



**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, August 28, 2019, 6 p.m.
Elan Academy Charter School
709 Park Blvd., New Orleans**

ATTENDANCE

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

Meeting was called to order at 6:15 p.m. by Board Chair Darren Patin. A roll call was conducted, and it was acknowledged that we have a quorum.

MEETING MINUTES

Board Chair Patin called for a motion to accept the July 31, 2019 meeting minutes. A motion was made by Ashley Shabankareh and seconded by David Hoover. The motion passed with 8 Aye/Yes vote.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Patin updated the meeting agenda with the following addition(s): 2018 – 19 Louisiana Compliance Questionnaire; RFP consideration for approval for Knowledge Transportation contract; and, the removal of the Board Profile Update. A motion for approval of today's meeting agenda with revisions was made by Board Vice Chair Dan Willeman and seconded by Roger Watkins. Motion passed with 8 AYE/Yes votes.

HEAD OF SCHOOL REPORT

School Leader Askew gave an update on enrollment; employment needs. Motion to approve Head of School Report was made by Kitty Cook Ramsey, seconded by Ashley Shabankareh. Motion passed with 8 AYE/Yes votes.

GOVERNANCE COMMITTEE REPORT

Board Chair Patin gave a report that included:

The board reached out to a potential board member without immediate success. The board will continue its efforts with this person. The board will also explore another community resource for talent.

Audit is underway, LaPorte is conducting the audit, again, this year, and it is due September 30, 2019. Hannah Shore, EdTEC, has been involved in providing the information.

Discussed completing the compliance requirements and completing the onboarding process for the newly added board members. The process is almost complete.

Discussed board goals and priorities for 2019 – 2020. A survey will be sent out to the board to start this discussion with the goal to have it completed/formalized by the September 2019 meeting.

Discussed the board service terms as follows:

Darren Patin – 6/30/20

Dan Willeman – 6/30/21

Todd Taylor – 6/30/21

Kim Davis – 6/30/20

David Hoover – 6/30/21

Roger Watkins – 6/30/21

Kitty Cook Ramsey – 6/30/22

Ashley Shabankareh – 6/30/21

Discussed the bus transportation contract, and the need to look for another service due to Kid's First not being able to provide current insurance. Discussed the records request from WWL, and the effort to get the response together.

Elan Academy Charter School has received some favorable press regarding our outstanding performance on the LEAP tests in our first seating. Additionally, USA Today

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is seeking an interview in September; and the Gambit wrote an article recently. A letter welcoming Councilwoman Kristen Gisleson Palmer, State Senator Troy Carter, State Representative Gary Carter, and Mr. Rubenstein to tour the school. We have two confirmations for late September 2019.

Board Chair Patin asked for a motion to accept the Governance Committee report. The motion was made by Kim Davis and seconded by Ashley Shabankareh. Motion passed with 8 AYE/Yes votes.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Board Vice Chair Willeman gave the Finance Report. The school ended in a strong financial position, though slightly lower than budgeted due to some revenue shortfalls from lower MFP, state, and federal funding. Due to some strong cash and budget management practices exercised by school leadership, the effects were lowered, and the school remains in a strong cash position.

Kitty Cook Ramsey announced we are on schedule to send out our back to school appeal letter. The letter has been signed by the board members, and the school leader. Todd discussed the impending meeting with the Momentum Board on or about September 5, 2019.

Board Chair Patin called for a motion to accept the Finance and Development Committee report, and a motion was made by Ashley Shabankareh and seconded by Kitty Cook Ramsey. The motion passed with 8 AYE/Yes votes.

OLD BUSINESS

A. Consideration/Discussion of board term expiration

This item was discussed and confirmed in the Governance Report. No further updates.

B. Board Email Address Update

Discussed the board email addresses and a goal to create a board group email address. All were asked to confirm they have access to the board email, and it was recognized David Hoover did not have access. David and Todd Taylor planned to resolve the issue after the board meeting.

NEW BUSINESS

- A. The 2019 Louisiana Compliance Questionnaire resolution document was discussed and circulated by Board Chair Patin. Board Chair Patin called for a motion to resolve to adopt the 2019 Louisiana Compliance Questionnaire. The motion was made by Board Vice Chair Willeman and seconded by Ashley Shabankareh. Motion passed with 8 AYE/Yes votes,**
- B. Discussed the short term contract with Knowledge Transportation to provide bus service to Elan Academy Charter School while an emergency RFP is released for service. Looking to do a short term contract with Knowledge Transportation for 60 days while the RFP is completed and let by the end of the week. Board Chair Patin called for a motion to empower School Leader Askew and Director of Operation Carter to engage in a 30 day contract with Knowledge Transportation; and, to have an RFP let immediately for service to begin on October 1, 2019 through the end of the school year 2020. A motion was made by Kitty Cook Ramsey and seconded by Board Vice Chair Willeman. Motion passed with 8 AYE/Yes votes.**

ADJOURNMENT

Board Chair Patin mentioned two grants were funded in August 2019. He discussed reaching out to a professional consultant to conduct the board retreat. He discussed holding a board bonding event soon, hosted by Kitty Cook Ramsey and her husband. He thanked the board for a good meeting. Asked for a motion to adjourn, moved by Roger Watkins and seconded by Ashley Shabankareh. The meeting was adjourned at 7:30 p.m.