



# Élan Academy Charter School

## Board of Directors Meeting

Published on February 9, 2026 at 4:20 PM CST  
Amended on February 10, 2026 at 5:43 PM CST

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### Date and Time

Tuesday February 10, 2026 at 5:30 PM CST

### 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>			1 m

	Purpose	Presenter	Time
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes from December Board Meeting	Approve Minutes	Jeremy Thibodeaux	1 m
<b>II. CEO Report</b>			<b>5:32 PM</b>
<b>A.</b> CEO Report	Discuss	Melanie Clark	15 m
<b>III. Academic Committee</b>			<b>5:47 PM</b>
<b>A.</b> Mid-Year Testing Results	Discuss	Gary Briggs	15 m
<b>IV. Finance/Development Committee</b>			<b>6:02 PM</b>
<b>A.</b> FYE 2026 YTD Financial Review	Discuss	Jeremy Thibodeaux	10 m
<b>V. CEO Support &amp; Evaluation Committee</b>			<b>6:12 PM</b>
<b>A.</b> CEO Leave of Absence Plan	FYI	Melanie Clark	15 m
<b>VI. Other Business</b>			<b>6:27 PM</b>
<b>A.</b> Amended Item: Authorization for Dr. Clark to add Ms. Jenkins to Gulf Coast Signature Authority	Discuss	Melanie Clark	5 m
<b>VII. Executive Session</b>			<b>6:32 PM</b>
<b>A.</b> Discussion of Supplemental Pay for Key Positions during CEO Leave of Absence	Vote	Jeremy Thibodeaux	10 m
<b>B.</b> Amended Agenda Item: Discussion of Legal Matter	Discuss	Melanie Clark	10 m
<b>VIII. Closing Items</b>			<b>6:52 PM</b>
<b>A.</b> 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 December Board Meeting

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from December Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on December 17, 2025



# Élan Academy Charter School

## Minutes

### Board of Directors Meeting

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#### Date and Time

Wednesday December 17, 2025 at 5:30 PM

#### Location

6501 Berkley Dr. New Orleans, LA 70131

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#### Directors Present

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

#### Directors Absent

D. Barnes, G. Briggs, L. Knight

#### 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 Dec 17, 2025 at 5:30 PM.

### C. Approve Minutes from October Board Meeting

D. Patin made a motion to approve the minutes from Board of Directors Meeting on 10-29-25.

G. Thomas-Batiste seconded the motion.

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

## II. CEO Report

### A. CEO Report

- Enrollment update and discussion on efforts to increase enrollment
- Upcoming improvement to add a cover to the blacktop on the school yard
- Update on CEO goals
- Brief overview of academic data

## III. Finance/Development Committee

### A. FYE 2026 YTD Financial Review

Deferred until next board meeting

### B. FYE 2025 Audit Approval

J. Thibodeaux presented the FYE 2025 Audit, AUP, and Form 990.

- Clean audit opinions across the board.
- No exceptions noted in the BESE or LLA AUP reports.
- Form 990 is in agreement with the audit report

D. Patten made motion to accept the FYE 2025 Audit, AUP, and Form 990 report as presented. Seconded by G. Baptiste. Motion passed

## IV. 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 5:51 PM.

Respectfully Submitted,  
J. Thibodeaux

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# Coversheet

## FYE 2026 YTD Financial Review

**Section:** IV. Finance/Development Committee  
**Item:** A. FYE 2026 YTD Financial Review  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY26 Elan finance report - December 2025.pdf



**December 2025 Finance Report**

**Board Meeting**  
**January 28, 2026**

## Financial Dashboard

- Current Ratio = Current Assets/Current Liabilities.
  - Goal is 1.5 or greater
  - Current Metric = **36.3**
  - **Satisfactory Ratio**
- Unrestricted Days Cash = Unrestricted Cash/(Total Expenses/365)
  - Goal is 60 Days Cash
  - Current Metric = **112 days**
  - **Satisfactory Ratio**
- Debt to Asset Ratio = Total Liabilities/Total Assets
  - Goal is below 90%
  - Current Metric = **3%**
  - **Satisfactory Ratio**
- Fund Balance as % of Total Expenses = Equity/Annual Operating Expenses
  - Goal is above 10%
  - Current Metric = **86%**
  - **Satisfactory Ratio**

## Budget vs. Forecast

- **Annual Revenue** is forecasted at **\$6.9MM**, compared to a budget of **\$6.5MM**.
  - The variance is due to additional state revenue; EEF, 8G, high dosage tutoring, high cost services, deferred revenue, and state stipends. In local revenue, there is additional interest and a reduction in federal revenue relative to the budget.
- **Personnel Expenses** are forecasted at **\$4.0MM**, compared to a budget of **\$3.7MM**.
  - The variance is due to the timing of finalizing offer letters during the summer and adding state stipends.
- **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 **\$174K**, compared to a **budgeted breakeven (surplus of \$0)**.

## Forecast vs. Actual

- **Total revenue** was **\$3.4MM** as of December 31, 2025, representing 49% of the annual forecast.
- **Salaries and benefits** were **\$1.9MM** as of December 31, 2025, or 49% of the annual forecast.
- **Other than personnel expenses** were **\$1.9MM** as of December 31, 2025, or 59% of the annual forecast.
- The YTD deficit as of December 31, 2025, was **\$391K**.

## Balance Sheet

### Assets

- **Cash and cash equivalents** were **\$2.2MM** as of December 31, 2025.
- **Investments** were **\$3.6MM** as of December 31, 2025.
- **Accounts receivable** were **\$199K**, consisting of federal & state grant claims submitted but not yet received.
- **Prepaid expenses** were **\$50K**.
- **Fixed assets** were **\$251K** net of depreciation.

### Liabilities & Equity

- **Accounts payable** were **\$76K** as of December 31, 2025.
- **Accrued expenses** were **\$100K**, which includes Chartwells Dining, food service, utilities, and back office services.
- **Accrued payroll** was **\$-8K**, which is primarily BCBS medical adjustments.
- **Total equity** was **\$6.1MM** as of December 31, 2025, with **prior year net assets** of **\$6.5MM** and **current year deficit** of **\$391K**.



# ÉLAN ACADEMY

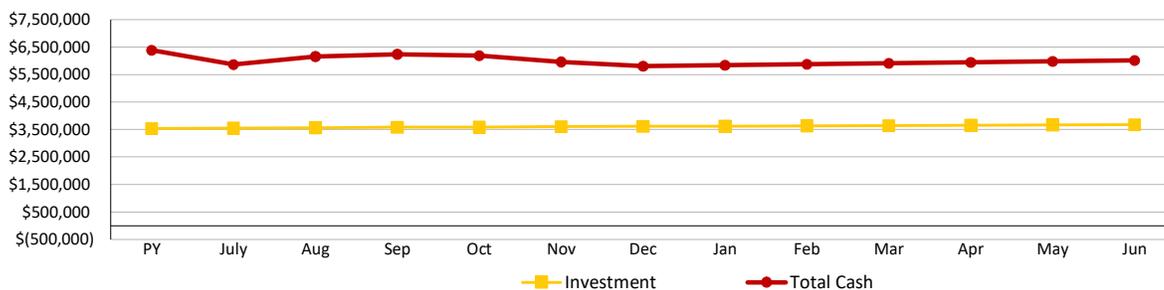
**Elan Academy  
Financial Dashboard  
December 2025 Financial Report**

Statement of Activity			
Revenue	Forecast	Actual	Remaining
Base	5,257	2,598	51%
Local	305	114	62%
State	551	234	58%
Federal	825	445	46%
<b>Total</b>	<b>6,937</b>	<b>3,392</b>	<b>51%</b>
Expenditures			
Personnel	3,965	1,911	52%
OTP	3,146	1,871	41%
<b>Total</b>	<b>7,111</b>	<b>3,782</b>	<b>47%</b>
<b>Surplus (Deficit)</b>	<b>(174)</b>	<b>(391)</b>	

(In Thousands)

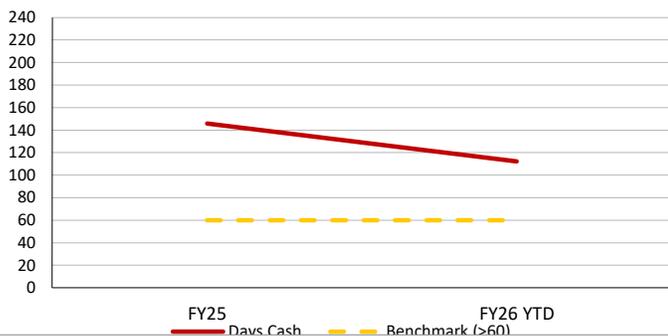
Statement of Financial Position	
Cash	2,189
Receivables	199
Other Assets	302
<b>Total Assets</b>	<b>2,689</b>
Payables	76
Accrued Expenses	91
Other Liabilities	-
<b>Total Liabilities</b>	<b>167</b>
<b>Net Asset</b>	<b>2,522</b>

Projected Cash Flow



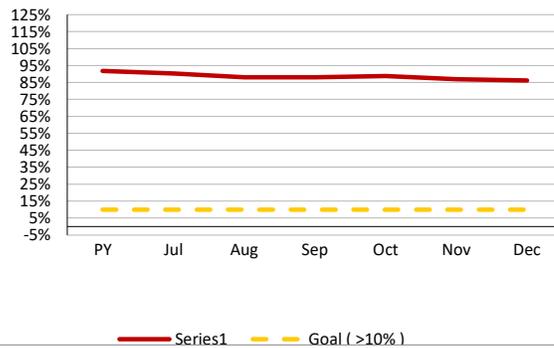
Days Cash

=YTD cash/(forecasted operating expenses/365)



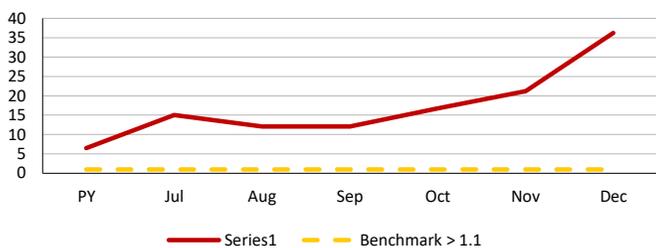
Fund Balance %

=Equity/Total Annual Expenses



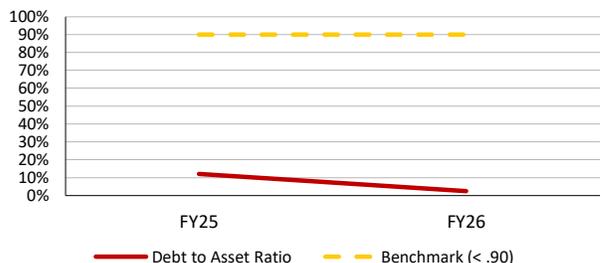
Current Ratio

=current assets/current liabilities



Debt to Asset Ratio

=YTD total liabilities/YTD total assets



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

**January 28, 2026 Board Meeting**

	<b>Original Budget</b>	<b>Updated Forecast</b>	<b>Difference (+ = good)</b>
<b>Revenue</b>			
Base Funding	5,256,896	5,256,859	(37)
Local Revenue	245,107	305,000	59,893
State Revenue	83,700	550,957	467,257
Federal Revenue	952,359	824,602	(127,757)
<b>Total Revenue</b>	<b>6,538,061</b>	<b>6,937,417</b>	<b>399,356</b>
<b>Expenses</b>			
<b>100 - Salaries</b>	<b>3,011,809</b>	<b>3,277,230</b>	<b>(265,421)</b>
<b>200 - Benefits</b>	<b>719,758</b>	<b>687,637</b>	<b>32,120</b>
<b>300 - Purchased Professional Services</b>	<b>673,781</b>	<b>858,702</b>	<b>(184,921)</b>
SPED Services	90,000	130,000	(40,000)
Education Consultants	151,333	264,421	(113,088)
Professional Development	25,000	25,000	-
Assessment and Testing	50,864	34,864	16,000
Back Office Services	158,476	158,476	-
Medical Services	75,000	75,000	-
IT Consulting	58,985	50,985	8,000
Other Purchased Professional Services	64,123	119,956	(55,833)
<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>1,200,860</b>	<b>(130,768)</b>
Transportation	424,980	474,980	(50,000)
Food and SFA Services	431,826	431,826	-
Insurance	165,442	200,101	(34,659)
Staff and Student Recruiting	20,000	53,000	(33,000)
Other Purchased Services	27,844	40,953	(13,109)
<b>600 - Materials and Supplies</b>	<b>259,256</b>	<b>276,209</b>	<b>(16,953)</b>
Instructional Materials	190,346	189,150	1,196
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	13,918	(2,069)
<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>115,853</b>	<b>1</b>
Dues and Fees	105,138	105,137	1
Other Misc Expenses	10,716	10,716	-
<b>Total Expenses</b>	<b>6,538,062</b>	<b>7,111,089</b>	<b>(573,028)</b>
<b>Non-Operating Expenses</b>			
Depreciation	-	-	-
Interest	-	-	-
Contingency	-	-	-
<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenses</b>	<b>6,459,050</b>	<b>7,111,089</b>	
<b>NET SURPLUS (DEFICIT)</b>	<b>(0)</b>	<b>(173,673)</b>	<b>(173,672)</b>

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

	<b>Updated Forecast</b>	<b>Actual YTD</b>	<b>Remaining \$</b>	<b>Remaining %</b>
<b>Revenue</b>				
Base Funding	5,256,859	2,597,860	2,658,999	51%
Local Revenue	305,000	114,413	190,587	62%
State Revenue	550,957	234,129	316,828	58%
Federal Revenue	824,602	445,132	379,470	46%
<b>Total Revenue</b>	<b>6,937,417</b>	<b>3,391,534</b>	<b>3,545,883</b>	<b>51%</b>
<b>Expenses</b>				
<b>100 - Salaries</b>	<b>3,277,230</b>	<b>1,565,595</b>	<b>1,711,635</b>	<b>52%</b>
<b>200 - Benefits</b>	<b>687,637</b>	<b>345,312</b>	<b>342,325</b>	<b>50%</b>
<b>300 - Purchased Professional Services</b>	<b>858,702</b>	<b>567,911</b>	<b>290,791</b>	<b>34%</b>
SPED Services	130,000	84,832	45,168	35%
Education Consultants	264,421	188,920	75,501	29%
Professional Development	25,000	21,215	3,785	15%
Assessment and Testing	34,864	29,387	5,477	16%
Back Office Services	158,476	81,472	77,004	49%
Medical Services	75,000	38,400	36,600	49%
IT Consulting	50,985	45,376	5,609	11%
Other Purchased Professional Services	119,956	78,310	41,646	35%
<b>400 - Purchased Property Services</b>	<b>631,998</b>	<b>331,059</b>	<b>300,940</b>	<b>48%</b>
Custodial Services	273,462	141,916	131,546	48%
Other Property Services	358,536	189,143	169,393	47%
<b>500 - Other Purchased Services</b>	<b>1,200,860</b>	<b>688,665</b>	<b>512,195</b>	<b>43%</b>
Transportation	474,980	244,360	230,620	49%
Food and SFA Services	431,826	277,236	154,590	36%
Insurance	200,101	105,669	94,432	47%
Staff and Student Recruiting	53,000	41,885	11,115	21%
Other Purchased Services	40,953	19,515	21,438	52%
<b>600 - Materials and Supplies</b>	<b>276,209</b>	<b>205,685</b>	<b>70,524</b>	<b>26%</b>
Instructional Materials	189,150	158,381	30,769	16%
Non-instructional Materials	15,000	7,943	7,057	47%
Student Appreciation	17,481	16,558	923	5%
Office Supplies	40,660	14,100	26,560	65%
Staff Appreciation	13,918	8,702	5,216	37%
<b>700 - Property</b>	<b>62,600</b>	<b>21,033</b>	<b>41,567</b>	<b>66%</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	15,333	4,667	23%
<b>800 - Miscellaneous Expense</b>	<b>115,853</b>	<b>56,873</b>	<b>58,980</b>	<b>51%</b>
Dues and Fees	105,137	49,868	55,269	53%
Other Misc Expenses	10,716	7,005	3,711	35%
<b>Total Expenses</b>	<b>7,111,089</b>	<b>3,782,132</b>	<b>3,328,957</b>	<b>47%</b>
<b>Non-Operating Expenses</b>				
Depreciation	-	-	-	0%
Interest	-	-	-	0%
Contingency	-	-	-	0%
<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Expenses</b>	<b>7,111,089</b>	<b>3,782,132</b>	<b>-</b>	<b>0%</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(173,673)</b>	<b>(390,598)</b>		

**Elan Academy  
Balance Sheet  
December 2025 Financial Report**

**January 28, 2026 Board Meeting**

	<u>June 30, 2025</u>	<u>December 31, 2025</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash & Equivalents	2,843,929	2,188,757
Investments	3,538,179	3,614,132
Accounts Receivable	740,286	198,619 *
Prepaid Expenses	59,449	50,121
<b>Total Current Assets</b>	<u>7,181,842</u>	<u>6,051,630</u>
<b>Non-Current Assets</b>		
Fixed Assets, net of depreciation	251,424	251,424
<b>Total Non-Current Assets</b>	<u>251,424</u>	<u>251,424</u>
<b>Total Assets</b>	<u><u>7,433,266</u></u>	<u><u>6,303,054</u></u>
<b>Liabilities &amp; Equity</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	427,841	75,571
Accrued Expenses	358,845	99,557
Accrued Payroll	113,493	(8,285)
Other Short-Term Liabilities	6,276	-
<b>Total Current Liabilities</b>	<u>906,456</u>	<u>166,842</u>
<b>Total Liabilities</b>	<u>906,456</u>	<u>166,842</u>
<b>Equity</b>		
Net Assets	6,050,988	6,526,811
Net Surplus/(Deficit)	475,822	(390,598)
<b>Total Equity</b>	<u>6,526,811</u>	<u>6,136,212</u>
<b>Total Liabilities &amp; Equity</b>	<u><u>7,433,266</u></u>	<u><u>6,303,054</u></u>

\* Accounts Receivable Detail

Grant		Claim Date	Amount
8G	FY26	10/31/2025	5,915
IDEA	FY26	12/31/2025	24,908
School Food Service	FY26	12/31/2025	49,800
LA4	FY26	10/31/2025	24,969
8G	FY26	11/30/2025	1,690
LA4	FY26	11/30/2025	7,134
8G	FY26	12/31/2025	12,735
LA4	FY26	12/31/2025	7,134
Title I	FY26	12/31/2025	64,329
<b>Total</b>			<b>\$ 198,614</b>