



**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, July 31, 2019, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans**

ATTENDANCE

Board: Dan Willeman, Kim Davis, Kitty Cook Ramsey, Todd Taylor, Roger Watkins
Absent: Darren Patin, David Hoover, Kheri Phillips, Ashley Shabankareh
Staff: Melanie Askew, School Leader
Guests: No guests

Meeting was called to order at 6:10 p.m. by Board Vice Chair Dan Willeman. A roll call was conducted, and it was acknowledged that we have a quorum.

MEETING MINUTES

Board Vice Chair Willeman called for a motion to accept the June 26, 2019 meeting minutes. A motion was made by Kim Davis and seconded by Kitty Cook Ramsey. The motion passed with a 5 Aye/Yes votes.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Vice Chair Willeman updated the meeting agenda with the following additions: RFP approval for transportation contract and EdTec proposals; and, the resignation of Kheri Phillip from the board. A motion was made by Kitty Cook Ramsey and seconded by Roger Watkins. Motion passed with 5 AYE/Yes votes.

GOVERNANCE COMMITTEE REPORT

Board Vice Chair Willeman informed the body there was no Governance Committee Report.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

There was no Finance Committee Meeting.

Discussed GiveNOLA Day Thank You cards. A list was passed out to volunteer for cards. Todd will send some key points.

Kitty Cook Ramsey introduced the 2019 – 20 Development Plan. A review of the plan was presented and discussed. It was discussed that the document is a working document, open to change and best practices, but would be adopted as the framework and plan for this board year. Board Vice Chair Willeman called for a motion to accept the 2019 – 20 Development Plan, and a motion was made by Kim Davis and seconded by Roger Watkins. The motion passed with 5 AYE/Yes votes.

Board Vice Chair Willeman called for a motion to accept the Development Committee report. A motion was made by Kim Davis and seconded by Kitty Cook Ramsey. The motion passed with 5 AYE/Yes votes.

OLD BUSINESS

A. Consideration/Discussion of board term expiration

A discussion ensued on board terms and they are as follows:

**Darren Patin – 6/30/20
Dan Willeman – 6/30/20
Todd Taylor – 6/30/20
Kim Davis – 6/30/20
David Hoover – 6/30/21
Roger Watkins – 6/30/21
Kitty Cook Ramsey – 6/30/22
Ashley Shabankareh – needs to be declared**

Board Vice Chair Willeman asked for a motion to accept the board terms for Roger Watkins through June 30, 2021, and Kitty Cook Ramsey through June 30, 2022, and it was moved by Kim Davis and seconded by Todd Taylor. Motion passed with 5 AYE/Yes votes.

B. Board Calendar - Board Vice Chair Willeman called for a motion to accept the 2019 – 2020 Board Calendar. A motion was made by Kim and seconded by Roger. Motion passed with a 5 AYE/Yes votes.

- C. Board Secretary Todd Taylor informed the board he would send out a template for online board profiles to standardize the format. Once received, board members will be asked to make updates, and the updates will be reviewed with suggested edits sent to the director for acceptance.**
- D. Discussed the board email addresses and a goal to create a board group email address.**

NEW BUSINESS

- A. Discussed the RFP for Kid's First transportation. It was noted that there were no other bids received. Board Vice Chair Willeman called for a motion to approve the RFP from Kid's First Transportation. A motion was made by Kitty Cook Ramsey and seconded by Kim Davis. Motion passed with a 5 AYE/Yes votes.**
- B. Discussed the RFP from EdTec. It was noted that the annual contract was reduced by the removal of some travel expenses. Board Vice Chair Willeman called for a motion to approve the RFP/contract from EdTec. A motion was made by Kitty Cook Ramsey and seconded by Kim. Motion passed with a 5 AYE/Yes votes.**
- C. Discussed the resignation of board director Kheri Phillip. Board Vice Chair Willeman called for a motion to accept Kheri Phillip's resignation. The motion was made by Kim Davis and seconded by Kitty Cook Ramsey. Motion passed with a 5 AYE/Yes votes.**

ADJOURNMENT

Board Vice Chair Willeman thanked the board for a good meeting. Asked for a motion to adjourn, moved by Kitty Cook Ramsey and seconded by Roger Watkins. The meeting was adjourned at 6:57 p.m.