



Board of Directors Meeting Agenda
Wednesday, June 24, 2020, 6:00 – 7:50 p.m.

Via Zoom Meeting Conference as per State of Louisiana Proclamation Number 2020-30
<https://us02web.zoom.us/j/85058608932?pwd=ZVU1RTYvUWVITTFDU3pYMGZHTzZCUT09>
Phone Discussion (646) 558-8656; Meeting ID: 850 5860 8932; Password: 840873

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 May 27, 2020 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 - Dan Willeman

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

B. Development Subcommittee Report - Todd Taylor

- 1. Update on current donations**
- 2. GiveNOLA Day/Annual Fund Update**
- 3. Fundraising Plan Working Document (Voting)**

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

- A. Board Retreat – Darren Patin**
- B. 2020 – 21 Board Annual Calendar – Todd Taylor (Voting)**
- C. Update Regarding Transportation RFP**

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

- A. Selection of Laporte CPA to conduct 2020 Audit (Voting)**

- B. Selection of officers for 2020 - 2021 calendar year, including confirmation of Roger Watkins as Board Treasurer (Voting)**
- C. Introduction and Selection of Jonathan Stewart as Board member – Parent Representative (Voting)**
- D. Completion and Approval of 2019 - 2020 Head of School Evaluation (Voting)**
- E. Discussion of Issuance of Head of School Contract for 2020 – 2021 (Voting – Executive Session)**
- F. Approval of 2020 - 2021 Budget (Voting)**

7:45 p.m. Chairman's Remarks

7:50 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 of Directors Meeting Minutes
Wednesday, June 24, 2020, 6 p.m.
ZOOM Video Conference**

ATTENDANCE

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

Meeting was called to order at 6:07 p.m. by Board Chair Darren Patin. A roll call was conducted, and it was acknowledged that we have a quorum of 8 board members at the meeting beginning.

MEETING MINUTES

Board Chair Darren Patin called for a motion to accept the May 27, 2020 meeting minutes as revised. A motion was made and seconded to accept the meeting minutes. The motion passed with 8 Aye/Yes vote.

[David Hoover joined the meeting at 6:09 p.m.](#)

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Darren Patin asked for additions to today's meeting agenda. Moving Finance and Development ahead of Head of School Report. A motion was called to accept the revised agenda for approval of today's meeting agenda, and one was made and seconded. Motion passed with 9 AYE/Yes votes.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Cody Stephenson, EdTec, gave the Finance Report, noting the impact of changes to the budget forecast.

Cody Stephenson opened additional discussion on the annual budget, which was posted to the school website and sent to local media in May 2020. Estimates were done with the most conservative outlook, and we expect to have a balanced budget for the 2020 – 2021 school year.

The Development Subcommittee is working with the school to update the input to Kindful to include all grants received over the year to capture the history for future information.

GiveNOLA Day exceeded the board goal between the GiveNOLA and Kindful platforms. Interesting stats included 18 states represented; 58 First Time Donors; and, the highest recurring dollar amount was \$50.00. Board members will receive the names of the donors to select who they will send TU notes to, and the remainder will be ferreted out to the rest of the board.

The Annual Fund has received some donations and ends on June 30, 2020. Members were encouraged to send out emails, post to their social media, and to encourage other donations.

The Development Plan is in discussion, but not completed. It will hopefully be available for the July 2020 board meeting, but no later than the August 2020 meeting.

Board Chair Patin called for a motion to accept the Finance and Development Committee report, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

HEAD OF SCHOOL REPORT

Ms. Askew's report included the following: NOLA - PS will do an opening survey with stakeholders to consider impacts of the distance learning and how to reopen in the fall, results will be released near the end of June 2020; NOLA – PS is doing a district wide PPE order based on July enrollments; Schools may open under Phase 3 guidelines, school reviewing the impact on physical v virtual school, and laying out plan; New state superintendent of Education named, current superintendent for Jefferson Parish, Cade Brumley; modular construction is on target for early June 2020 start w/60 day construction period to follow; received responses to food and transportation RFPs; insurances, both health, and building, have been or are in the process of being updated; some HR updates were presented, another good year of teacher retention increasing program stability; gave an update on some grants statuses; discussed some summer learning programs in place, and discussed enrollment for 2020 – 2021.

A motion to approve the Head of School Report was made and seconded. Motion passed with 9 AYE/Yes votes.

ACADEMIC ACHIEVEMENT COMMITTEE REPORT

No report.

GOVERNANCE COMMITTEE REPORT

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

Classes will be starting August 10 with staggered opening with PreK and K starting, and 1 – 5th starting later.

Discussed succession planning

HoS Evaluation completed and will be presented at the June 24, 2020 board meeting

Chair spoke w/BES retreat leader to set up priorities for the event. Retreat may occur in July 2020

Reviewed 20 – 21 budget and financial position, and discussed any nuances or changes

EoY Audit, talked about provider for 2019 – 2020, will propose LaPorte for the vendor

Board member recruitment and possible replacement of parent board

Discussed the selection and retention of officers, including the addition of Roger Watkins as treasurer

Discussed completion of authorizer training, Daphne Barnes was scheduled in June 2020

Board Chair Patin called for a motion to accept the Governance Committee Report, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

OLD BUSINESS/NEW BUSINESS

Board Chair Darren Patin the board retreat. Event will be July 11, 2020, with the board members meeting at the school and the retreat leader meeting virtually.

2020 – 21 Board Annual Calendar – Todd Taylor

Board Secretary Todd Taylor presented the 2020 – 21 Board Annual Calendar, noting all committee and board dates were vetted with each chair, and with the school leadership, and all were correct and physically available within the normal operation of the school.

Board Chair Patin called for a motion to accept the 2020 – 2021 Board Annual Calendar, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

Transportation RFP

Discussed some updates to the 2020 – 2021 transportation contract; and, discussed the possibilities that might occur given the pandemic protocols.

Discussed the 2019 – 2020 audit vendor.

Board Chair Patin called for a motion to accept LaPorte as the auditor for the 2019 – 2020 annual audit, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

Chair discussed the selection and appointments of the 2020 – 2021 officers with Darren Patin serving as president; Dan Willeman serving as vice chair; Todd Taylor serving as Board Secretary; and, bringing Roger Watkins on to serve as Board Treasurer.

Board Chair Patin called for a motion to approve the 2020 – 2021 officers of the board, including the appointment of Roger Watkins as board Treasurer, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

Chair discussed the selection and appointments of Jonathan Stewart to the board as parent representative for the 2020 – 2021 academic year, serving an undetermined board member period. The chair discussed Jonathan's skill sets, including previous board services; his business acumen, which will be an asset to the board; and, his interest in service as a parent representative with two children in the school

Board Chair Patin called for a motion to approve the Jonathan Stewart as a director on the board, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

Chair discussed the Head of School Evaluation, with Dr. Olatunji making a few comments regarding the successful completion, complimenting Ms. Askew on her ability to continue to improve the successes of the school, including school culture.

Board Chair Patin called for a motion to approve the Head of School Evaluation, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

Chair opened the floor for discussion on the 2020 – 2021 Annual Budget. With no further discussion, the board chair closed discussion.

Board Chair Patin called for a motion to approve the 2020 – 2021 Annual Budget, and a motion was made and seconded. The motion passed with 9 AYE/Yes votes.

The board chair took a moment to thank board member Kim Davis for her service as the first parent representative of the board for 2+ years. Other board members weighed in; and, Kim gave a few words of appreciation.

Board Chair Patin called for a motion to enter Executive Session to discuss the issuance of a contract to the Head of School for the 2020 – 2021 academic year. The motion passed with 9 AYE/Yes votes.

THE BOARD WENT INTO EXECUTIVE SESSION AT 7:20 P.M.

EXECUTIVE SESSION ENDED AT 7:43 P.M.

ADJOURNMENT

Board chair wrapped the meeting with an additional note to thank board director Davis for her service.

Asked for a motion to adjourn, moved by Kitty Cook Ramsey, and seconded by Anane Olatunji. The meeting was adjourned at 7:45 p.m.