



**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, September 25, 2019, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans**

ATTENDANCE

Board: Dan Willeman, Kim Davis, Kitty Cook Ramsey, Todd Taylor, Roger Watkins
Absent: Darren Patin, David Hoover, Ashley Shabankareh,
Staff: Melanie Askew, School Leader; Robert Carter, Operations Manager
Guests: Hannah Shore, Cody Stephenson, EdTec

Meeting was called to order at 6:03 p.m. by Board Vice chair Dan Willeman. A roll call was conducted, and it was acknowledged that we have a quorum.

MEETING MINUTES

Board Vice Chair Dan Willeman called for a motion to accept the August 28, 2019 meeting minutes. A motion was made by Roger Watkins and seconded by Kitty Cook Ramsey. The motion passed with 5 Aye/Yes vote.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Vice Chair Dan Willeman updated the meeting agenda with the following addition(s): moving Governance Committee Report behind Finance and Development Committee Report. A motion for approval of today's meeting agenda with revisions was made by Kitty Cook Ramsey and seconded by Roger Watkins. Motion passed with 5 AYE/Yes votes.

HEAD OF SCHOOL REPORT

School Leader Askew gave an update: OPSB moved OneApp schedule forward, this will help with budgeting; several capital improvements to the facility were recently made, with

a few items to be addressed; enrollment is close to target; Luau is 9/27/19; gave an update on upcoming events; gave an update on staffing for the school year; and gave an update on STEP and NWEA Map Testing performance for the year. A motion to approve the Head of School Report was made by Kitty Cook Ramsey, seconded by Kim Davis. Motion passed with 6 AYE/Yes votes.

(6:18 p.m. Board member Shabankareh entered the meeting.)

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Hannah Shore, EdTec gave the Finance Report, generally in line with projections. The annual audit is on track. Cody Stephenson and Jenny Tabor will become our liaisons with EdTec. Cody met OPSB today to help with a smooth transition, Hannah's last day will be Friday, September 27, 2019.

(6:44 p.m. Board Chair Darren Patin entered the meeting.)

Kitty Cook Ramsey introduced the Engagement Toolkit for Development and the board started working through the worksheet. Members were asked to review, complete, email their results to Kitty and Todd for compilation as we move to the next step of engagement. It was explained that the goal was to start a better stewardship process.

Board Vice Chair Dan Willeman called for a motion to accept the Finance and Development Committee report, and a motion was made by Ashley Shabankareh and seconded by Roger Watkins. The motion passed with 7 AYE/Yes votes.

GOVERNANCE COMMITTEE REPORT

Board Chair Patin gave a report that included:

The Governance Committee met and discussed the audit for submission, and it is almost completed and ready for submission. Discussed with LaPorte to make sure everything is already in the file for current and future submissions.

Discussed a board retreat, looking at several vendors, with one specific vendor in mind. Looking for a more polished and advanced level training session.

Discussed the bus transportation contract, and the need to extend current short term contract. Set up special meeting.

Darren and Todd met with Derrick Martin, Algiers Economic Development Foundation, to discuss potential board members, special funding projects, and how AEDF can be of

benefit to the goals of Elan Academy Charter School, as we help raise the profile of the West Bank.

Still updating the board policy for parent statements at board meeting.

Discussed Hannah Shore leaving EdTEC and the transition.

(7:29 p.m. Board Member Kim Davis exited the meeting.)

Board Vice Chair Dan Willeman asked for a motion to accept the Governance Committee report. The motion was made by Kitty Cook Ramsey and seconded by Ashley Shabankareh. Motion passed with 6 AYE/Yes votes.

OLD BUSINESS

Discussed the short term contract with Knowledge Transportation to provide bus service to Elan Academy Charter School while an emergency RFP is released for service. A motion was made by Ashley Shabankareh and seconded by Board Chair Patin to extend the short term contract for Knowledge Transportation through October 31, 2019. Motion passed with 6 AYE/Yes votes.

The RFP for long term bus service was let, and two proposals have been received, to date. The proposals will be circulated to the board members, and a special meeting will be held on Monday, September 30, 2019, 6:00 p.m.

ADJOURNMENT

Asked for a motion to adjourn, moved by Ashley Shabankareh and seconded by Kitty Cook Ramsey. The meeting was adjourned at 7:38 p.m.