

# ÉLAN ACADEMY

## Élan Academy Charter School

### Minutes

#### Board Meeting

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#### Date and Time

Wednesday January 27, 2021 at 6:00 PM

#### Location

Join Zoom Meeting <https://us02web.zoom.us/j/82562217713> Meeting ID: 825 6221 7713  
One tap mobile +13126266799,,82562217713# US (Chicago)  
+16465588656,,82562217713# US (New York)

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709 Park Blvd., New Orleans, LA 70114; (504) 619-9720; [www.elanacademy.org](http://www.elanacademy.org)

The matters listed are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed. Other items not listed may be brought up for discussion to the extent permitted by law. **All agenda items are informational unless otherwise denoted, though all committee reports require a vote for acceptance.** The meeting will be held on the campus of the school.

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#### Directors Present

A. Olatunji, A. Shabankareh, D. Hoover, D. Patin, D. Willeman, J. Stewart, R. Watkins, T. Taylor

#### Directors Absent

D. Barnes

#### Guests Present

M. Askew, R. Carter, Toni Pickett

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#### I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

D. Patin called a meeting of the board of directors of Élan Academy Charter School to order on Wednesday Jan 27, 2021 @ 6:03 PM.

**Meeting was called to order at 6:03 p.m. by Board Chair Darren Patin. A roll call was conducted, and it was acknowledged that we have a quorum of 8 board members at the meeting beginning.**

**C. Approval of December 16, 2020 Board Minutes – Darren Patin (Voting)**

Motion to accept the December 16, 2020 meeting minutes as revised.

**Board Chair Darren Patin called for a motion to accept the December 16, 2020, 2020 meeting minutes as revised. A motion was made, seconded, and approved to accept the meeting minutes.**

The board **VOTED** to approve the motion.

Motion to approve the minutes from December 16, 2020.

The board **VOTED** to approve the motion.

**D. Approval of Today's Meeting Agenda - Darren Patin (Voting)**

**Board Chair Darren Patin asked for a motion to approve today's meeting agenda. A motion was made, seconded, and approved to accept the meeting agenda.**

Motion to a motion to approve today's meeting agenda.

The board **VOTED** to approve the motion.

## **II. Head of School Report**

**A. Head of School Report – Melanie Askew (Voting)**

**Ms. Askew presented the Head of School report which included the following:**

***Head of School Report - January 27, 2021***

**ÉLAN General Updates:**

- Transitioned back to full distance learning on Wednesday, January 6th, then NOLA – PS went virtual due to the pandemic. Hybrid model returns Monday, February 1, 2021.
- Ms. Askew will lead a Teacher Retention through Quality School Culture Session with the NSNO Principal's Collaborative on January 21st.

**NOLA-PS:**

- NOLA-PS approved the Élan charter extension for the 2021-2022 school year.

**Facilities & Operations:**

- Contract with First Student was provided and should be reviewed by the governance committee.
- Boiler issues led to unexpected expenses. Gasket failed causing a leak in the boiler room that reduced water pressure. Pump #2 also failed leading to reduced water pressure. Both issues had to be repaired to heat the main building.
- Water heater is in the process of being replaced in the upstairs staff restroom.

**Human Resources:**

- Welcomed a new teacher to our team on Monday, January 4th. She will support ELA 4th/5th grade as teachers begin maternity leave.
- Re-evaluating compensation strategy to remain competitive.
- Re-evaluating organization chart due to learning loss.
- Teacher retention: 100% of teachers plan to return for the upcoming school year.
- Discussed open positions in 2020 – 21; and, potential positions for 2021 – 22.

#### **Partnerships & Resources:**

- Received a grant from the Pro Bono Publico Foundation
- A current grant funder plans to support our intervention efforts for summer programming
- Working to re-establish partnership with Relay Graduate School of Education

#### **Enrollment:**

- Discussed current enrollment numbers for 2020 – 2021 and there was no change from the previous month.
- Our OneApp Demand is trending in line with previous years.

#### **Academics & School Culture:**

- STEP testing will take place virtually beginning Monday, January 25th.
- MAP testing will take place virtually beginning Tuesday and Wednesday, February 2nd and 3rd.
- LEAP 360 Data Results: 97% of students, grades 3-5 completed both the ELA and Math interim assessment.

**Board Chair Darren Patin called for a motion to approve the Head of School Report, and a motion was made, seconded, and approved.**

Motion to approve the Head of School Report.

The board **VOTED** to approve the motion.

### **III. Governance**

#### **A. Governance Committee Report - Darren Patin (Voting)**

**Board Chair Darren Patin stated the committee met, and these were the outcomes from that meeting:**

**Governance discussed impending return to the hybrid model. No issues were perceived to develop in the return.**

**Discussed potential board and committee member interviews that were scheduled. Three people were scheduled and several were in process of finding an agreeable time.**

**Codified board selection process for consistency.**

**Discussed moving forward with training with our board development and resource vendor with the goal of being on board with them fully by the spring.**

**Discussed vendor contract statuses, including food service, transportation, and janitorial.**

**Discussed our application and process for PPP loan forgiveness.**

**Discussed following up with previously engaged entities for recruitment of additional board members. Information to be provided to Board Secretary Taylor for follow up.**

**Board Chair Patin called for a motion to accept the Governance Committee Report, and a motion was made, seconded, and approved.**

**Motion to accept the Governance Committee Report.**

**The board VOTED to approve the motion.**

#### **IV. Academic**

##### **A. Academic Committee Report – Anane Olatunji (Voting)**

**Dr. Anane Olatunji stated the committee met in January 2021. The board looked at non – assessment data to continue to learn and develop a process of using it effectively. Discussed use of newly introduced assessment data with the goal to benchmark and grow from it. Discussed the potential of using the proposed development part time person to help with data input for academic achievement. The committee is working on dividing the responsibilities evenly so they are able to manage, analyze, and implement strategies from the data. Discussed how to effectively educate the board on academic achievement goals and outcomes; and, how to evaluate the successes of the committee.**

**Board Chair Patin called for a motion to accept the Academic Achievement Committee Report, and a motion was made, seconded, and approved.**

**Motion to accept the Academic Achievement Committee Report.**

**The board VOTED to approve the motion.**

#### **V. Finance**

##### **A. Finance Committee Report – Roger Watkins (Voting)**

**Board Treasurer Roger Watkins provided the Finance Committee report. Robert Carter gave an overview of the November and December 2020 financials, all is currently on track.**

**Treasurer Watkins discussed the PPP loan forgiveness status, acknowledging Mr. Carter’s assistance in gathering and evaluating the data necessary for submission.**

**Treasurer Watkins informed the board that we are not eligible for a PPP loan in this current round as we did not meet the income reduction requirement.**

**Motion to accept the Finance Committee Report.**

**The board VOTED to approve the motion.**

#### **VI. Development**

##### **A. Development Committee Report – Ashley Shabankareh (Voting)**

**Ashley Shabankareh gave the Development Committee Report. Ashley has started to use the software platform from our board development and resource partner, having transferred/uploaded many of the development committee documents.**

**Discussed upcoming development activities, including our push toward GiveNOLA Day and the annual fund.**

**Shared the new Elan Academy Gift Acceptance Policy for discussion. The policy will be presented to the board in the February 24, 2021 meeting for acceptance and adoption.**

Motion to accept the Development Committee Report.

The board **VOTED** to approve the motion.

## **VII. Additional Business**

### **A. Consideration and vote to include Tiffany Lewis to the Board of Directors - Darren Patin (Voting)**

**The board was introduced to Tiffany Lewis who is interested in serving at the board of director's level. She is being considered for full board membership, and her skill set will lend to our need to enhance our development efforts. Mrs. Lewis introduced herself and talked about her skill sets and background.**

**Board Chair Patin asked for a motion to approve Tiffany Lewis for service on the Elan Academy Charter School board of directors. It was so moved, seconded, and approved.**

Motion to approve Tiffany Lewis for service on the Elan Academy Charter School board of directors.

The board **VOTED** to approve the motion.

### **B. Consideration and vote to include Dr. Gerod Macon to the Governance Committee - Darren Patin (Voting)**

**The board was introduced to Dr. Gerod Macon who is interested in serving at the committee level. He is being considered for the Governance Committee, though he also has the bona fides to serve on the Academic Committee. Dr. Macon introduced himself and discussed his interest in serving.**

**Board Chair Patin asked for a motion to approve Dr. Gerod Macon for service on the Governance Committee. It was so moved, seconded, and approved.**

Motion to approve Dr. Gerod Macon for service on the Governance Committee.

The board **VOTED** to approve the motion.

### **C. Old Business**

No Old Business was discussed.

### **D. New Business - Darren Patin**

**Discussed the possibility of an appreciation event for faculty and staff. The idea will be further developed and is angled for February 5, 2021, potentially.**

## **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 7:20 PM.

Respectfully Submitted,

D. Willeman

**B. Chairman's Remarks**

**C. Adjournment**

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Guests are welcome to speak during each agenda item with recognition from the presiding officer. In the event to comments or debate may appear to be lengthy, the presiding officer will set a time limit the open comment period; will define the time length each person is afforded to speak; will recognize the order of the respondents, and each person will be asked to state their name, city, parish, and affiliation with the school (examples: employee, administration, parent, community guest, school board representative). This policy subject to change, as necessary.