APPROVED

Élan Academy Charter School

Minutes

Board Meeting

Date and Time
Wednesday April 27, 2022 at 6:00 PM

Location
Elan Academy
709 Park Blvd.
New Orleans , La 70114

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, D. Barnes, D. Hoover, D. Patin, E. Marrero-Savoie (remote), G. Thomas-Batiste, J. Stewart, R. Watkins, S. Brown (remote)

Directors Absent
A. Shabankareh, S. Rademaker

Ex Officio Members Present
R. Carter

Guests Present
M. Clark

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 Apr 27, 2022 at 6:12 PM.

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

R. Watkins made a motion to approve today's meeting agenda Board Meeting on 03-23-22.
D. Hoover seconded the motion.
Add RFP for Janitorial Services to be added to new business.
The board **VOTED** to approve the motion.

II. Head of School Report

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

J. Stewart made a motion to Approve the Head of School Report for April 27, 2022.
A. Olatunji seconded the motion.
NOLA-PS:

- NOLA-PS has chosen Dr. Avis Williams as the new Superintendent. She will begin her position in July.
- NOLA-PS has publicly defended the charter system against SB 404.
- Dr. Askew- Clark has met with the Dr. Avis Williams, the new Superintendent, regarding charter school board.

LDOE: No updates at this time.

Facilities & Operations:

- The facility inspection report for Fischer was shared with us this week. It is 16 pages long.
- We have completed our facility project in regards to the stair repairs on the level one non-compliance. A follow up inspection was rescheduled but the inspector did not show. Our non-critical inspection day is on May 16th.
- We have transitioned to utilizing Genuine Foods as our food vendor as Revolution has dismissed all Louisiana accounts.
- We have received multiple RFPs in regards to janitorial services and in the process of reviewing the bids.

Human Resources:

- The majority of intent to return conversations have taken place with the team. We will present final retention numbers and an organizational chart at the May board meeting.
- We hired an RTI Coordinator for the remainder of the school year and look forward to having him along for a strong start next year (Mr. McBride).
- Ms. Pollard is currently serving as our interim Director of Scholar Support and will transition to Scholar Support Coordinator for the upcoming school year.

Partnerships & Resources:

- NSNO is supporting our work for strategic planning with Bellwether Consulting. We are awaiting a proposal to determine the scope of the work and a timeline for completion.
- Dr. Clark was asked to support NSNO's Novice Principal Collaborative by serving as a mentor to new principals in the city. She looks forward to supporting up and coming leaders.
- Élan has secured professional development for Dr. Clark, the School Leader Fellow, and the instructional coaches through the Relay School of Education.
- We have established a partnership with the Algiers Economic Development Foundation. This has led to the Foundation hosting a business mixer at the school along with a restaurant, Beside the Point, (owned by one of our scholars parents) to provide discounted meals and free meals once a month to a staff member of our choice.

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

III. Governance

A. Governance Committee Report - Darren Patin (Voting)

G. Thomas-Batiste made a motion to approve the minutes from Governance Committee Report on Monday, April 25, 2022.
A. Olatunji seconded the motion.
Facilities and Operations Transition Report indicated significant issues.

Critical items must be addressed by 4/28/2022
Non-critical items must be addressed by 5/16/2022

This will dictate our transition to the Fisher Building. The current lessor, Collegiate Academies, is responsible for careers.

Board discussed Elan Academy having another inspection completed before transitioning to the new school to ensure that we are not held responsible for repairs that Collegiate Academies are responsible for completing.

Robert Carter requested another meeting with NOLA -PS regarding the transition report for next week.

Strategic Planning Session

- Reconvene another Board Retreat in June/July
- Bellwether Consulting will work with us to develop our strategic planning session, funded by NSNO

Board Growth

- David Hoover, Ashley Shabankareh, and Steven Brown will be departing next year.
- Discussed possible board members to replace those who are leaving

Head of School Evaluation

- Discussed HoS evaluation of Dr. Askew-Clark and team
- Governance committee recommended to renew Dr. Askew- Clark's contract
    - discussed multi-year contract

Events

- Main St. function held at Elan
- Discussed working with them to put on a fair

Contracts

- Firstline contracted for bus services
    - increasing from 4 to 5 buses
- Food Services
    - going with Genuine Foods
- Janitorial
    - 4 RFPs received
    - Waiting to receive recommendations from Robert Carter
    - discussed considerations for 2 school model

Budget

- Organizational Chart will be posted
- Budget will be voted on at the June 2022 meeting

Anniversary Brunch

- Encourage network to purchase tickets
- We have 16/120 tickets sold
- Making last minute push to increase ticket sales before Friday in order to make adjustments for attendance

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

IV. Academic

A. Academic Committee Report – Anane Olatunji (Voting)

R. Watkins made a motion to approve the minutes from Academic Committee Report held on April 26, 2022 Academic Achievement Committee Monthly Meeting on 04-26-22.
D. Barnes seconded the motion.
Academic Committee discussed new dashboard

- DEI reports will be presented by May meeting
- SPED information is available and will need additional time to review
    - emphasized DEI in regards to SPED population
- Concerns regarding 6th graders assessment results
    - want to take a deeper dive into assessments before reporting out
- Recommending that Dr. Lockhart take a leave from the Academic Committee due to lack of attendance
    - She will let the committee know by the beginning of next year if she decides to continue to be a part of the committee
- Steve Brown has moved to North Carolina

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

V. Finance

A. Finance Committee Report – Roger Watkins (Voting)

A. Olatunji made a motion to approve the minutes from the Monthly Finance Committee Meeting on 04-25-22.
D. Hoover seconded the motion.
Revenues:
•March revenues totaled $288K
•MFP payment of $246K (gross)
•$186K in uncategorized revenue (unmatched meal reimbs)

Expenses:
•March expenses totaled $287K
•Salaries and benefits totaled $141K

•$504 in uncategorized expenses

Cash and Balance Sheet:
•March ending cash balance totaled $1.35M
•Credit card liability of $3K and payroll liability of
$5K

FY 2022 Monthly Cash Balance:
Elan ended March with $1.35M; projecting to end FY22 with $1.5M

Financial Summary:

Accomplishments:
Operating income is projected to be $659K higher than the budgeted operating income largely due to additional revenue (MFP and ESSER)

Next Steps:

- Budget for remaining ESSER 2 and 3 funds
- Continue to submit for state and federal grant reimbursements

Goal and Horizon Issues:
Continue to revise FY23 budget for board approval in late spring (May board meeting)

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

VI. Development

A. Development Committee Report – Tiffany Lewis (Voting)

R. Watkins made a motion to approve the minutes from the Development Committee Report from April Meeting.
A. Olatunji seconded the motion.
Discussed 2 upcoming fundraisers

Give NOLA Day

- May 3, 2022
- Ways to support
  - Private fundraising page available
  - Board contribution on Give NOLA day
  - Using social media to encourage donations to Elan

Anniversary Brunch

- Craft language for board members to send text messages and/ or emails to their networks
- Sales are not going as well as anticipated
- Amplify the message on social media

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

VII. Additional Business

A. Old Business

B. New Business - Darren Patin

A. Olatunji made a motion to Motion to authorize Head of School or Mr. Carter to enter into a contract with First Klass for janitorial services for the 2022-23 school year.
R. Watkins seconded the motion.
Janitorial Services
RFP was sent out and 4 companies submitted proposals
Board discussed proposals based on merits of each company

- Ranked list based on information provided

The board **VOTED** to approve the motion.
J. Stewart made a motion to Move that Board Chair, Darren Patin, begin negotiations with Dr. Askew-Clark for a 2 year contract.
D. Barnes seconded the motion.
Executive Discussion

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

C. Open Forum

VIII. Closing Items

A. Chairman's Remarks

Darren Patin thanked board members for their participation.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 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.