



**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, September 26, 2018
Elan Academy Charter School
709 Park Blvd., New Orleans**

Attendance: Darren Patin, Dan Willeman, Kim Davis, Tanya Dix, Angela Jordan, Kheri Phillips, Todd Taylor, and Melanie Askew. **Guests:** Hannah Shore, EdTec; and Dr. Erica Murray, OPSB

Meeting was called to order at 6:03 p.m. by Board Chair Patin. It was acknowledged that we have 6 of 8 board members, establishing a quorum.

MEETING MINUTES

Board Chair Patin called for a motion to accept the August 29, 2018 meeting minutes. A motion was made by Tanya Dix 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 accept meeting agenda. A motion was made by Angela Jordan and seconded by Tanya Dix. Motion passed with 5 AYE/Yes votes.

HEAD OF SCHOOL REPORT

Melanie Askew gave a report which included 2018 – 19 Annual Priorities Schoolwide Goals, and a demographic report which included current student enrollment and staffing. School had an Applebee's fundraising night which was well attended and will be scheduled again.

Board Chair Patin called for a motion to accept the Head of School Report. A motion was made by Kim Davis and seconded by Board vice chair Willeman. Motion passed with a 6 AYE/Yes vote.

GOVERNANCE COMMITTEE REPORT

Board Chair Patin presented the Governance Committee Report. Discussed draft audit report, all appeared in order, with only a few items recommended to be reviewed for better efficiency.

Discussed Jazz Brunch Gala, Holy Cross is excited to host the event.

Discussed 2018 – 19 budget updates, we are a few students short of our goal, and we have some receivable offsets to cover some of the financial gap.

Darren and Dan discussed a third-party entity to help with fund raising efforts, establishing a donor database, and other guidance. No one identified at this time.

Discussed board discretionary fund, will follow up with auditor for guidance.

Discussed the recruitment of potential board members. Looking to identify two – three future members, especially members with diverse community standing.

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

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Hannah Shore, EdTec representative, discussed the past two months budget update. noting that the audit was on schedule; that the budget was pretty much on track; and that Gasper would remain through December 2018 and will work with Hannah Shore.

Board Chair Patin called for a motion to accept the Finance and Development Committee report. A motion was made by Board vice chair Dan Willeman and seconded by Angela Jordan. Motion passed with a 6 AYE/Yes vote.

ACADEMIC COMMITTEE REPORT

Academic Committee presented an update on the STEPS levels for each grade. School leader Askew went over some updated testing baseline results, and we show significant areas for growth this year. The Pre – K students are 100 percent on grade level, currently. The third graders will take the LEAP exam in 2019, and it will establish a baseline for 2019 – 20 growth.

Board Chair Patin called for a motion to accept the Academic Achievement Committee report. A motion was made by Kim Davis and seconded by Board vice chair Dan Willeman. Motion passed with a 6 AYE/Yes vote.

OLD BUSINESS

- A. School Audit – The audit will be completed soon, preliminary findings show some improvements needed, but the general state of affairs are in good standing.
- B. Luau – Kim Davis gave an update on the event, 150 RSVPs so far, Little Caesar's is donating 15 pizzas, and the event has a weather contingency plan. The event has grown y/y. Board members donated to the school to help support the event. The event is Friday, September 28, 2018, 6 – 8 p.m. Momentum is growing well, and they have a really good progress and vision moving forward.
- C. Jazz Brunch Fundraiser – Angela and Kheri reported on their committee meeting. They discussed a broad range of topics, as they relate to organizing and developing the idea. Darren Patin is going to tour Holy Cross on Tuesday, October 2, at 7:30 a.m. Discussed catering, menu options, entertainment and theme. Discussed sponsorships, all were asked to have a sponsorship idea. One of the visitors to the meeting suggested considering a local school's culinary program, a staggered price chart for parents versus the general public, and a silent auction. Next committee conference call is October 4, 2018, 6 p.m.

NEW BUSINESS

No new business.

ADJOURNMENT

Board Chair Patin asked for a motion to adjourn, moved by Tanya Dix and seconded by Kheri Phillip. The meeting was adjourned at 7:27 p.m.

**Board of Directors Meeting Agenda
Wednesday, September 26, 2018, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans, LA 70114**

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. The meeting will be held on the campus of the school.

- 6:00 p.m. Call to Order**
- 6:01 p.m. Approval of Last Meeting Minutes**
- 6:05 p.m. Approval of Today's Meeting Agenda**
- 6:10 p.m. Head of School Report**
- 6:20 p.m. Governance Committee Report**
- 6:30 p.m. Finance and Development Committee Report**
- 6:45 p.m. Academic Committee Report**
- 6:55 p.m. Old Business**
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- A. School Audit – Patin/Margetta/Askew**
- B. September 28, 2018 Luau – Davis**
- C. Jazz Brunch Fund Raiser - Patin**
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- 7:05 p.m. New Business**
- 7:15 p.m. Chairman's remarks**
- 7:20 p.m. Adjournment**