



**ATHLOS ACADEMY OF ST. CLOUD
BOARD OF DIRECTORS MEETING**

Date: September 26th, 2016 Time: 5:00 PM
 Location: 3701 S 33rd St., St. Cloud, MN, Room 209

Board Member	Present/Absent
Dan McKeon	P
Jackie Hoyhtya	P
Josh Hirschfeld	P
Stephanie Gardner	P
Tom Swenson	A
Michaelene Lucia	P
School Leader: Kathy Mortensen Athlos HQ: Jeff Gunther; Jonathan Gillen Advisory Members: Lee Hoyhtya, Finance Committee Public: Katie Gruber (taking minutes) Lloyd Hoelscher, Lisa Loidolt	

The meeting was called to order at 5:00 pm Called to order by Dan H

Topic	Discussion/Conclusion	Notes
Approval of Agenda	No Edits: Motion to approve Agenda:Jackie H Second: Josh Motion carries	
Approval of Meeting Minutes	Motion to approve Agenda:Jackie H Second: Josh Motion carries	
Call for Conflicts	No Conflicts of Interest	
Public Comments	No Public Comments	
Board Development		
Mission Statement	The mission of Athlos Academy of St. Cloud is to provide high quality educational opportunities for the whole child built on the three foundational pillars of Prepared Mind, Healthy Body, and Performance Character.	
Committees and Board Development Plan	Review of Open Meetings Law- All deliberations are done in the open. This includes all committee meetings which must be held in open (unless it is in a closed session-must state statute. Notice, public access and minutes. Virtual participation is allowed as long as all members are held in public and meeting must be posted. Closed sessions need to	Kathy Requests – HR Committee in the future. This will be added to the December Agenda for discussion. Dan would like to add Academics to the monthly discussion items in order to update board and VOA on

	<p>me recorded and kept for 3 years. Minutes must record votes. Post agenda and post meeting date and time 3 days before. VOA recommends distribution 24-48 hours after meeting.</p> <p>Introduction to Board Binders – shared electronically. Includes packets, minutes, signed documents. This Binder lives on the domain. This is shared in a portal.</p> <p>Replacing the one drive. This will be active as of 9/27/2016. Signed documents will be scanned and saved as well as hard copies retained at the school.</p> <p>Effective Use of Committees-Suggested Committees- need purpose, chair, norms (minutes) regular meeting schedule.</p> <p>Governance (Policy Committee who will review policy review process) and Finance Committee are recommended by Jeff Gunther. Consider Academic Success Committee, Student recruitment committee and facility committee.</p> <p>Committees are to be held in compliance as a working board. Continued Board Development given by Jeff Gunther. This discussion serves as a brief Open Meeting Law training.</p>	<p>academics – this could come on Kathy's report.</p> <p>Mikey would like to see that there are many different staff members such as Instructional Guides, Performance Coaches, Teacher, on an Academic Committee should one be started.</p>
Committee Reports		
Finance Committee	<p>3rd Finance Committee Member Search; Budget and Enrollment Update; Benefits Update; Charter School Capital Financing; Annual Finance Committee Meeting Schedule</p> <p>Sept 12th 2016 meeting was held. Looking for additional members. Josh will be given a list of names and numbers to contact.</p> <p>We stand at 568 students enrolled and attending as of 9/26/2016.</p>	Josh

	<p>Annual Finance Committee will meet 2 weeks before Board Meetings in the mornings. Oct 10th at 8:30 am in the conference room at Athlos.</p> <p>Report acts as a motion:</p> <p>Motion to Approve Finance Committee Report : Jackie H.</p> <p>Second: Mikey L</p> <p>Motion approved.</p>	
<p>Monthly Financials Report</p>	<p>Detailed income/expense report, Cash flow sheet, Check register, Enrollment report</p> <p>Revenues/expense broken out by activity.</p> <p>Reports of available funds in the budget. This is all listed for the 550 enrollment budget.</p> <p>Expenditures – district wide report. E stands for expenses. First payroll Sept 3rd.</p> <p>200 area is academic expenses.</p> <p>Increase in enrollment will adjust ADM flow.</p> <p>Special Ed Funding – As enrollment increases, we will need to add staff. Designs for learning will help with SERVS report. Most cost of hiring for Special Education will be recouped with Special Education Funding. Balance of the hiring needs will be looked at as needed.</p> <p>Statement of Finances: Cash on Visas for quick purchases, Kathy and Katie have these cards.</p> <p>Encumbrance is based on Requisitions and Purchase orders throughout the year.</p> <p>Reports acts as a motion</p>	<p>Jonathan Gillen</p> <p>Going forward the board would like to see a financial report reading session at the October Board Meeting. Jonathan Gillen will be giving this brief training.</p>

	<p>Approve motion to approve: Jackie</p> <p>Second: Josh</p> <p>Motion Approved</p>	
<p>Director's Report</p>	<p>EL: Started testing for EL students.</p> <p>SPED: Currently looking for two SPED teachers.</p> <p>VOA visit the first day of school. Visit went great.</p> <p>Police presence in the building last Thursday to do an assessment. Suggestions of numbers on the building and security cameras.</p> <p>Enrollment: Late boost in enrollment caused a need for late hiring.</p> <p>Parents have been seeking our model as well as seeking the extra movement Athlos offers. Special Education Coordinator – Design for Learning will be at the school more often this year to help with coverage. There is a need for Special Education Coordinator on site.</p> <p>Teacher Dress Code: Written in the staff handbook however very vague. Kathy can message out the definition of professional dress.</p> <p>Instructional Guides started pushing into classrooms with new teachers.</p> <p>District Assessment Coordinator will be Lloyd Hoelscher.</p> <p>Report acts as a motion:</p> <p>Motion to Approve Directors Report: Mikey</p> <p>Second: Josh</p>	<p>Kathy</p> <p>Dan requested a training for the board regarding Special Education rules and regulations.</p> <p>What is on place for technology that is not currently working: moved thermostats, HVAC Techs have been out for service several times to look at heating and cooling issues. Technology needs are being addresses for phones, laptops, projectors, computer labs are set up and ready to go. Teachers are looking for ways to watch DVD's/CDs.</p> <p>Dan will address insurance coverage and cards with BCBS. Josh will address building needs with Ken.</p> <p>Add Enrollment summary per grade, sections, and total for wait list per grade to the Financial board packet.</p> <p>Chrome Books on carts are possible and in the budget.</p>



	Motion carries.	
Discussion Items		
Parent Advisory Committee	Lisa Loidolt (parent rep speaker) Students attend Athlos. On the PTA. Committee under the Board or can be a separate entity. PTA will be meeting October 3rd. Will have a mission statement, ByLaws, must have 20 paid members to be a working committee. IEN set up. Paid committee members will vote for PTA officers such as Chair and Treasurers. PTA will form and will present to the board to be sanctioned. This will be presented on October 24 th 2016 as an action item.	Kathy PTA is working on getting flags for classrooms. Possibly organize the volunteer hours.
Mascot	Board suggestions for mascot logo will be sent back to the marketing team in Boise. This will be discussed again at the October 24 th Board meeting.	Mikey
Directory Information Policy	Initial review of Directory Information Policy, which establishes some information as student directory information under FERPA. Directory does not need to be published, this allows the school to shift information. Passing this policy does not mean that the school will send out a directory. Jeff with research this policy further and provide examples of letters that have been used to message out to parents the Notice of Directory Information. This will be voted on at the October 24 th board meeting.	
Policy Review Procedure	Discuss a plan for regular review of policies. VOA recommends having a procedure. Jeff handed out a draft template for yearly policy review. This is a 3 year cycle. Calendar and procedure is recommended. Action item on October 24 th .	Jeff Gunther
Discussion of Officer Elections	Annual election planned for October. Currently have a Board Chair, Secretary, and Treasurer. Annual Re-election. Dan stated that he does not plan to move forward as board chair in the future. The board can appoint a new Board Chair should Dan step down. During the October	

	24 th meeting nominations will be held and appointed. Board should bring officer position recommendations to the meeting in October. Jeff will create any documents needed for this procedure.	
Action Items		
Charter School Capital Cash Flow Financing	Decision on whether or not to accept cash flow financing from Charter School Capital in order to finance holdback. Finance Chair, Director and Board Chair agrees to review further documentation granting authority to accept.	
Parent-Teacher Organization Policy	Motion to Approve Parent Teacher Organization Policy as amended by Jeff: Josh Second: Stephanie Motion Carries	Amendment to Policy
Fundraising Policy	Motion to approve F: Josh Second : Mikey Motion Carries	
Grant Writing Policy	Motion to approve grant writing policy: Jackie Second Josh Motion carries	
Administrator Evaluation Policy	Motion to Approve Administrator Evaluation Policy: Josh Second: Mikey Motion Carries	
Board Member Attendance Amendment	Ratify Bylaws as Amended Motion to approve Bylaws with Resolution already approved for board member attendance placement of text in Bylaws. Josh Second: Stephanie Motion Carries	
Committee Appointments	Formation of and appointment to any new committees Motion to approve creation of Governance Committee as a standing committee: Josh Second: Jackie Motion Carries Dan volunteers to be on the committee as an advisor. Dan requests Jackie to be on the committee. Jeff will support this committee. Motion to appoint Jackie and Stephanie: Josh	

	<p>Second: Mikey Accepted Appointment Motion carries</p>	
MDE Assurances	<p>Approval of submission of annual assurances to MDE Motion to approve MDE Assurances: Josh Second: Mikey Motion Carries</p>	Jackie will get certificated of training to Katie
Enrollment Cap	<p>Mikey - Adding students changes the dynamic of the classrooms. All parents have the right to enroll and talk about what the school offers for their child. Different environments can create different effects on students. Teachers (on behalf of Mikey) recommend stopping enrollment at this time and suggest the board re-open enrollment at a later date to fill open seats or when an entire section opens with a full wait list to start that new section. Students will be placed on a waitlist. This will be reviewed in November. Enrollment for new students to start will be in January. Motion to close enrollment as of sept 26: Josh Second: Mikey Motion Carries.</p>	
Approve New Hires	<p>New Hires since August 10th Board meeting: Offer letters were passed around and signed by the board. Employees ratified: Shamra Benson, Katie Bierschbach, James Broderick, Hernandez Evans, Marie Fisher, Laura Griffith, Joni Hedlund, Courtney Hiemenz, Brad Hoelscher, Larissa Hoen, Portia Hunstiger, Kayla Johnson, Bobbie Jo Kneip, Caitlin Lenorud, Tahlia Moody, Abi Noor, Malinda O'Brien, Sarah Peterson, Tammy Salzbrun, Kendra Schlangen, Jennifer Steffen, Summer Steven, Steffanie Theisen, Kristina Velazquez, Jodi Young. Motion to approve new hires: Josh Second: Jackie Motion carries</p>	Kathy



Next Meeting: Monday October 24th at 5pm

**Adjournment: Motion to adjourn: Jackie
Second Stephanie**

7:41