



Board of Directors Meeting Agenda

Wednesday, May 27, 2020, 6:00 – 7:30 p.m.

ZOOM Video Conference, <https://zoom.us/j/98637265626>; (646) 558-8656, Meeting ID: 986 3726 5626

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 April 29, 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. Introduction of 2020 – 2021 Annual Budget

B. Development Subcommittee Report - Todd Taylor

1. Update on current donations
2. GiveNOLA Day/Annual Fund Update

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

- A. Teacher Appreciation Week Review – Melanie Askew
- B. Board Retreat – Darren Patin
- C. 2020 – 21 Board Annual Calendar – Todd Taylor

7:20 p.m. New Business - Darren Patin

7:25 p.m. Chairman's Remarks - Darren Patin

7:30 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, May 27, 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 April 29, 2020 meeting minutes as revised. A motion was made and seconded to accept the meeting minutes. The motion passed with 7 Aye/Yes vote.

David Hoover joined the meeting at 6:10 p.m.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Darren Patin asked for additions to today's meeting agenda. Adding the food service proposal to the agenda; and a discussion of transportation proposal RFP status. 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 8 AYE/Yes votes.

Roger Watkins joined the meeting at 6:13 p.m.

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

Dr. Anane Olatunji gave the committee report: shared the HoS evaluation plan;

A motion to approve the Academic Achievement Committee was made and seconded. Motion passed with 9 AYE/Yes votes.

GOVERNANCE COMMITTEE REPORT

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

Discussed succession planning

Board member recruitment and possible replacement of parent board spot

Discussed HoS Evaluation

20 – 21 budget and financial position

Discussed status of RF releases

Dr. Olatunji completed authorizer training, Daphine Barnes is scheduled in June

Financial reporting documents were returned at 100 percent

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

Discussed board expenditures with pre – authorization request prior to purchases, policy to follow

Discussed the need to have a school/board Zoom account

[Elan Academy Charter School Board Meeting Minutes](#)

[Wednesday, May 27, 2020](#)

[Page 3.](#)

Board policies updated and publicly displayed
Discussed the meeting calendar for 2020 – 21
Discussed need to maintain full community engagement with families throughout the summer, especially with Momentum, the parent teacher organization

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.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

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

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

Development Subcommittee reported the donations to date; and board is at 50 percent full giving, with a projection of 60 – 70 percent completion by the end of the funding year.

The Development Plan is in discussion, but somewhat relies on the board goals for final approval. To that end, we may provide a draft plan, as in previous years, to be a working document starting July 1, 2020.

The Annual Fund has started with over 342 postcards mailed out by the committee, and possibly 12 additional by board members. Ashley Shabankareh spoke about giving goals and potential giving challenges. GiveNOLA Day was rescheduled for June 2, 2020. Goal is \$5,000.00.

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.

OLD BUSINESS/NEW BUSINESS

Teacher Appreciation Week Review

HoS Melanie Askew gave an update on the Teacher Appreciation Week/Day celebration. Teachers were given a lot of attention through video messages and signs delivered to their homes, gift baskets, and a crawfish boil capped the event. The families enjoyed their roles and the teachers appreciated the recognition.

Board Retreat

Board Chair Darren Patin discussed the challenges and opportunities as they related to the board retreat. Looking at July 2020, and the physical v virtual is still to be determined.

2020 – 21 Board Annual Calendar – Todd Taylor

Board Chair Patin discussed the need to solidify the 2020 – 21 Board Annual Calendar, and after some ensuing discussion, many dates were recorded and presented, via email, for committee chairs to review and ratify. Will be completed at the June 2020 meeting

David Hoover exited the meeting at 7:39 p.m.

Daphne Barnes exited the meeting at 7:49 p.m.

ADJOURNMENT

Board chair wrapped meeting up after discussion about the transportation proposal, which requires further review. Asked for a motion to adjourn, moved by Kitty Cook Ramsey and seconded by Anane Olatunji. The meeting was adjourned at 7:59 p.m.