



**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, December 19, 2018, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans**

ATTENDANCE

Board: Darren Patin, Dan Willeman, Kim Davis, Angela Jordan, Todd Taylor
Staff: Melanie Askew, School Leader
Guests: None

Meeting was called to order at 6:09 p.m. by Board Chair Patin. It was acknowledged that we have 5 of 8 board members, establishing a quorum.

MEETING MINUTES

Board Chair Patin called for a motion to accept the November 30, 2018 meeting minutes. A motion was made by Kim Davis and seconded by Angela Jordan. The motion passed with a 4 Aye/Yes votes.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Patin added 1 item to the agenda, library invoice approval. Chair called for a motion to approve revised meeting agenda. A motion was made by Dan Willeman and seconded by Angela Jordan. Motion passed with 4 AYE/Yes votes.

HEAD OF SCHOOL REPORT

Melanie Askew gave her report which included a summary of OPSB activity, including NO Public Schools being named District of the Year by Education Dive; some updates on BESE related news; gave an update on OneApp applications; discussed the STEP Cycle scores to date, noting a huge improvement in 3rd grade student achievement; discussed 2019 – 20 hiring opportunities and current year vacancies; discussed some facility/capital improvement needs, including the need for a permanent location or in space growth; 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 Dan Willeman and seconded by Angela Jordan. Motion passed with 4 AYE/Yes votes.

GOVERNANCE COMMITTEE REPORT

Board Chair Patin presented the Governance Committee Report.

Discussed the Spring Festival and plans to expand the event.

Discussed the board composition, with a few people previously targeted not coming to fruition.

Dan Willeman has been appointed as interim treasurer, per last meeting vote. Looking at installing a permanent treasurer after discussing with potential board member.

Discussed board policy as it relates to adding parents to the governance board. Will look at best practices. This will temporarily put the consideration of Erica Maye on hold until we understand, discuss and adopt a policy.

Reintroduced the potential funding sources, including a list of local funding sources for grants. Darren, Dan, and Todd will work on identifying those entities.

Reintroduced the discussion of the expansion of the current location using modular buildings, including styles of modular buildings.

Board Chair Patin called for a motion to accept the Governance Committee Report. A motion was made by Angela Jordan and seconded by Kim Davis. Motion passed with a 4 AYE/Yes vote.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Darren Patin presented the finance report.

Development Committee Report given by Todd Taylor. A discussion ensued about the annual fund resulting in the fund mailing to be put on hold pending further review and discussion.

Board Chair Patin called for a motion to accept the Finance and Development Committee report. A motion was made by Angela Jordan and seconded by Kim Davis. Motion passed with a 4 AYE/Yes vote.

OLD BUSINESS

No discussion.

NEW BUSINESS

- A. Melanie Askew provided an update on our recent bus service, and it was noted that OPSB schools received a public records request for their specific bus service. The board will set up a meeting with the bus service provider, hopefully for January 2019.
- B. Melanie Askew provided an update on janitorial services, and the potential need to hire a staff person to provide janitorial and maintenance services. Angela Jordan will lead the effort on getting information on pay and benefits for a future discussion.
- C. Discussed moving the February 2019 meeting date from February 27, 2019 due to the Mardi Gras season.

Board Chair Patin called for a motion to move the February 27, 2019 board meeting to Thursday, February 21, 2019. A motion was made by Angela Jordan and seconded by Dan Willeman. Motion passed with a 4 AYE/Yes vote.

- D. Discussed the approval of the library invoice presented.

Board Chair Patin called for a motion to approve up to \$15,000.00 to Mackin Educational Resources to complete the school library. A motion was made by Angela Jordan and seconded by Kim Davis. Motion passed with a 4 AYE/Yes vote.

ADJOURNMENT

Board Chair Patin thanked the board for a good meeting. Recapped his responsibilities and those of the board members for the next meeting. Asked for a motion to adjourn, moved by Angela Jordan and seconded by Kim Davis. The meeting was adjourned at 7:36 p.m.



**Board of Directors Meeting Agenda
Wednesday, December 19, 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. **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.

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| 6:00 p.m. | Call to Order |
| 6:01 p.m. | Approval of November 2018 Board Minutes (Voting) |
| 6:05 p.m. | Approval of Today's Meeting Agenda (Voting) |
| 6:10 p.m. | Head of School Report (Voting) |
| 6:20 p.m. | Governance Committee Report (Voting) |
| | A. Meeting and discussion with potential new board member – Erica Maye |
| | B. Policy for the election and appointment of parents to the board – Melanie Askew |
| 6:30 p.m. | Finance and Development Committee Report (Voting) |
| | A. Finance Report – Hannah Stone |
| | B. Development Update |
| 6:40 p.m. | Old Business |
| 7:05 p.m. | New Business |
| | A. Bus Transportation Service – Melanie Askew |
| | B. Janitorial Service – Melanie Askew |
| | C. February 27, 2019 Meeting Date (Voting) |
| 7:15 p.m. | Chairman's Remarks |
| 7:20 p.m. | Adjournment |