APPROVED

Élan Academy Charter School

Minutes

Board Meeting

Date and Time
Wednesday February 24, 2021 at 6:00 PM

Location
Via Zoom Meeting Conference as per State of Louisiana Proclamation Number 2020-30
Phone Discussion (646) 558-8656;
Meeting ID: 825 6221 7713;
Password: NONE

709 Park Blvd., New Orleans, LA 70114; (504) 619-9720; 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.

Directors Present
A. Olatunji (remote), A. Shabankareh (remote), D. Barnes (remote), D. Hoover (remote), D. Patin (remote), D. Willeman (remote), J. Stewart (remote), R. Watkins (remote), T. Taylor (remote)

Directors Absent
None

Ex Officio Members Present
R. Carter (remote)

Guests Present
M. Clark (remote), Michael Chen (remote)

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 Feb 24, 2021 at 6:04 PM.
It was acknowledged that we have a quorum with 8 members in attendance.

C. Approval of January 27, 2021 Board Minutes – Darren Patin (Voting)

Board Chair Darren Patin called for a motion to accept the January 27, 2021 meeting minutes. A motion was made, seconded, and approved to accept the meeting minutes.
Motion to approve the minutes from January 27, 2021 Board Meeting on 01-27-21.
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. Board Chair Patin added Consideration for Discussion and Vote of the School Bus Contract for Remainder of 2020 – 2021 and through 2022 – 2023.
Motion to accept the meeting agenda.
The board **VOTED** to approve the motion.

II. Head of School Report

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

ÉLAN General Updates:

- For our final trimester we have 27 percent of our students learning virtually and 73 percent learning in person.

NOLA-PS:

- NOLA-PS has begun providing vaccines to schools through Children's Hospital and New Orleans EAST Hospital. We are in group 1 of 4 and will receive options for vaccination next week.

Facilities & Operations:

- No facility or operations updates at this time.

Human Resources:

- Welcomed a substitute teacher from Enriched Schools to provide coverage for maternity leave.
- Finalized compensation strategy draft and are working on a benefits plan.

- Teacher retention: 98% of teachers plan to return for the upcoming school year.
- Currently revamping the 2020-2021 organizational chart to reflect additional needs both academically and capacity.
- We have hired 4 new teachers for the upcoming school year.
- Discussed open positions for 2020-2021:
- Discussed open positions for 2021-2022:

Partnerships & Resources:

- Received funding from a grant source recently.
- Re-established partnership with an educator resource partner.
- Having a partnership meeting this week with a new educator source.
- We were selected to receive free wireless internet access, hotspot devices, and content filtering from a major wireless provider through a national education group to serve our students for one year

Enrollment: Current enrollment numbers as of 2.22.21

We are at 95 percent of our enrollment goal for 2020 - 2021.

We have significant and meaningful enrollment opportunities for 2021 - 2022. New round of OneApp will begin @April 2021.

Academics & School Culture:

Students were recently assessed. The reduction in leading is evident due to the pandemic, but some students have progressed.
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 status of the school and student body. Belief is we will not be fully virtual at any point for the reminder of the year.

Discussed potential board and committee members who had been interviewed. Two members were to be advanced to the board for board membership, and one for membership on the Academic Committee.

Codified board selection process for consistency.

Discussed the 2021 -2022 budget as it related to the organizational chart to develop appropriate compensation levels.

Discussed the HoS evaluation. FU with committee chairs.

Discussed vendor contracts, food and transportation. Discussed a particular concern with the food vendor and a situation that resulted in cold food deliveries. The issue was remedied. Discussed the transportation vendor and impending contract.

Discussed the board officer positions, specifically vice chair and secretary, given the positions roll off of the current board members. Chair will reach out to all board members to ascertain their specific interest in servicing in those roles.
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 February 2021. The committee continues to review data to try to distinguish patterns in the data, with a keen eye on success replication and on ways to improve areas that are less efficient and favorable. Dr. O attended a Board on Track meeting that he found to be informative and helpful. The meeting/workshop focused on a tool/process for the evaluation of the head of school.

Motion to accept the Academic Achievement Committee Report.
The board **VOTED** to approve the motion.

V. Finance

A. Finance Committee Report – Roger Watkins (Voting)

Robert Carter gave the Finance Committee report, highlighting the variances from the projected budget. Finances are on track to end as planned. Discussed the PPP loan forgiveness status, acknowledging that all of the documents and spreadsheets have developed for support of the loan.
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. The committee discussed the GiveNOLA Day plan, establishing a donation goal. Board members are asked to start the process of working with their circle of influence.

Discussed the current board level of donations with a goal of 100 percent board participation. It was acknowledged that many board members give during GiveNOLA Day.

Ashley submitted the Gift Acceptance Policy for further discussion and acceptance into the governing documents of the Elan Academy Charter School. There being no new or additional questions, Board chair asked for a motion to approval the Gift Acceptance Policy as drafted. A motion was made, seconded, and approved.

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

B. Gift Acceptance Policy

Ashley submitted the Gift Acceptance Policy for further discussion and acceptance into the governing documents of the Elan Academy Charter School.

Motion to approve the Gift Acceptance Policy as drafted.
The board **VOTED** to approve the motion.
Motion to accept the Development Committee Report.
The board **VOTED** to approve the motion.

VII. Additional Business

A. Consideration and vote to include Afina Lockhart to the Academic Committee - Darren Patin (Voting)

There was a brief discussion about Ms. Lockhart, and the item was tabled for a future discussion with the hope that the Academic Committee Chair could meet Ms. Lockhart via ZOOM.

B. Consideration and vote to include Steven Brown to the Board of Directors - Darren Patin (Voting)

The board was introduced to Steven Brown who is interested in serving at the board of director’s level. He is being considered for full board membership, and his skill set will lend to our need to enhance our academic efforts. Mr. Brown introduced himself and talked about his skill sets and background. Expressed he has a full grasp of the difference between governance and management; and, stated he is interested in serving on the Academic Committee.

Motion to approve Steven Brown for service on the Elan Academy Charter School board of directors.
The board **VOTED** to approve the motion.

C. **Consideration and vote to include Karen Burks to the Board of Directors - Darren Patin (Voting)**

The board was introduced to Karen Burks who is interested in serving at the board level. She is interested in serving on the Development committee, as well. Ms. Burks introduced herself and discussed her interest in serving.
Motion to approve Karen Burks for service on the Elan Academy Charter School board of directors.
The board **VOTED** to approve the motion.

D. **Old Business**

Consideration for Discussion and Vote of the School Bus Contract for Remainder of 2020 – 2021 and through 2022 – 2023

Discussed the proposed bus/transportation contract with First Student, Inc. Robert Carter gave an overview of the contract.

E. **New Business - Darren Patin**

VIII. Closing Items

A. **Chairman's Remarks**

B. **Adjourn Meeting**

The meeting was adjourned at 7:50 p.m.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:50 PM.

Respectfully Submitted,
T. Taylor

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.