APPROVED

Élan Academy Charter School

Minutes

Board Meeting

Date and Time
Wednesday September 29, 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. Shabankareh (remote), D. Barnes (remote), D. Hoover (remote), D. Patin (remote), J. Stewart (remote), R. Watkins (remote)

Directors Absent
A. Olatunji, G. Thomas-Batiste, S. Brown

Guests Present
M. Clark (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 Sep 29, 2021 at 6:06 PM.

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

D. Hoover made a motion to approve the minutes from.
A. Shabankareh seconded the motion.
No meeting was held in August. Approved todays meeting agenda.
The board **VOTED** unanimously to approve the motion.

II. Head of School Report

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

Elan is up for charter removal
Data is not useable because of small class size- will have to do a comprehensive renewal (usually reserved for D or F schools
Elan is in compliance
Supt. is planning to give parents the option to quarantine their students vs mandatory quarantine
NOPS completely disagrees with this policy and plans to stay aligned with CDC

Facilities
Elan has termite damage- this is being assessed
2nd floor of main bldg. a different water fountain has caused a leak downstairs. Looking into getting this repaired

Fisher Building
NOPS avoided the request to purchase Schwartz
Fisher - district won't do repairs and furniture was destroyed

Funding supports for either renovating or purchasing a building
All Saints may be an option for MS

Staffing issues were discussed

Charter School Fund
donated 25k
Ida relief

Martial Arts Dojo is potential partnership
Dance Force partnership (after school dance program)

Academics
Waiting for academic data- pushed back due to Covid
Academic Calendar is being updated
316 enrollment (added 2 Pre-K 4 students)

Hearing will be October 6th @ School Board regarding renewal
Board member support is encouraged
R. Watkins made a motion to approve the minutes from.
A. Shabankareh seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Governance

A. Governance Committee Report - Darren Patin (Voting)

Status after Hurricane Ida
Completed the succession plan as discussed with NSNO
Will be on next month's agenda for discussion and vote
Need to develop a succession plan for the school

Board Retreat
Focus on the parameters of strategic plan
How to utilize committees to drive succession plan
October 16th-17th, 9am-1pm each day

Vendors
Status has remained the same for transportation, janitorial services, food services
Discussed transportation issue w/ substitute driver

Board recruitment efforts
We are still soliciting members

Board training and compliance
Some individuals still need to complete

Facility and Bldg. updates
Earnest effort on funding the construction of a new building
Reaching out to current facilities in the area for school expansion
A. Shabankareh made a motion to approve the minutes from.
R. Watkins seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Academic

A.

Academic Committee Report – Anane Olatunji (Voting)

Anane and Steven were unable to meet.

No developments/updates.

V. Finance

A. Finance Committee Report – Roger Watkins (Voting)

Revenues

- September revenues totaled $390,713
- MFP payment of $245K (gross)
- $141K in uncategorized revenue

Expenses

- September expenses totaled $229K
- Salaries and benefits totaled $157K
- $20 in uncategorized expenses

Cash Balance

- September ending cash balance totaled $1.37M
- Credit card liability of $738 and payroll liability of $1,732

FY 22 Forecast

1. Revenue from local sources - $33,350
    1. Updated timing of grants per auditor
2. Salaries and Benefits - $11,590
    1. Actual salaries, positions, and worker's comp
3. Purchased Professional Services- $7,896
    1. Additional PD and background checks
4. Supplies- $14,965
    1. Additional instructional materials needed

Net impact: $67,801

FY22 Monthly Cash Balance:
Elan ended September with $1.37M; projecting to end FY22 with $2.1M

Upcoming audit
A. Shabankareh made a motion to approve the minutes from Monthly Finance Committee Meeting on 09-15-21.

D. Hoover seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Development

A. Development Committee Report – Ashley Shabankareh (Voting)

Did not meet due to Hurricane Ida

Reviewing survey data on potential fundraiser events. Will have more info after meeting

VII. Additional Business

A. Old Business

B. New Business - Darren Patin

Audit Report
- Audit report will be released tomorrow 9/30/2021
- No major issues of concern in findings

Resolution in regards to Board Terms Resolution
- will revisit and vote on at October meeting

Resolution to adopt the compliance questionnaire
- In connection to the audit, there is a questionnaire that must be submit to be in compliance
- Motion to resolve to adopt the Louisiana Compliance Questionnaire
Motion to adopt the resolution. Moved by Roger W., Seconded by Ashley S., Unanimously approved

Creating a Building Committee

- NOPS is reluctant to have discussions to with the Fischer building construct a new building
- Considering seeking out financing
- Charter School Financing company
- All Saints is prospective site for a MS campus
- Forming a Building Subcommittee under the governance committee
- R. Watkins agrees that it would be more efficient to discuss this in a subcommittee
- Moved by R. Watkins, Seconded by D. Barnes, Unanimous

VIII. Closing Items

A. Chairman's Remarks

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:47 PM.

Respectfully Submitted,
D. Barnes

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.