 5:06 PM.

## II. Executive Committee

### A. Master Service Agreement

Suggested edits from board members:

Clear procedures, directions, language - or find a different place for those.

Misc. Section 11, C

How is the board represented legally?

Used to a district where the board has an attorney representing the board at all board meetings.

Clarify how the school is represented by counsel and by whom vs Athlos Academies.

What is the process for being represented? Can this get documented somewhere?

Conclusion is to stay with Adams & Reese as the attorney for all entities, but just for the MSA, to bring in a 2nd attorney to represent the board in the signing of the agreement.

- Plan to remove the accreditation rubric completely.
- Update Executive Director reporting structure. Change the title to School Leader or Principal.
- Remove the start-up language.
- Add clarity to the duties.
- Job description update for ED with correct evaluation tool reference.

Section on reduced services fee - clarification that this would go away with the accreditation rubric.

3G - Financial Services & Reporting - Add bond reporting & compliance services.

P. 4 - Operational Services - Hiring Procedures - Define "proper". What does this cover? Add these procedures elsewhere. For each item under operations, add more clarity on what is covered by AA vs the school.

Emergency & Communication Plan / Process - where is this defined? Make sure the policy and procedures are continually being updated and prioritized as to updates annually. Add this bullet point to the list.

Update the ED Search wording for a replacement ED.

Clarify the evaluation process for the ED and for the ESP. May want to add an annual evaluation for the ESP. Could add an informal eval.

Could consider an annual evaluation for both the ED and the ESP. Add the option to give an annual evaluation with an established rubric. Add to a future agenda to draft that rubric.

We are one team working together.

March meeting - review draft edits to MSA.

June meeting - draft feedback rubric.

### **III. 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 5:57 PM.

Respectfully Submitted,  
J. Holmes