



ATHLOS ACADEMY

ATHLOS ACADEMY OF ST. CLOUD BOARD OF DIRECTORS MEETING

Date: October 24th, 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	A
Stephanie Gardner	A
Tom Swenson	P
Michaelene Lucia	P
School Leader: Kathy Mortensen - P Athlos HQ: Jeff Gunther; Jonathan Gillen Advisory Members: Lee Hoyhtya, Finance Committee Meeting Minutes: Katie Gruber Public: Lisa Loidolt, Esther Aspling, Spencer (Toms child)	

The meeting was called to order at 5:03pm

Topic	Discussion/Conclusion	Notes
Approval of Agenda	Motion to approve: Jackie Hoyhtya Second: Michaelene Lucia Motion carries Discussion to move Charter school capital up in the agenda to after public comments due to the virtual guest time constraint. Motion to Move Charter School Capital to after Public Comments and strike lease agreement amendment under action items: Motion to Amend first motion: Jackie Hoyhtya Second to amend motion: Michaelene Lucia Motion carries.	
Approval of Meeting Minutes	Motion to approve Sept board minutes: Michaelene Lucia Second Tom Swenson Motion carries.	
Call for Conflicts	No conflict of interest	
Public Comments	Esther on PTA – Came to observe and interested in being on the board. Lisa – President of PTA. Here to answer questions.	
Chart School Capital Moved in agenda per motion above.	Drew McMahan presenting via video conference.	Drew McMahan-based in Portland Oregon. Eastern Manager for Charter School



	<p>Approval of signing agreement with Charter School Capital.</p> <p>The reason behind having both the Line of Credit and Charter School Capital options is: Line of Credit through HQ may not cover all funds needed. This acts as another opportunity to sell receivables to bridge the gap between the Line of Credit and Charter Capital.</p> <p>Line of Credit is limited to the actual number of students enrolled at Athlos.</p> <p>No action taken – this will be addressed during the November Board Meeting. Members are encouraged to send all questions to Jonathan and Drew before the next board meeting.</p>	<p>Capital. Ensures that the school has access to funds within months for that the school will be receiving in the future from the state. Approx: 215K – 650K. Process: Jonathan reviews funds, Funds would be for short term bridging. Funding is available based on enrollment numbers. Purchase at 85% value for receivables in the case of a drop of enrollment. Close to 96 cents per dollar return rate to the school.</p> <p>Two fees incurred should Athlos use this option: Discount – Flat fee charged for the cost of money outstanding over time. Program Fee – 1.75 percent of transaction. One-time fee per year, as long as the school does not take more funding than the first transaction drawn.</p>
<p>Mission Statement</p>	<p>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.</p>	
<p>Board Development</p>	<p>How to Read Financial Statements</p> <p>Finance Terminology review – assets, cash flow, liabilities, fund balance, debt – line of credit and charter capital, encumbrance, ADM, WPU, departments, SPED, PO, Title Funding, IEP, NSLP, CSP, Lease Aid.</p> <p>Athlos Terminology: Performance Coaches, Instructional Guides, Office Manager, Marco, ENA, Blue Cross Blue Shield.</p> <p>Statement of Financial Position, Budget to Actual Report.</p>	<p>Jonathan Gillen</p>

	Financial Highlight: Financial position, Budget to Actual Reporting, Expenses, Budget Projections.	
Committee Reports		
Finance Committee	<p>3rd Finance Committee Member Search; Line of Credit Drawdown Procedure (action); Charter School Capital Financing (action); Grant Funds Update; Reconsideration of Enrollment Cap (action)</p> <p>Member Search: Looking for a third member for Finance Committee with a financial skill set.</p> <p>Grant Funds Update: Submitted initial reimbursement. Currently spent 100K. 65K left to request from MDE. Update in November.</p>	Josh
Monthly Financials Report	<p>Detailed income/expense report, Cash flow sheet, Check register, Enrollment report</p> <p>Financial Report acts as motion First to approve report Jackie Hoyhtya Second Michaelene Lucia Motion Carries</p>	Jonathan Gillen
Director's Report	<p>Operations updates; HQ updates; Academic updates</p> <p>Recruitment fair possibly in Dec, Fire Dept was here Oct 13th to run a drill, student led conferences last week, Employee hiring, Cleaning needs, Snow removal bids received by maintenance manager, EL testing completed last Tuesday, mid Nov progress reports will be sent, behavior management strategies in place, academic assessments, HQ team involvement. Family Night/Fall Festival will be held on Oct 27th – Event put on by PTA. Monthly events held.</p> <p>Report acts a motion. Report approved.</p>	Kathy



Discussion Items		
Mascot Updates	Rochelle will have new iterations of the mascot design for the board to review and give feedback on. Board is asking for male and female options or options without a person vs. male only.	Jeff Gunther
Wellness Policy	Introduction of plan for required wellness policy and committee Must include Nutrition, Physical Activity, and Staff and Community Involvement. HQ is looking into examples of a model. Committee may start in Spring.	Jeff Gunther
Board Self-Assessment	Handed out to each board member. Jeff will send in electronic version.	Jeff Gunther
Action Items		
Directory Information Policy	Approval of Directory Information Policy, which establishes some information as student directory information under FERPA. Information must be requested. Include direction to parents. Section three–Part A–Keep only 1, 2, 3, 6 (date of birth only), 8, 9, 10. Motion to approve Student Directory with amendment of Section three–Part A- only listing numbers 1, 2, 3, 6 (date of birth only), 8, 9, 10: Michaelene Lucia Second: Tom Swenson Motion Carries	
Parent Teacher Organization	Approve PTA as approved Parent Teacher Organization. Motion to approve PTA as official parent teacher organization: Tom Swenson Second: Jackie Hoyhyta Motion carries	
Bylaws Revision	Approve revised bylaws based on VOA recommendations and Athlos Academies review. Motion to approve revised bylaws based on VOA recommendations and Athlos Academies review: Jackie Hoyhyta Second: Michaelene Lucia Motion Carries:	
Workplan Goals	Approval of annual work plan goals Discussion about variables, measures implemented to show effective leadership and growth of students. Goals for	Kathy

	<p>upcoming year based on the prior year goal. Motion to approve Workplan Goals: Jackie Hoyhtya Second: Michalene Lucia Motion carries:</p>	
<p>Strike per motion above - Lease Agreement Amendment</p>	<p>Amendment to Lease Agreement to comply with MDE requirements for Lease Aid</p>	<p>Jonathan Gillen</p>
<p>Officer Elections</p>	<p>Election of board officers – review of roles: President, Vice President, Secretary, and Treasurer. Process: Open nominations individually. Board Chair Nomination: Dan McKeon nominates Jackie Hoyhtya – effective Nov 28th 2016. No other Nominations. Jackie Hoyhtya accepts. Appointment carries. VP Nomination: Tom Swenson nominates Josh Hirschfeld for Vice President and Treasurer effective Nov 28th: Josh is not in attendance and can accept later. No other nominations. Appointment carries should Josh Accept. Secretary Nomination: Dan nominates Stephanie Gardner. No other nominations. Appointment Carries should Stephanie accept.</p>	
<p>Moved per motion above - Charter School Capital</p>	<p>Approval of signing agreement with Charter School Capital</p>	<p>Finance Committee</p>
<p>Line of Credit Drawdown Procedure</p>	<p>Clarify who has the authority to initiate Monthly Draws. Motion to approve either the Board Chair or Lead School Administrator to grant individual authority to initiate a monthly draw: Tom Swenson Second: Michaelene Lucia Motion Carries.</p>	<p>Finance Committee</p>
<p>Reconsideration of Enrollment Cap</p>	<p>Discussion to open enrollment: We have had an increased in staff, school wide systems and protocols are in place, budget based on 550 students. There are 22 students as of Oct 21st 2016 on the waitlist K-6. Kathy recommends to allow enrollment of the 22 students on the waitlist. Communication to staff will be made by Kathy. The board could set a time</p>	<p>Finance Committee</p>



	<p>frame or a cap of enrollment per grade or school wide. It is possible to have a meeting with parents prior to the students first day, prefaced with the fact that there is an available seat for that student. This meeting will be with the Director and parents to discuss what Athlos has to offer the family and students.</p> <p>Motion to open enrollment from Nov 9th until November 28th: Jackie Hoyhtya Second: Tom Swenson</p> <p>Motion carries with the assumption of communication to staff from Kathy M.</p>	
<p>Approve New Hires</p>	<p>Approve New Hires:</p> <p>Megan Schowalter – Para Nancy Kalla – Para Patrick Nelson – Temp Custodian Jackie Heslop – SPED Teacher Abi Noor – EL para (part time to full time) Portia Hunstiger (part time to full time) Kendra Schlangen (part time to full time) Caitlin Lenorud (part time to full time) Krista Swenson – Behavior Specialist Marqus McGlothan – Para Jennifer Johnson – SPED Teacher Mandy Witte – Admin Assistant</p> <p>Salary change due to incorrect placement: Katie Jacobson, Dan Burrer, Brittney Gabrielson, Sarah Knuth, Brittney Helmbrecht (Schoephoerster)</p> <p>Motion to approve the stated new hires and adjustments to salaries: Jackie Hoyhtya Second: Tom Swenson</p> <p>Motion Carries:</p>	<p>Kathy</p>

Next Meeting: Monday, November 28th at 5pm

Adjournment: Motion to Adjourn meeting at 8:17 pm: Tom Swenson
 Second: Jackie Hoyhtya
 Motion Carries