



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

Date: February 27th, 2017 Time: 5:00 PM
 Location: 3701 S 33rd St., St. Cloud, MN, Room 229

Board Member	Present/Absent
Jackie Hoyhtya	P
Josh Hirschfeld	P
Stephanie Gardner	P
Tom Swenson	P
Michaelene Lucia	P
School Leader: Kathy Mortensen (P) Athlos HQ: Jeff Gunther (via zoom); Jonathan Gillen (via zoom) Advisory Members: Lee Hoyhtya, Finance Committee (A) Minutes: Katie Gruber Public: Lisa Loidolt, Nancy Plante, Amy Dierkes, Janel Bitzan	

The meeting was called to order at: 5:09pm

Topic	Discussion/Conclusion	Notes
Approval of Agenda	Representative Janele Bitzan from BerganKDV Audit Review move in agenda to after Public Comment section. Motion to approve agenda with the said movement of the audit review: Josh Hirschfeld Second: Mikey Lucia Motion carries	
Approval of Meeting Minutes	Approval of January 23 rd Minutes Motion to approve January 23 rd board minutes: Josh Hirschfeld Second: Mikey Lucia Motion carried	
Call for Conflicts	No conflicts of interest	
Public Comments	none	
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. Read by Jackie Hoyhtya	

Board Development	<p>Robert’s Rules of Order: Resource for the board to use during board meetings, allowing the board to run an effective meeting. Includes a list of motions in order of priority. Board is urged to review and use terms listed in Roberts Rules of Order. Committee Reports, questioned by Jackie Hoyhtya. Do committee notes serve as a motion? By introducing a report it is on the table, by reading the report into the introduction the board can move to accept the report as a motion and ask for a second instead of calling for a motion.</p> <p>Self-Assessment twice per year – review. March or April stakeholder info to present. Instructions on how to access the board binder will be sent out by Jeff. Review of self-assessment post meeting document.</p>	Jeff Gunther
Committee Reports		
Governance Committee	<p>Board Member Recruitment Needs</p> <p>The board has been in contact with Dan McKeon, Katie Gruber, Kathy Mortensen who have been talking with the community members and families. Once the interested parties have been in contact formally, Jackie will update the board. Prospective members will be invited to the March Board meeting.</p> <p>Notes serve as a motion. Second: Josh Hirschfeld Motion carries</p>	Jackie Hoyhtya
Finance Committee	<p>CSP Grant Update: Jonathan: Most of capital has been purchased such as Lockers, sweeper, video cameras (4-5 weeks estimated install) Still to purchase: AESOP, Shed/Concrete, curriculum, doc cameras.</p> <p>PA system installation has begun. Video Camera RFP Review</p> <p>Lease Aid Update: First payment received this month. Total of Lease Aid: \$618,000.</p>	Josh Hirschfeld



	<p>Finance Policies (action below), Fundraising Policy (action below) Enrollment (Kathy): Tues/Thurs standing informational meeting in March, April and May from 5:30-6:30 Finance Committee Notes serve as motion Second: Josh Hirschfeld Motion Carries</p>	
<p>Monthly Financials Report</p>	<p>January Financial Statements: 17/18 Enrollment: Update from Jeff. 274 current students have confirmed as of this morning for intent to enroll for 17/18. Finance: Payment turn around about a week. Budget to actuals: GER: first adjustment, CSP Grant reimbursement, Title Funding, SPED funding – Designs for Learning is submitting data. Expenditures: within expectations. Will continue to monitor costs. Food Service continues to be a loss. Transportation: Josh would like to start a sub group with the finance committee. Sub group will meet after the next finance committee meeting. Current Ratio: 7.29 Fund Balance: 7% net income COH: 24.67 days cash on hand Budget process: Jonathan will start prepping multiple budgets for 17/18. Board should report purchase requests/recommendations to Kathy for the 17/18 school year. Motion to accept the monthly financial reports as presenting: Josh Hirschfeld Second: Stephanie Gardner Motion carries</p>	<p>Jonathan Gillen</p>
<p>Academics Update</p>	<p>Discussion of Recent Testing Data: Kathy passed out data board notes – including VOA expectations. VOA expectations are the following: Reading: 47.1% Math: 44% Science: 46.7%</p>	<p>Kathy Mortensen</p>



	<p>Reading percentages have been met in grades 1,4, and 6. 3rd grade is 2 percentage points below expectation at this point in the year. Met or exceeded percentages in Math in all grades except 2nd grade. Data will be shared with grade level staff in the next week in PLC's. Motion to accept Dr. Mortensons academic report: Josh Hirschfeld Second: Mikey Lucia Motion Carries</p>	
<p>Director's Report</p>	<p>Community Relations; Employee Updates; Facilities; Academics; Athlos Home Court</p> <p>Enrollment: Plan on 480 who are currently attending as well as the 100 who have shown interest as of today. Kathy was asked by a community radio station to broadcast an hour long broadcast. SCPD came in to do a PD training on Armed intruder drills on Tuesday Feb 22nd. Athlos Home court support: Continued support from HC is positive. Katie Gruber: HR update – new hire of custodians (action item) Resignation of Katie Gruber – Office Manager, Office Manager and HR positions being split. Looking to replace front desk reception position. Lisa Loidolt (PTA Update) Freezin for a reason fundraiser. Teacher Jail raised \$750. Retro throwback. March 3rd 8-11am hosting a Pancake Breakfast to raise money for wish list items in classrooms. Upcoming events: Art Crawl April 24th 5-9pm preview show/auction. Sponsored by a parent. Family dine outs. Texas roadhouse March 6th Pizza Ranch and Chipotle fundraisers to come in the upcoming events. Book fair at the end of March.</p>	<p>Kathy Mortensen</p>

	<p>Motion to accept directors report as given by Dr. Mortensen: Josh Hirschfeld Second: Stephanie Gardner Motion Carries</p>	
Discussion Items		
<p>Review of Audit – Moved to follow Public Comments per motion.</p>	<p>Review audit presented by representative from Bergan KDV. Presented by Janel Bitzan: No internal control findings, ETF compliance for Charter schools (Policy on the agenda under action items) Athlos was given a Communications Letter with recommendations for management including designation of depositories, communication and legislative summary.</p>	
<p>Enrollment Discussion</p>	<p>Discuss progress and next steps for enrollment for the current and the 2017-2018 school years.</p> <p>There was no need to hold a lottery for the 2017/2018 school year due to enrollment numbers as of 3:30 Feb 27th 2017.</p> <p>Kathy Mortensen: Loss of 70 students at the beginning of the year. Gain of 35 students. Reasons for leaving: transportation, moved out of the area, unhappy, etc. Forming bonds with students and families is key. Changes in late November to more positive/proactive environment due to new systems in place. Attendance is averaging at 94%. Enrollment continues to increase. We have gained 8-10 students in the past few weeks. Some enrollment is due to interested families for the 2017/2018 who have come for tours and decide to start this year following the tour.</p>	<p>Jackie Hoyhtya</p>
<p>2017-2018 Start and End Times</p>	<p>Discuss planned start and end times for the 2017-2018 school year.</p>	<p>Kathy Mortensen</p>

	<p>Calendar committee reviewed. Staff and families had requested a traditional calendar not a year round calendar. Kathy presented the proposed 2017/2018 calendar.</p> <p>Mikey – discussed conferences and having a calendar similar to 742 since our students feed into the district.</p> <p>Kathy – daily schedule: committee wanted a shorter school day. Decision was made to start at 8:15 and end at 3:15.</p> <p>Discussion from the board on start and ends times: Maximize the time spend with the students by starting at 8:15.</p>	
Review Attendance Policy	<p>Review of policy as a part of the annual policy review schedule: Governance Committee reviewed. Discussion on Excused absence – can there be a set number of days as to when a doctor’s note is needed. Suggestions to add a clause for 3 consecutive absences will need a doctor’s note. Board would like Jeff to draft suggestions for excessive absences.</p>	Jeff Gunther
Review Truancy Policy	<p>Review of policy as a part of the annual policy review schedule: Governance Committee Reviewed.</p>	Jeff Gunther
Action Items		
Finance Policies	<p>Approval of Finance Policies: Signature Authority Policy Budget Policy Fund Balance Policy Cash Management Policy Financial Reporting Policy Gifts and Donations Policy Capitalization Policy Surplus Sales Policy Public Bids Policy Electronic Funds Transfer Policy Employee Leave Policy Motion to approve policies listed above: Josh Hirschfeld Second: Mikey Lucia Motion Carries</p>	Finance Committee
Policy Review	<p>Background Checks Policy – discussion on who pays for background checks on</p>	Governance Committee



	<p>volunteers. Background checks are run through Raptor and paid by the school.</p> <p>Enrollment and Lottery Policy Student Promotion and Retention Policy Student Directory Information Policy</p> <p>Motion to approve Enrollment and Lottery Policy, Student Promotion and Retention Policy and Student Directory Information Policy: Stephanie Gardner Second: Josh Hirschfeld Motion carries Background check will be moved to action item in March.</p>	
Fundraising Policy	<p>Review of proposed fundraising policies Amendments: Fundraisers cannot include door to door sales for students in grades K-5. Fundraisers on campus during school hours cannot include sales of food. Motion to approve postpone definitely to the march meeting: Josh Hirschfeld Second: Mikey Lucia Motion carries</p>	Finance Committee
School Calendar 2017-18	<p>Approve 2017-18 Calendar Motion to approve the 2017/2018 Calendar: Tom Swenson Second: Josh Hirschfeld Motion carries</p>	Kathy Mortensen
Approve New Hires	<p>Evening Custodian-Siraad Mohamed Daytime Custodian -Whitney Teig Motion to approve offers listed above: Mikey Lucia Second: Tom Swenson Motion carries.</p>	Kathy Mortensen

Next Meeting: Monday, March 27th at 5:00 PM

**Adjournment: Motion to Adjourn meeting at 7:08pm: Tom Swenson
Second: Josh Hirschfeld
Motion Carries**