



# Élan Academy Charter School

## Board of Directors Meeting

Published on October 28, 2025 at 4:19 PM CDT

Amended on October 29, 2025 at 5:39 PM CDT

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### Date and Time

Wednesday October 29, 2025 at 5:30 PM CDT

### Location

6501 Berkley Dr. New Orleans, LA 70131

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**6501 Berkley Dr., New Orleans, LA 70131; (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.**

All meetings are lived streamed from: <https://tinyurl.com/elanboard>

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A. Record Attendance</b>			<b>1 m</b>

	Purpose	Presenter	Time
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes from September Board Meeting	Approve Minutes	Jeremy Thibodeaux	1 m
<b>II. Medication Application Discussion</b>			<b>5:32 PM</b>
<b>A.</b> Presentation by HEAL on Medicaid Application Process	Discuss	Melanie Clark	10 m
<b>III. CEO Report</b>			<b>5:42 PM</b>
<b>A.</b> CEO Report	Discuss	Melanie Clark	10 m
<b>IV. Academic Achievement Committee</b>			<b>5:52 PM</b>
<b>A.</b> Committee Report	FYI	Gary Briggs	10 m
<b>V. CEO Support And Eval</b>			<b>6:02 PM</b>
<b>A.</b> Committee Report	Discuss	Darren Patin	5 m
<b>VI. Finance/Development Committee</b>			<b>6:07 PM</b>
<b>A.</b> FYE 2026 YTD Financial Review	Discuss	Jeremy Thibodeaux	10 m
<b>B.</b> FYE 2025 Audit Status	Discuss	Jeremy Thibodeaux	5 m
<b>VII. Governance</b>			<b>6:22 PM</b>
<b>A.</b> Committee Report	FYI	Jeremy Thibodeaux	5 m
<b>VIII. Other Business</b>			<b>6:27 PM</b>
<b>A.</b> FYE 2025 Compliance Questionnaire Adoption	Vote	Jeremy Thibodeaux	5 m
<b>B.</b> PTO Policy Change	Vote	Melanie Clark	10 m
<b>C.</b> Liberty Bank Account Closing	Vote	Jeremy Thibodeaux	5 m

	Purpose	Presenter	Time
D. Additional LAMP Investments	Vote	Jeremy Thibodeaux	5 m
IX. Closing Items			6:52 PM
A. Adjourn Meeting	Vote		

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.

# Coversheet

## Approve Minutes from September Board Meeting

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes from September Board Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for September 2025 Board Meeting on September 24, 2025



# Élan Academy Charter School

## Minutes

### September 2025 Board Meeting

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#### Date and Time

Wednesday September 24, 2025 at 5:30 PM

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6501 Berkley Dr., New Orleans, LA 70131; (504) 619-9720; [www.elanacademy.org](http://www.elanacademy.org)

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#### Directors Present

C. Silas, D. Patin, G. Briggs, G. Thomas-Batiste, J. Thibodeaux, L. Knight

#### Directors Absent

D. Barnes

#### Guests Present

M. Clark

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#### I. Opening Items

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

J. Thibodeaux called a meeting of the board of directors of Élan Academy Charter School to order on Wednesday Sep 24, 2025 at 5:39 PM.

#### **C. Approve Minutes from June Board Meeting**

D. Patin made a motion to approve the minutes from Board Meeting on 06-25-25.

G. Briggs seconded the motion.

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

#### **D. Approve Minutes from Board Retreat**

L. Knight made a motion to approve the minutes from Board Retreat on 07-26-25.

G. Briggs seconded the motion.

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

#### **E. Approve September 2025 Agenda As Amended**

C. Silas made a motion to Amend current agenda to include approval of Differentiated Compensation Stipends for FYE 2026 and Certificated and Support Staff Stipends for FYE 2026 and to add to Item C under Other Business FYE 2025.

D. Patin seconded the motion.

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

### **II. CEO Report**

#### **A. CEO Report**

Dr. Clark presented September 2025 CEO Report.

- Received Top 3 ranking in Mastery Growth
- Enrollment running 16 scholars under budget.
- Discussed current enrollment concerns in the District.

#### **B. CEO FYE 2025/2026 Goals**

Dr. Clark led a discussion on the FYE 2026 CEO goals.

### **III. Academic Achievement Committee**

#### **A. Committee Report**

Dr. Clark presented current academic results.

- Area of focus for FYE 2026 will be in Math

## **B. FYE 2025/2026 Goal Presentation**

G. Briggs led a discussion on FYE 2026 committee goals.

## **IV. CEO Support And Eval**

### **A. FYE 2025/2026 Goal Discussion**

D. Patten led a discussion on FYE 2026 committee goals.

## **V. Finance/Development Committee**

### **A. FYE 2025 Budget Amendment**

J. Thibodeaux led a discussion on amending to FYE 2025 budget due to expenses exceeding more than 5% of original budget.

### **B. FYE 2026 YTD Financial Review**

J. Thibodeaux led a discussion on the FYE 2026 financials:

- Annual Revenue is forecasted at \$6.5M, in line with the budgeted amount. However, lower-than-expected enrollment is projected to create a negative variance of approximately \$9K.
- Personnel Expenses are forecasted at \$3.8M, compared to a budget of \$3.7M. The variance is due to the timing of finalizing offer letters during the summer. Non-Personnel Expenses are forecasted at \$2.8M, consistent with the budget.
- Net Deficit for the fiscal year is forecasted to be \$74K, compared to a budgeted breakeven (surplus of \$0).

### **C. FYE 2025/2026 Committee Goals**

J. Thibodeaux led a discussion on FYE 2026 committee goals.

## **VI. Governance**

### **A. Committee Report**

J. Thibodeaux presented Governance Committee report.

- Discussion of potential PTO policy changes

### **B. FYE 2025/2026 Committee Goals**

J. Thibodeaux led a discussion on FYE 2026 committee goals.

## VII. Other Business

### A. FYE 2025/2026 Attendance Policy

D. Patin made a motion to approve FYE 2025/2026 Attendance Policy.

G. Thomas-Batiste seconded the motion.

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

### B. FYE 2025/2026 Pupil Progression Plan

D. Patin made a motion to approve FYE 2025/2026 Pupil Progression Plan.

C. Silas seconded the motion.

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

### C. Differentiated Compensation Stipends Disbursement Plan

D. Patin made a motion to approve LDOE Differentiated Compensation Stipends appropriated during fiscal year 2025 to be paid out in FYE 2026.

L. Knight seconded the motion.

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

### D. FYE 2025 Budget Amendment

C. Silas made a motion to approve FYE 2025 budget amendment.

L. Knight seconded the motion.

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

### E. Differentiated Compensation Stipends Disbursement Plan FYE 2025/2026

D. Patin made a motion to approve allocation for certificated and support staff stipends from funds appropriated during the fiscal year 2025 Regular Session of the Legislature.

G. Briggs seconded the motion.

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

### F. Certificated and Support Staff Stipends for FYE 2025/2026

L. Knight made a motion to approve the distribution of the LDOE certificated and support staff stipends for the 2025-2026 fiscal year.

G. Thomas-Batiste seconded the motion.

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

## 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 6:55 PM.

Respectfully Submitted,  
J. Thibodeaux

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# Coversheet

## CEO Report

<b>Section:</b>	III. CEO Report
<b>Item:</b>	A. CEO Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	CEO Report October 2025 .pdf

# ÉLAN ACADEMY

## CEO REPORT

OCTOBER 2025



Through a classical curriculum, high-quality instruction, and leadership development, Élan Academy Charter School ensures that all students have the foundation necessary to thrive in secondary school, succeed in college, and access lives of opportunity.

## Enrollment Update 25-26

Budget w/ PK: 470

10/1 Count: 434

10/1 w/PK: 453

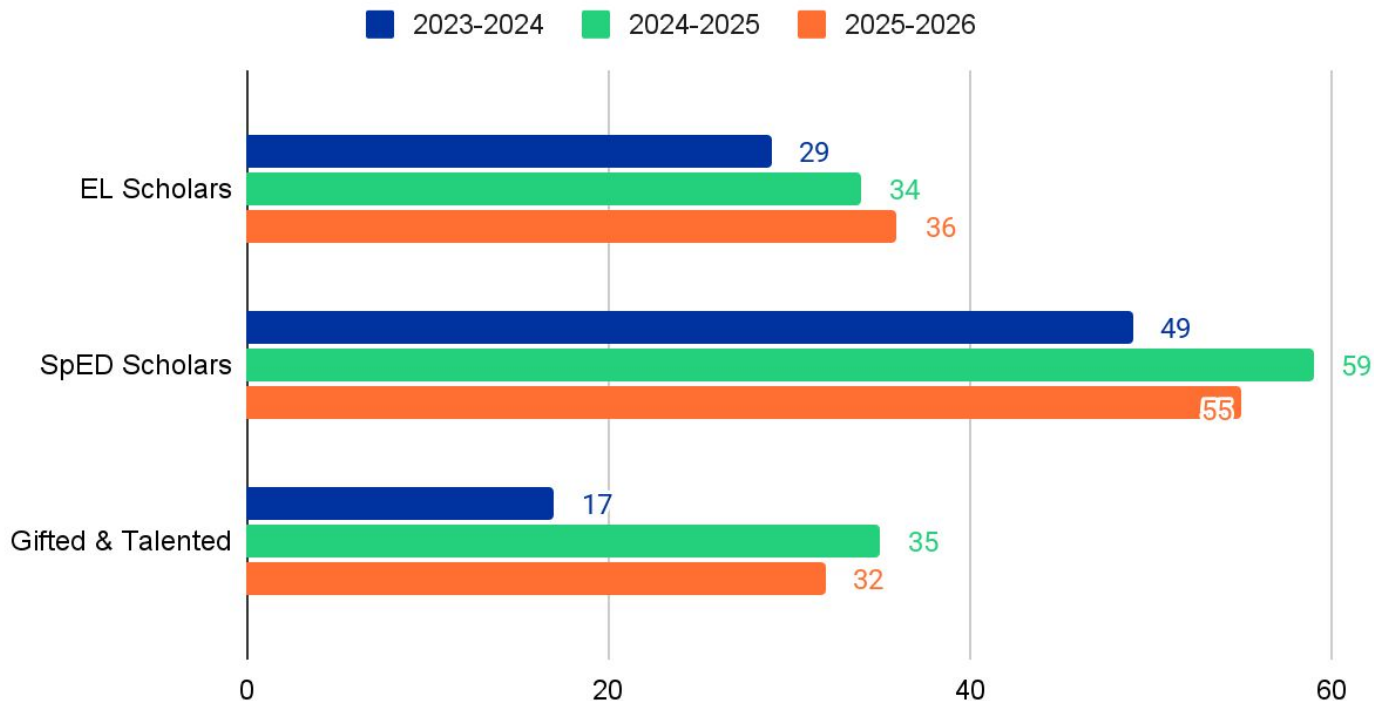
*\*17 scholars below budget*

Grade	Active Students	10/1 Target	Available Seats
PK	16	15	0
PKT	4	5	0
K	45	52	7
1	52	52	0
2	49	52	3
3	50	52	2
4	48	52	4
5	45	52	7
6	50	52	2
7	47	52	5
8	47	52	5
<b>TOTALS</b>	<b>453</b>	<b>488</b>	<b>35</b>

## New Scholars

Grade	Active Students
PK	16
PKT	4
K	34
1	7
2	7
3	9
4	9
5	7
6	11
7	9
8	13
TOTALS	126

## Scholar Support Numbers



# Operations

## Facilities Update

- All summer building projects have been 100% completed as of October 15th
- The PK & Kindergarten pod experienced an A/C issue that has been resolved. The problem was due to a faulty sensor in the unit that controls the air conditioning for that pod. The cost to replace the sensor was \$ 795.00

## Data Update

- The final platform under Powerschool, ( Performance Matters) is currently underway. Training and implementation sessions have been scheduled for staff.
- Trimester 1 report card process was very successful.

## Transportation Update

-

# Hiring Updates

## FY26 Vacancies:

- 1 Teacher
  - Self-Contained

## Resignations:

- 1 Teacher
  - Self-Contained



# New 25-26 Partnerships



# Ways to Support

- Staff Attendance Raffle Items
- Connections to organizations that support schools
- Tours
- Board Recruitment

# CEO Goal Progress



<b>Scholar Success</b>	
Average Attendance (%)	95%
Combined ISS+OSS Rate (%)	7%
Attrition due to dissatisfaction (%)	2
<b>Academic Excellence</b>	
LEAP Mastery or +1 Level (Gen Ed 3–8) (%)	TBD
<b>Talent &amp; Retention</b>	
HQ Staff Retention (%)	0
Evaluation Completion (Mid-Year & EOY) (%)	0

# CEO Goal Progress

Financial Health & Fund Development	
Cash On Hand (months)	143
Spend Variance (%) (YTD)	0
Compliance On-Time Reporting (%)	100
Audit: (Y/N)	Y
Grant Drawdown On-Time (%)	100
Private Funding (%)	TBD
Donor Renewals (%)	TBD
New Donors >= \$250 (count)	TBD
Active/Deep Partnerships (count)	9

# School Events

ÉLAN  
ACADEMY



# Mastery Jacket Ceremony

ÉLAN  
ACADEMY



# Coversheet

## FYE 2026 YTD Financial Review

<b>Section:</b>	VI. Finance/Development Committee
<b>Item:</b>	A. FYE 2026 YTD Financial Review
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	FY26 Elan Finance Report_September 2025.pdf

**Élan Academy**  
**Financial Summary**  
**September 2025 Finance Report**

**October 29, 2025, Board Meeting**



**September 2025 Finance Report**

**Board Meeting**  
**October 29, 2025**

## Financial Dashboard

- Current Ratio = Current Assets/Current Liabilities.
  - Goal is 1.5 or greater
  - Current Metric = **13.0**
  - **Satisfactory Ratio**
- Unrestricted Days Cash = Unrestricted Cash/(Total Expenses/365)
  - Goal is 60 Days Cash
  - Current Metric = **142 days**
  - **Satisfactory Ratio**
- Debt to Asset Ratio = Total Liabilities/Total Assets
  - Goal is below 90%
  - Current Metric = **6%**
  - **Satisfactory Ratio**
- Fund Balance as % of Total Expenses = Equity/Annual Operating Expenses
  - Goal is above 10%
  - Current Metric = **89%**
  - **Satisfactory Ratio**

## Budget vs. Forecast

- **Annual Revenue** is forecasted at **\$6.6MM**, compared to a budget of **\$6.5MM**.
  - The variance is primarily due to high dosage tutoring revenue.
- **Personnel Expenses** are forecasted at **\$3.8MM**, compared to a budget of **\$3.7MM**.
  - The variance is due to the timing of finalizing offer letters during the summer.
- **Non-Personnel Expenses** are forecasted at **\$3.1MM**, compared to a budget of **\$2.8MM**.
- **Net Deficit** for the fiscal year is forecasted to be **\$289K**, compared to a **budgeted breakeven (surplus of \$0)**.

## Forecast vs. Actual

- **Total revenue** was **\$1.4MM** as of September 30, 2025, representing 22% of the annual forecast.
- **Salaries and benefits** were **\$859K** as of September 30, 2025, or 23% of the annual forecast.
- **Other than personnel expenses** were **\$824K** as of September 30, 2025, or 28% of the annual forecast.
- The **YTD deficit** as of September 30, 2025, was **\$249K**.

## Balance Sheet

### Assets

- **Cash and cash equivalents** were **\$2.7MM** as of September 30, 2025.
- **Investments** were **\$3.6MM** as of September 30, 2025.
- **Accounts receivable** were **\$118K**, consisting of federal grant claims submitted but not yet received.
- **Prepaid expenses** were **\$55K**.
- **Fixed assets** were **\$251K**, net of depreciation.

### Liabilities & Equity

- **Accounts payable** were **\$352K** as of September 30, 2025.
- **Accrued expenses** were **\$32K**, which includes food service, utilities, back office services, and accrued payroll benefits.
- **Total equity** was **\$6.3MM** as of September 30, 2025, with **prior year net assets** of **\$6.5MM** and **current year deficit** of **\$249K**.



# ÉLAN ACADEMY

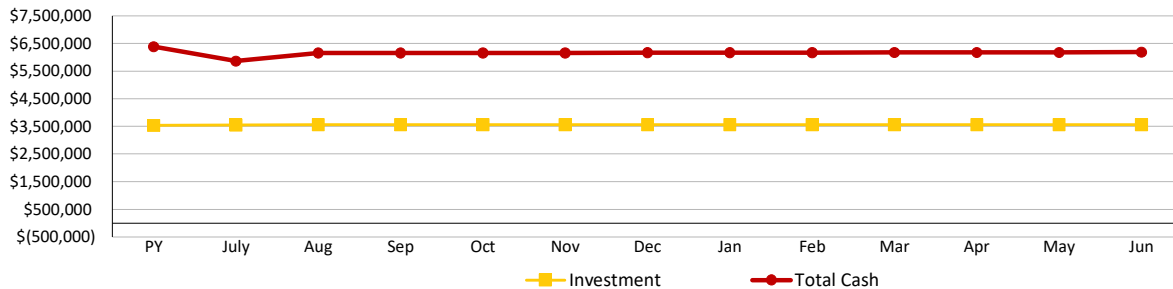
## Elan Academy Financial Dashboard September 2025 Financial Report

Statement of Activity			
Revenue	Forecast	Actual	%
Base	5,258	1,270	76%
Local	245	62	75%
State	117	33	72%
Federal	952	69	93%
<b>Total</b>	<b>6,572</b>	<b>1,434</b>	<b>78%</b>
<b>Expenditures</b>			
Personnel	3,808	859	77%
OTP	3,053	824	73%
<b>Total</b>	<b>6,861</b>	<b>1,683</b>	<b>75%</b>
<b>Surplus (Deficit)</b>	<b>(289)</b>	<b>(249)</b>	

(In Thousands)

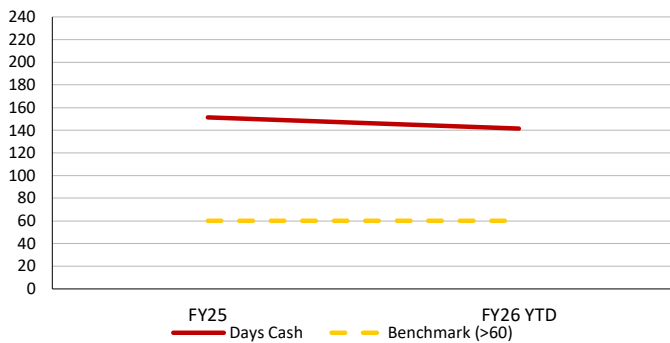
Statement of Financial Position	
Cash	2,661
Receivables	118
Other Assets	306
<b>Total Assets</b>	<b>3,085</b>
Payables	352
Accrued Expenses	50
Other Liabilities	-
<b>Total Liabilities</b>	<b>401</b>
<b>Net Asset</b>	<b>2,684</b>

Projected Cash Flow



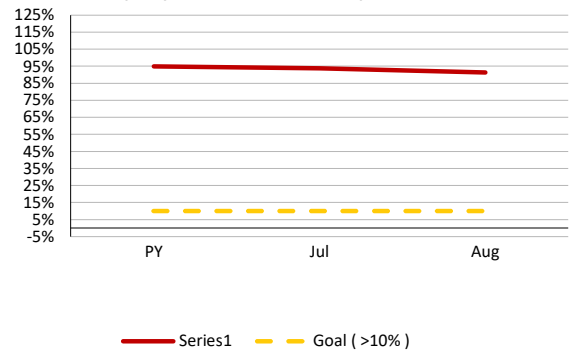
Days Cash

=YTD cash/(forecasted operating expenses/365)



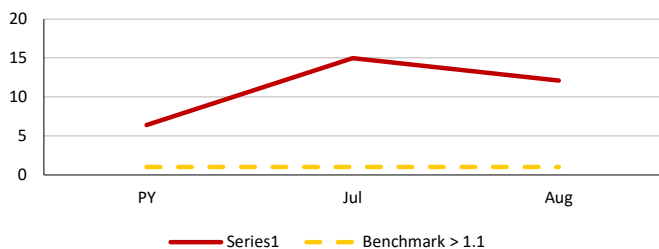
Fund Balance %

=Equity/Total Annual Expenses



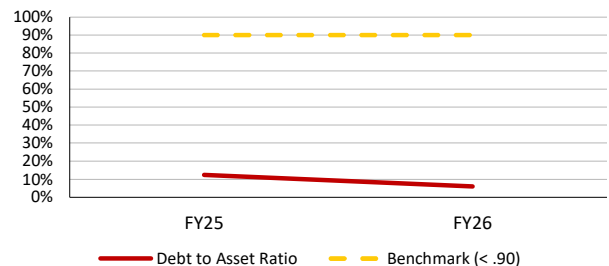
Current Ratio

=current assets/current liabilities



Debt to Asset Ratio

=YTD total liabilities/YTD total assets



**Elan Academy**  
**Budget vs. Forecast**  
**September 2025 Financial Report**

**October 29, 2025 Board Meeting**

	<b>Original Budget</b>	<b>Updated Forecast</b>	<b>Difference (+ = good)</b>
<b>Revenue</b>			
Base Funding	5,256,896	5,258,176	1,281
Local Revenue	245,107	245,107	-
State Revenue	83,700	116,621	32,921
Federal Revenue	952,359	952,359	-
<b>Total Revenue</b>	<b>6,538,061</b>	<b>6,572,263</b>	<b>34,202</b>
<b>Expenses</b>			
<b>100 - Salaries</b>	<b>3,011,809</b>	<b>3,135,869</b>	<b>(124,060)</b>
<b>200 - Benefits</b>	<b>719,758</b>	<b>672,582</b>	<b>47,175</b>
<b>300 - Purchased Professional Services</b>	<b>673,781</b>	<b>801,702</b>	<b>(127,921)</b>
SPED Services	90,000	90,000	-
Education Consultants	151,333	279,254	(127,921)
Professional Development	25,000	25,000	-
Assessment and Testing	50,864	50,864	-
Back Office Services	158,476	158,476	-
Medical Services	75,000	75,000	-
IT Consulting	58,985	58,985	-
Other Purchased Professional Services	64,123	64,123	-
<b>400 - Purchased Property Services</b>	<b>624,912</b>	<b>631,998</b>	<b>(7,086)</b>
Custodial Services	273,462	273,462	-
Other Property Services	351,450	358,536	(7,086)
<b>500 - Other Purchased Services</b>	<b>1,070,092</b>	<b>1,142,860</b>	<b>(72,768)</b>
Transportation	424,980	424,980	-
Food and SFA Services	431,826	431,826	-
Insurance	165,442	200,101	(34,659)
Staff and Student Recruiting	20,000	45,000	(25,000)
Other Purchased Services	27,844	40,953	(13,109)
<b>600 - Materials and Supplies</b>	<b>259,256</b>	<b>297,209</b>	<b>(37,953)</b>
Instructional Materials	190,346	207,150	(16,804)
Non-instructional Materials	15,000	15,000	-
Student Appreciation	17,481	17,481	-
Office Supplies	24,580	40,660	(16,080)
Staff Appreciation	11,849	16,918	(5,069)
<b>700 - Property</b>	<b>62,600</b>	<b>62,600</b>	<b>-</b>
Furniture & Fixtures	5,100	5,100	-
Classroom and office furniture	7,500	7,500	-
Classroom and office technology	30,000	30,000	-
Technology software	20,000	20,000	-
<b>800 - Miscellaneous Expense</b>	<b>115,854</b>	<b>116,630</b>	<b>(776)</b>
Dues and Fees	105,138	105,164	(26)
Other Misc Expenses	10,716	11,466	(750)
<b>Total Expenses</b>	<b>6,538,062</b>	<b>6,861,451</b>	<b>(323,389)</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(0)</b>	<b>(289,188)</b>	<b>(289,187)</b>

**Elan Academy**  
**Forecast vs. Actuals**  
**September 2025 Financial Report**

	<b>Updated Forecast</b>	<b>Actual YTD</b>	<b>Remaining \$</b>	<b>Remaining %</b>
<b>Revenue</b>				
Base Funding	5,258,176	1,270,385	3,987,791	76%
Local Revenue	245,107	61,838	183,269	75%
State Revenue	116,621	32,921	83,700	72%
Federal Revenue	952,359	69,024	883,335	93%
<b>Total Revenue</b>	<b>6,572,263</b>	<b>1,434,169</b>	<b>5,138,094</b>	<b>78%</b>
<b>Expenses</b>				
<b>100 - Salaries</b>	<b>3,135,869</b>	<b>690,034</b>	<b>2,445,835</b>	<b>78%</b>
<b>200 - Benefits</b>	<b>672,582</b>	<b>169,190</b>	<b>503,392</b>	<b>75%</b>
<b>300 - Purchased Professional Services</b>	<b>801,702</b>	<b>253,586</b>	<b>548,116</b>	<b>68%</b>
SPED Services	90,000	28,727	61,273	68%
Education Consultants	279,254	85,138	194,116	70%
Professional Development	25,000	10,571	14,429	58%
Assessment and Testing	50,864	11,415	39,449	78%
Back Office Services	158,476	39,366	119,110	75%
Medical Services	75,000	23,200	51,800	69%
IT Consulting	58,985	39,103	19,882	34%
Other Purchased Professional Services	64,123	16,067	48,056	75%
<b>400 - Purchased Property Services</b>	<b>631,998</b>	<b>179,321</b>	<b>452,677</b>	<b>72%</b>
Custodial Services	273,462	81,777	191,685	70%
Other Property Services	358,536	97,544	260,992	73%
<b>500 - Other Purchased Services</b>	<b>1,142,860</b>	<b>231,448</b>	<b>911,412</b>	<b>80%</b>
Transportation	424,980	109,410	315,570	74%
Food and SFA Services	431,826	6,025	425,801	99%
Insurance	200,101	83,219	116,882	58%
Staff and Student Recruiting	45,000	19,092	25,908	58%
Other Purchased Services	40,953	13,703	27,250	67%
<b>600 - Materials and Supplies</b>	<b>297,209</b>	<b>114,437</b>	<b>182,772</b>	<b>61%</b>
Instructional Materials	207,150	90,022	117,128	57%
Non-instructional Materials	15,000	1,230	13,770	92%
Student Appreciation	17,481	5,668	11,813	68%
Office Supplies	40,660	12,781	27,879	69%
Staff Appreciation	16,918	4,736	12,182	72%
<b>700 - Property</b>	<b>62,600</b>	<b>15,178</b>	<b>47,422</b>	<b>76%</b>
Furniture & Fixtures	5,100	-	5,100	100%
Classroom and office furniture	7,500	5,701	1,799	24%
Classroom and office technology	30,000	-	30,000	100%
Technology software	20,000	9,477	10,523	53%
<b>800 - Miscellaneous Expense</b>	<b>116,630</b>	<b>30,279</b>	<b>86,351</b>	<b>74%</b>
Dues and Fees	105,164	24,397	80,767	77%
Other Misc Expenses	11,466	5,883	5,584	49%
<b>Total Expenses</b>	<b>6,861,451</b>	<b>1,683,474</b>	<b>5,177,977</b>	<b>75%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(289,188)</b>	<b>(249,305)</b>		

**Elan Academy**

**Balance Sheet**

**September 2025 Financial Report**

**October 29, 2025 Board Meeting**

	<u>June 30, 2025</u>	<u>September 30, 2025</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Equivalents	2,843,929	2,661,128
Investments	3,538,179	3,577,226
Accounts Receivable	741,790	118,062 *
Prepaid Expenses	59,449	54,590
<b>Total Current Assets</b>	<b>7,183,346</b>	<b>6,411,006</b>
<b>Non-Current Assets</b>		
Fixed Assets, net of depreciation	251,424	251,424
<b>Total Non-Current Assets</b>	<b>251,424</b>	<b>251,424</b>
<b>Total Assets</b>	<b>7,434,770</b>	<b>6,662,430</b>
<b>Liabilities &amp; Equity</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	427,841	351,858
Accrued Expenses	358,845	37,699
Accrued Payroll	113,493	(6,137)
Other Short-Term Liabilities	6,276	-
<b>Total Current Liabilities</b>	<b>924,456</b>	<b>401,420</b>
<b>Total Liabilities</b>	<b>924,456</b>	<b>401,420</b>
<b>Equity</b>		
Net Assets	6,050,988	6,510,315
Net Surplus/(Deficit)	459,326	(249,305)
<b>Total Equity</b>	<b>6,510,315</b>	<b>6,261,009</b>
<b>Total Liabilities &amp; Equity</b>	<b>7,434,770</b>	<b>6,662,430</b>

\* Accounts Receivable Detail

Grant		Claim Date	Amount
LA-4	FY25	6/30/2025	\$ 4,792
ESSER III	FY25	12/20/2024	48,229
Title I	FY26	9/30/2025	50,295
IDEA	FY26	9/30/2025	14,746
<b>Total</b>			<b>\$ 118,062</b>

# Coversheet

## FYE 2025 Compliance Questionnaire Adoption

<b>Section:</b>	VIII. Other Business
<b>Item:</b>	A. FYE 2025 Compliance Questionnaire Adoption
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	FYE 2025 LLA Compliance Questionnaire.pdf

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Charter Schools)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana charter schools. The completed and signed questionnaire must be presented to and adopted by the governing body of your organization in an open meeting.

The completed and signed questionnaire and a copy of the adoption instrument **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J. Waguespack, CPA  
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Charter Schools)**

\_\_\_\_\_ (Date Transmitted)

Daigrepoint & Brian, APAC

910 S. Acadian Thruway

Baton Rouge, LA 70806

In connection with your audit of our financial statements as of June 30, 2025 and for the year then ended for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of \_\_\_\_\_ (date completed/date of the representations).

**PART I. SCHOOL PROFILE**

1. Name and address of the charter school.

Elan Academy  
6501 Berkley Drive  
New Orleans, LA 70131

2. List names, addresses, and telephone numbers of school officials. Include members of the governing board, chief executive and fiscal officer, and legal counsel.

Darrin Patin	- Board Chair
Jeremy Thibodeaux	- Vice-Chair/Treasurer
Gary Briggs	- Director
Daphine Barnes	- Secretary
Cardell Silas	- Member & parent representative
Gail Thomas-Batiste	- Member
Lori Knight	- Member
Scot Rademaker	- Director
Rulonda Green	- Member

3. Period of time covered by this questionnaire.

July 1, 2024 – June 30, 2025

4. Identify the charter school type and the parties to the charter.

Type 1 under the OPSB

5. Briefly describe the public services provided.

Educational services to children of the Orleans Parish.

6. Identify the expiration date of current charter.

June 30, 2030

## **LEGAL COMPLIANCE**

### **PART II. ADMINISTRATION**

7. It is true that no member of the governing or management board has received any compensation other than reimbursement of actual expenses incurred while fulfilling duties as a member of such board [R.S. 17:3991(A)(1)(b)].
8. All members of the governing board and all school administrators meet the qualifications prescribed by the charter school agreement [R.S. 17:3991(B)(10)].
9. Our actual management and accounting practices comply with those prescribed by the charter agreement [R.S. 17:3991(B)(16)].
10. It is true that the school has maintained the types and amounts of insurance coverage specified by the charter agreement [R.S. 17:3991(B)(18)].
11. The school is not affiliated with any religion or religious organization or institution [R.S. 17:3991(E)(1)].

Yes [ X ] No [ ] N/A [ ]

### **PART III. STUDENT ADMISSIONS**

12. Student admission requirements, if any, include a system for appropriate admission decisions and the requirements have been applied on a consistent basis [R.S. 17:3991(B)(3)].
13. It is true that all students reside within the jurisdiction of the school as described in the charter agreement [R.S. 17:3991(C)(1)(a)].
14. The student application period is not less than one month nor more than three months [R.S. 17:3991(C)(1)(b)].
15. No students, other than those enrolled in the preexisting school, if applicable, or those who attended the charter school in its previous year of operation, or the siblings of students who attended the charter school in its previous year of operation have been given preferential admission or have been admitted during the application period [R.S. 17:3991(C)(1)(c)(i) through (iii)].

Yes [ X ] No [ ] N/A [ ]

### **PART IV. INSTRUCTIONAL STAFF**

16. The charter school has employed instructional staff who have at least a baccalaureate degree and who are subject to all provisions of state law relative to background checks applicable to the employment of public school personnel [R.S. 17: 17:3991(C)(6)].

Yes ☒ No ☐ N/A ☐

**PART V FIXED ASSETS**

17. Yes, as a Type 4 charter school, if applicable, we have maintained records of fixed assets that clearly identify those assets belonging to the local school board [R.S. 17:3991(H)].
18. Yes, as a Type 1, Type 2, Type 3, Type 3B, or Type 5 charter school, if applicable, we have maintained records of fixed assets that clearly identify those assets acquired with public funds, which, if the school ceases to operate, become the property of the chartering authority [R.S. 17:3991(H)].
19. The charter school, regardless of type, has maintained records of fixed assets that clearly identify those assets which were acquired with private funds and which remain the property of the nonprofit organization [R.S. 17:3991(H)].

Yes ☒ No ☐ N/A ☐

**PART VI COUNT OF STUDENTS**

20. It is true that the student count reported to the local school board or the Louisiana Department of Education, as applicable, represents the actual number of eligible students enrolled in the charter school as of October 1 of the funding year [R.S. 17:3995(A)(1)].

Yes ☒ No ☐ N/A ☐

**PART VII OPEN MEETINGS LAW**

21. We have complied with the laws pertaining to open and public meetings (R.S. 42:11 through 42:28).

Yes ☒ No ☐ N/A ☐

**PART VIII PUBLIC RECORDS ACT**

22. It is true that we have complied with the laws pertaining to public records (R.S. 44:1 through 44:39).

Yes ☒ No ☐ N/A ☐

**PART IX PUBLIC BID LAW**

23. It is true that we obtained bids for any erection, construction, alteration, improvement, or repair of a public facility or immovable property (R.S. 38:2211 through 38:2259).

Yes ☒ No ☐ N/A ☐

**PART X CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

24. It is true that no employees or member of the governing or management board have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes ☒ No ☐ N/A ☐

25. It is true that no member of the immediate family of any member of the governing or management board of the charter school has been employed by the charter school under circumstances that would constitute a violation of R.S. 42:1119, except as applies to any person employed by the charter school prior to August 15, 2003.

Yes ☒ No ☐ N/A ☐

**PART XI STATE AUDIT LAW**

26. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513..

Yes ☒ No ☐ N/A ☐

27. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes ☒ No ☐ N/A ☐

**PART XII GENERAL**

28. It is true that the actual operations of the school agree with those specified in its approved charter (See Charter).

Yes ☒ No ☐ N/A ☐

**PART XIII ISSUERS OF MUNICIPAL SECURITIES**

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☐ No ☐ N/A ☒

**PART XIV REPORTING**

30. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐ N/A ☐

31. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☐ No ☐ N/A ☒

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you, the Legislative Auditor, the Louisiana Department of Education, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
_____	President	_____	Date