Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, January 30, 2019, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans

ATTENDANCE

Board: **Darren Patin, Dan Willeman, Kim Davis, David Hoover, Angela Jordan,**
                       Kheri Phillips; Todd Taylor
Staff: **Robert Carter, Operations Manager**
Guests: **Hannah Shore, EDTEC**

Meeting was called to order at 6:00 p.m. by Board Chair Patin. It was acknowledged that we have 5 of 8 board members, establishing a quorum.

MEETING MINUTES

Board Chair Patin called for a motion to accept the December 19, 2018 meeting minutes. A motion was made by Kim Davis and seconded by Angela Jordan. The motion passed with a 5 Aye/Yes votes.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Patin called for a motion to approve the meeting agenda. A motion was made by Dan Willeman and seconded by Tanya Dix. Motion passed with 5 AYE/Yes votes.

HEAD OF SCHOOL REPORT

Robert Carter, operations manager, gave the Head of Schools report. He gave an update of a recent facility audit by OPSB, which included addressing some deficiencies, and some items believed to be OPSB responsibilities, the leadership is reviewing and discussing with OPSB; shared some information on BESE related news; gave an update on the OneApp applications, which shows significant enrollment opportunity for 2019 – 20, projecting only a few openings in 2nd grade if our numbers stay true and on this course; discussed the STEP Cycle scores to date, noting a huge improvement in 3rd grade student achievement,

and indicating that there has been a significant increase since the beginning of the year, especially in 3rd grade; discussed some HR moves, announced the hiring of a new paraprofessional who will start February 4, 2019, that we still have one additional paraprofessional position open for 2018 - 19, and stated some of the 2019 – 20 hiring opportunities; and, provided some school event information and information on parent involvement. Chair called for a motion to approve the Head of Schools report. A motion was made by Dan Willeman and seconded by Angela Jordan. Motion passed with 6 AYE/Yes votes as one additional board member entered the meeting.

GOVERNANCE COMMITTEE REPORT

Board Chair Patin presented the Governance Committee Report.

Discussed the efforts to increase board membership, meeting with various community entities. One group has placed an ad/announcement in their monthly publication to ask members to consider. Asked board to continue to look for quality and qualified member.

Dan Willeman has been appointed as interim treasurer, per last meeting vote, and will remain in the position for the foreseeable future.

Discussed board policy as it relates to adding parents to the governance board. A policy was created and will be discussed later in the meeting.

Discussed our sexual harassment policy for the school and board. The policy needs to be added to our website.

Reiterated the need to find additional grant/funding information for forward opportunities. Darren, Dan, and Todd will meet in February to earnestly address this situation.

Updated the board on the discussion with the school bus vendor on January 7, 2019, informing the board that a letter was written and mailed to the vendor recapping the covenant agreements that were agreed upon and added to the working contract.

Discussed the facility expansion ideas that were recently considered, including a discussion with the modular service, however, the modular company was more into financing.

Board Chair Patin called for a motion to accept the Governance Committee Report. A motion was made by Angela Jordan and seconded by Kim Davis. Motion passed with a 6 AYE/Yes votes.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Hannah Shore, EDTEC, gave the financial report. She noted some variances to the actual versus the budgeted amounts, but noted we are trending pretty much in line with 2018 – 19 forecasts. Announced some 2019 – 20 budget forecasting discussions coming up, with the hope that the draft budget will be presented to the board in the April 2019 meeting.

Development Committee Report given by Todd Taylor. Discussed the annual fund letter, asking the board members to review and provide edits by Monday, February 4, 2019. Kim Davis and Todd Taylor discussed the Spring Festival and mentioned all of the planning that is ahead of us. Ms. Davis asked board members to think of contacts, ideas, and resources they can bring to the table for the event, and to present those ideas to her.

Board Chair called for a motion to approve the issuance/dissemination of the annual fund letter with revisions. A motion was made by Todd Taylor and seconded by Kim Davis. Motion received 2 AYE and 4 Abstentions.

Board Chair Patin called for a motion to accept the Finance and Development Committee report. A motion was made by Angela Jordan and seconded by Tanya Dix. Motion passed with a 6 AYE/Yes votes.

OLD BUSINESS

A. Discussed results of the board meeting with bus service. Will monitor the efforts, hence.
B. Re-discussed the janitorial options, with a consideration of having an in – house versus contracted service. Hannah Shore, EDTEC, will look at the cost of that service to give the board some idea of the cost benefit.

NEW BUSINESS

A. Reviewed the Family Liaison By laws revision. Board chair Patin, asked for a motion to approve the revision to the bylaws. A motion was made by Kim Davis and seconded by Kheri Phillips. Motion passed with a 6 AYE/Yes votes.

B. Discussed moving Governance Committee's February 2019 meeting to put it within the next meeting period, given Mardi Gras. The meeting will be scheduled for Saturday, February 16, 2019.

ADJOURNMENT

Board Chair Patin thanked the board for a good meeting. Asked the board to ask themselves what they can do to increase our effectiveness, and to think of additional people

to propose to the board. Asked for a motion to adjourn, moved by Kim Davis and seconded by Tanya Dix. The meeting was adjourned at 7:46 p.m.