



**Elan Academy Charter School Board of Directors Meeting Minutes
Wednesday, November 20, 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, Todd Taylor, Roger Watkins
Absent: Ashley Shabankareh
Staff: Melanie Askew, School Leader; Robert Carter, Operations Manager
Guests: Jenny Tabor, 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 6 board members.

MEETING MINUTES

Board Chair Darren Patin called for a motion to accept the October 30, 2019 meeting minutes. A motion was made by Board Vice Chair Dan Willeman and seconded by Roger Watkins. The motion passed with 7 Aye/Yes vote.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Darren Patin updated the meeting agenda with the following addition(s): adding a discussion to adopt the student fee policy. A motion for approval of today's meeting agenda with revisions was made by Kitty Cook Ramsey and seconded by Kim Davis. Motion passed with 7 AYE/Yes votes.

INTRODUCTION OF POTENTIAL BOARD MEMBER

Item tabled to future meeting.

HEAD OF SCHOOL REPORT

School Leader Askew gave an update: reviewed upcoming events, staffing levels, enrollment, and gave a review of the recent STEP testing. Discussed the comparison of Elan to other BES Schools, we are trending consistently in the top 10 or better in several categories. A motion to approve the Head of School Report was made by Roger Watkins, seconded by Kitty Cook Ramsey. Motion passed with 8 AYE/Yes votes.

(6:23 p.m. Board member Shabankareh entered the meeting.)

GOVERNANCE COMMITTEE REPORT

Board Chair Darren Patin gave a report that included:

A discussion about additional board members, noting we have one person to interview, a potential academic committee member, are awaiting a statement of interest and resume for another potential board member.

Discussed a board retreat. Will look at our expertise, devise an agenda, and look to see what outside expertise we may need. This will potentially be solidified for review at the December 2019 meeting.

The parent engagement policy for board meeting is nearly completion and will be voted on at the December 2019 meeting.

Discuss the LEA status as it pertains to 20/21. Looking at various options. Set a meeting with a current charter school operations manager to see what their policy is to help us determine the best approach.

Discussed the reconstitution and reconciliation of 2019/20 board goals and priorities to actual performance. Briefly discussed the board member attendance policy, this will be reviewed and meted out.

Discussed the bus transportation insurance policy and the protocol to ensure the policy is current, monthly.

Confirmed the extension to the current facility for the 20/21 school year to accommodate the addition of a new grade. The work is proposed to start May 2020.

Discussed grade expansion for 20/21, looking at the minimum addition of a 5th grade with a thought toward further additions.

Discussed the drafting of the student fee policy for presentation at the November 20, 2019 meeting.

Briefly discussed an accounting accrual issue and its possible affect.

Board Chair Patin asked for a motion to accept the Governance Committee report. The motion was made by Kitty Cook Ramsey and seconded by David Hoover. Motion passed with 8 AYE/Yes votes.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Board Vice Chair Dan Willeman gave the Finance Report, summarizing that we are in a healthy cash position through the year.

Jenny Tabor, EdTec discussed an amendment to the 2018 – 19 end of year financial statements to account for a funding update.

Development Subcommittee discussion included a discussion of receipts to date, a thought about grant research, a discussion about the Spring event, and Giving Tuesday.

Board Chair Patin called for a motion to accept the Finance and Development Committee report, and a motion was made by Board Vice Chair Dan Willeman and seconded by Roger Watkins. The motion passed with 8 AYE/Yes votes.

OLD BUSINESS

Board Chair Patin opened the discussion about the school fee policy. A motion to accept the policy was made by Board Vice Chair Dan Willeman and seconded by Roger Watkins. The motion passed with 8 AYE/Yes votes.

NEW BUSINESS

Board Chair Patin opened a discussion about adding grades and student spaces for 20/21. The idea is to add a natural progression of 5th grade, and consider accelerating to a middle school 6th grade.

ADJOURNMENT

Asked for a motion to adjourn, moved by Ashley Shabankareh and seconded by Kitty Cook Ramsey. The meeting was adjourned at 7:41 p.m.