



Board of Directors Meeting Agenda

Wednesday, September 30, 2020, 6:00 – 7:40 p.m.

Via Zoom Meeting Conference as per State of Louisiana Proclamation Number 2020-30

<https://us02web.zoom.us/j/82562217713>; Phone Discussion (646) 558-8656; Meeting ID: 825 6221 7713; Password: NONE

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.

- 6:00 p.m. Call to Order
- 6:01 p.m. Approval of August 26, 2020 Special Board Minutes – Darren Patin (Voting)
- 6:05 p.m. Approval of Today's Meeting Agenda - Darren Patin (Voting)
- 6:10 p.m. Head of School Report – Melanie Askew (Voting)
- 6:20 p.m. Academic Committee Report – Anane Olatunji (Voting)
- 6:30 p.m. Governance Committee Report - Darren Patin (Voting)
- 6:40 p.m. Finance and Development Committee Report (Voting)

A. Financial Report – Roger Watkins

- 1. Current account/financial update
- 2. 2020 – 2021 Annual Budget Recap and Discussion
- 3. 2019 – 2020 Annual Audit

B. Development Subcommittee Report – Kitty Cook Ramsey/Ashley Shabankareh

7:00 p.m. Old Business - Darren Patin

Board Retreat Follow Up – Darren Patin

7:10 p.m. New Business - Darren Patin

- A. Development as a Standing Committee - Kitty Cook Ramsey/Ashley Shabankareh (Voting)
- B. Proposal to create a Part Time Development Coordinator – Kitty Cook Ramsey/Ashley Shabankareh (Voting)
- C. Reimbursement Policy – Darren Patin (Voting)
- D. Change of committee times - Governance and Financial/Development
- E. Board Survey Discussion and Identification of Focus Areas – Darren Patin

7:35 p.m. Chairman's Remarks

7:40 p.m. Adjournment

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.

Elan Academy Charter School Board Meeting Minutes

Wednesday, September 30, 2020

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**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, September 30, 2020, 6 p.m.
ZOOM Video Conference**

ATTENDANCE

Board: Darren Patin, Dan Willeman, Daphine Barnes, David Hoover, Anane Olatunji, Kitty Cook Ramsey, Ashley Shabankareh, Jonathan Stewart; Todd Taylor, Roger Watkins
Absent: Daphine Barnes; Melanie Askew, School Leader
Staff: Robert Carter, Operations Manager
Guests: Cody Stephenson, EdTec

Meeting was called to order at 6:05 p.m. by Board Chair Darren Patin. A roll call was conducted, and it was acknowledged that we have a quorum of 9 board members at the meeting beginning.

MEETING MINUTES

Board Chair Darren Patin called for a motion to accept the August 26, 2020 meeting minutes as revised. A motion was made, seconded, and approved to accept the meeting minutes.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Darren Patin asked for additions or corrections to today's meeting agenda. A motion was made, seconded, and approved to accept the revised agenda with the correction of the spelling of Ashley Shabankareh's name for approval of today's meeting agenda.

HEAD OF SCHOOL REPORT

Mr. Carter presented the Head of School report which included the following:

ÉLAN General Updates:

All students PK-4th grade in-person selectors returned Monday, September 21st.

NOLA-PS:

- Annual Site Visit will take place Monday, November 9th.
- NOLA Schools Superintendent Lewis visited on Friday, September 25th at 11:00am.
- COVID-19 inspection will take place October 6.

Facilities & Operations:

- Roof leak was located in one of the modular classrooms. Reached out to the construction team regarding same and it was repaired.
- Knowledge Transportation, our contracted bus vendor, was not in compliance with city statues. With the assistance of NOLA-PS, we retained First Student to provide services on an emergency basis, and are now in compliance. Transportation RFP released to secure services for remainder of school year; First Student will be submitting an application and we anticipate it will be competitive with Knowledge's accepted proposal.

Human Resources:

- We welcomed a 2nd Grade teacher to our team, who began on September 22nd; filled SPED opening with a former teacher who has returned.
- We are continuing to hire for several open positions currently.

Partnerships & Resources:

- Grant reports were completed.
- First installment of recent grant was received.
- Ms. Askew will participate in the grant funders professional gathering.
- Invited to participate in the second review process by a newly cultivated grant funder.

Academics & School Culture:

- 86% of students (K-3rd) have tested via STEP & MAP.
- The second round of STEP testing began this week.
- Make-up testing for NWEA MAP is in progress.

Daphne Barnes entered the meeting at 6:16 p.m.

Board Chair Darren Patin called for a motion to approve the Head of School Report, and a motion was made, seconded, and approved.

ACADEMIC ACHIEVEMENT COMMITTEE REPORT

Dr. Anane Olatunji gave the committee report.

As follow-up to a meeting between Anane Olatunji and Melanie Askew, the committee (Olatunji and Daphne Barnes) met with Robert Carter, operations manager, and Jasmine Bergeron, assistant head of

school. The purpose of this meeting was to determine specific ways of collecting data to aid the committee in fulfilling its responsibilities to the board this year. Accordingly, the group agreed on the following:

Goal 1. Improve the boards oversight of academic achievement by monitoring non-assessment data related to student achievement and school performance.

The data below will be reported to the committee at the end each month by school staff:

- student attendance
- student absence
- student discipline (suspension & expulsions)

Goal 2. Improve the board's oversight of diversity, equity, and inclusion (DEI) by monitoring student performance (as well as achievement) data disaggregated by subgroups, including:

- gender (boys vs. girls)
- race/ethnicity (African America vs. not)
- socio-economic status (food stamps recipients vs. not)
- learning disabilities (students assigned IEPs or RTI vs. not)
- "Founding Cohort" (students attending Élan since its inception vs. not)

Two other potential data points were discussed and omitted for now: student engagement and English language learners. Engagement is reflected in part by behavioral measures above; and there are only about three ELL students enrolled at present.

Additional data from efforts already in place will be reported to the committee as they become available or when requested, including:

- teacher certification
- teacher satisfaction
- professional development
- parent satisfaction

Goal 3. Alter the committee's meeting schedule to become monthly. (This goal has been completed.)

Goal 4. Enhance the capacity of the board in general by improving understanding among its membership of academic achievement issues and concerns.

- Bergeron agreed to provide explanations of internal assessments and professional development activities.

Ashley Shabankareh will be leaving the Academic Achievement Committee and David Hoover will be joining it.

Board Chair Darren Patin called for a motion to approve the Academic Achievement Committee, and a motion was made, seconded, and approved.

GOVERNANCE COMMITTEE REPORT

Board Chair Darren Patin stated the committee met, and these were the outcomes from that meeting:

Met with Board on Track representatives, a benefit afforded us from a recent grant received by the school. Discussed possibly retaining services after benefitted/gratis period ends.

Discussed school physically reopening and the successes and opportunities ahead.

Discussed the strategic plan update.

Discussed Governance and Finance Committee meeting time changes, moving the Finance Committee meeting ahead of the Governance Committee.

Discussed modular build out and any outstanding concerns.

Discussed the board self-evaluation process, noting the Board on Track may have a good amount of the items needed.

Discussed vendor contracts, noting the changes in transportation.

Discussed the Board and School Reimbursement Policy, which would be discussed for vote at the September 30, 2020 board meeting.

Discussed human resource issues and 2020 – 2021 staffing.

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

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Robert Carter, Elan Academy Operations Manager, gave the Finance Report, noting the impact of changes to the budget forecast.

Treasurer Roger Watkins discussed the line of credit and some logistics around that process. Roger has his authorizations for signatory and other treasury functions. Discussed the annual audit and some preliminary findings, the board looks like it is currently on solid financial footing.

Ashley Shabankareh presented the Development Subcommittee report.

1. **Staff & Development Committee did not schedule monthly reconciliation meeting.**
2. **In working with staff in July/August to document existing procedures and to create best-practices procedures, Development Committee co-chairs acknowledged that the Development Committee was listed both as a sub-committee and a committee. We wish to make Development a standalone committee. Please see in the Board Handbook (approved 12/18/2019) beginning about page 11.**
 - A. **SECTION 2 - The Board; 2.01 Bylaws - ARTICLE VI: Committees and Task Forces, Section 1. Appointment states “A Board resolution shall appoint committees or task forces of the Board, except the Governance Committee. The Board may prescribe the need and/or the composition of such committees.” Under ARTICLE VI, no standing committees are mentioned other than the Governance Committee.**
 - B. **Under ARTICLE VI, Section 5. Procedure, the board is given the procedures to operate committees as created by the board. Specific committees are not mentioned.**
 - C. **Skip to page 21 “Committees, 2.08. Standing Committees,” and find “2. Finance Committee – The Finance Committee is responsible for...A Resource Development Committee will serve as a standing sub-committee of the Finance Committee whose responsibilities include fundraising, building relationships in the community, and facility study.”**
 - D. **Directly under 2. Finance Committee is “4. Development Committee – The Development Committee is responsible for ensuring that Élan Academy Charter School’s total development program is in concert with the organization’s strategic direction and needs. The committee serves as the mechanism by which Board members and other volunteers are involved in the fundraising process. (Note: Development Committee may be combined with Finance Committee.)”**
 - E. **PROPOSAL: Development Committee is a standalone committee, separate from the Finance Committee. Purpose: to create an arm’s length between administrative departments which should be checks and balance to each other.**
 - I. **Remove “A Resource Development Committee will serve as a standing sub-committee of the Finance Committee whose responsibilities include fundraising, building relationships in the community, and facility study.” from Committees, 2.08. Standing Committees, 2. Finance Committee. Élan Academy July 2020 Development Report p. 3 709 Park Blvd., New Orleans, LA 70114; (504) 619-9720; www.elanacademy.org**
 - II. **Leave the language in Committees, 2.08. Standing Committees, 4. Development Committee as is.**

III. Recommend to the full board that the Development Committee will be a stand-alone committee, and as such, will post meeting agendas in accordance with open records laws.

- 3. The Development co-chairs met with staff to review, recommend, and implement development procedures.**
- 4. The Development co-chairs reviewed committee work from 2019/2020 and recommend that the board approve hiring a part-time Development Coordinator to work between 5 and 7 hours a week.**

Board Chair Patin called for a motion to accept the Finance and Development Subcommittee report, and a motion was made, seconded, and approved.

OLD BUSINESS

Board Retreat

Board Chair Darren Patin is planning to follow up with Erline Hertilien, BES, to discuss progress from the Board Retreat.

NEW BUSINESS

A. Development as a Standing Committee - Kitty Cook Ramsey/Ashley Shabankareh (Voting)

A discussion regarding some ambiguity in the by laws as it pertained to language regarding a Resource Development Committee as a standing subcommittee of the Finance Committee ensued. The item was tabled and moved to the Governance Committee for discussion and presentation within 90 days.

A discussion ensued about making the Development Committee a standing committee moving forward, with requirements of meeting all open meeting laws, and presenting reports to the board in line with other committee requirements.

Board Chair Patin called for a motion to return the status of the Development Committee as a standing committee, and a motion was made, seconded, and approved.

B. Proposal to create a Part Time Development Coordinator – Kitty Cook Ramsey/Ashley Shabankareh (Voting)

Discussed creating a part time development coordinator with responsibility for recording donations, providing donor receipt letters, and helping to sure up development reporting. Further discussed the position as it relates to the future development professional position.

Board Chair Patin called for a motion to pass a resolution recommending to the Head of Schools that five thousand dollars (\$5,000.00) out of the 2020 - 2021 annual budget be allocated for the purposes of the hiring a part time development coordinator, and a motion was made, seconded, and approved.

C. Reimbursement Policy – Darren Patin (Voting)

Board Chair Patin presented the draft of the Expense Reimbursement Policy. A discussion ensued for clarification

Board Chair Patin called for a motion to approve the reimbursement policy to include in and revise the board bylaws and a motion was made, seconded, and approved.

D. Change of committee times - Governance and Financial/Development

Board chair called for a motion to change the committee times for Governance and Finance committees, and a motion was made, seconded, and approved.

E. Board Survey Discussion and Identification of Focus Areas – Darren Patin

Board Chair Patin discussed the need for board chairs to review the Board on Track survey and to identify areas of opportunity.

ADJOURNMENT

Board chair wrapped meeting and called for a motion to adjourn, moved by Kitty Cook Ramsey, and seconded by Anane Olatunji. The meeting was adjourned at 7:59 p.m.