



**Elan Academy Charter School Board of Directors Meeting Minutes
Thursday, February 21, 2019, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans**

ATTENDANCE

Board: Dan Willeman, Kim Davis, Angela Jordan, Tanya Dix; Todd Taylor
Staff: Robert Carter, Operations Manager
Guests:

Meeting was called to order at 6:12 p.m. by Board Vice Chair Willeman. It was acknowledged that we have 5 of 8 board members, establishing a quorum.

MEETING MINUTES

Board Vice Chair Willeman called for a motion to accept the January 30, 2019 meeting minutes. A motion was made by Angela Jordan and seconded by Tanya Dix. The motion passed with a 5 Aye/Yes votes.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Vice Chair Willeman called for a motion to approve the meeting agenda. Removing Hannah Shore, EdTEC from agenda; replacing Robert Carter for Melanie Askew in the agenda. A motion was made by Angela Jordan 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. The report mentioned a partnership effort between OPSB and the National League of Cities; informed the board that the LDoE received a grant for \$8M to strengthen early childhood education; 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 Angela Jordan and seconded by Tanya Dix. Motion passed with 5 AYE/Yes votes as one additional board member entered the meeting.

GOVERNANCE COMMITTEE REPORT

Board Vice Chair Willeman presented the Governance Committee Report.

Discussed the efforts to increase board membership, Dan has a lead on a member of the Bacchus parade krewe who may be interested in joining the board.

Discussed some funding opportunities, split a list of entities between Darren, Dan and Todd with a requirement to report by next Governance Committee meeting.

Updated the board on the progress of the bus contract. Issuing an RFP for services in late March/early April 2019. Also, asking EdTEC to give us an idea of how much it would cost to provide our own in-house service.

Discussed the site improvements, noting that everything was completed.

Janitorial contract was discussed, we are still exploring in – house versus outside, and we will issue an RFP once we consider which way to go.

Governance Committee will meet earlier in the month to be able to disseminate the meeting minutes earlier.

Board Chair Patin called for a motion to accept the Governance Committee Report. A motion was made by Angela Jordan and seconded by Tanya DIX. Motion passed with a 5 AYE/Yes votes.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Board Vice Chair Willeman gave the financial report. He noted we are on track with our planned budget, and we expect to have a solid carryover balance for 2019 – 2020 school year. Noted a few slight adjustments, stating they ended up being a net positive to the cash

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on hand and revenue production. Finalizing staffing plan for the next year budget, and the draft budget will be available in April 2019.

Development Committee Report given by Todd Taylor. Discussed the fund-raising plan to date, noted we are behind the goal. Informed the body that the annual fund letter was not sent out due to the lack of votes. Discussed the annual fund letter as a precursor to GiveNOLA Day since we do not have enough time to really spread the process out.

Board Vice Chair Willeman called for a motion to approve the issuance/dissemination of the annual fund letter with revisions, as a precursor to GiveNOLA Day. A motion was made by Todd Taylor and seconded by Tanya Dix. Motion received 5 AYE votes

Kim Davis discussed the Spring Festival and mentioned all of the planning that has occurred. 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 Vice Chair Willeman 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 5 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 Stone, EDTEC, will look at the cost of that service to give the board some idea of the cost benefit.

NEW BUSINESS

Discussed the Board of Ethics letters that many received with minor edits requested. All were provided the website to get the next form, for presentation this late spring 2019.

ADJOURNMENT

Board Vice Chair Willeman thanked the board for a good meeting. Asked for a motion to adjourn, moved by Angela Jordan and seconded by Tanya Dix. The meeting was adjourned at 6:46 p.m.