



Board of Directors Meeting Agenda

Wednesday, July 29, 2020, 6:00 – 7:50 p.m.

Via Zoom Meeting Conference as per State of Louisiana Proclamation Number 2020-30

<https://us02web.zoom.us/j/88495603311?pwd=cXZQblpFSEJwbHV4VUVzbHo0cXl1QT09>

Phone Discussion (646) 558-8656; Meeting ID: 884 9560 3311; Password: 361776

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 June 24, 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)**
- 6:45 p.m. Finance and Development Committee Report (Voting)**

A. Financial Report – Roger Watkins

2020 – 2021 Annual Budget Recap and Discussion

B. Development Subcommittee Report – Kitty Cook Ramsey/Ashley Shabankareh

- 1. Update on current donations**
- 2. Fundraising Plan Working Document (Voting)**

- 7:00 p.m. Old Business - Darren Patin**
- 7:10 p.m. New Business - Darren Patin**

Review and Approval of the Élan Academy Family Handbook, 2020-2021 (Voting)

- 7:45 p.m. Chairman’s Remarks**
- 7:50 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, July 29, 2020, 6 p.m.
ZOOM Video Conference**

ATTENDANCE

Board: Darren Patin, Dan Willeman, David Hoover, Kitty Cook Ramsey, Ashley Shabankareh, Jonathan Stewart, Todd Taylor, Roger Watkins
Absent: Daphine Barnes, Anane Olatunji
Staff: Melanie Askew, School Leader; Robert Carter, Operations Manager
Guests:

Meeting was called to order at 6:04 p.m. by Board Chair Darren Patin. A roll call was conducted, and it was acknowledged that we have a quorum of 7 board members at the meeting beginning.

MEETING MINUTES

Board Chair Darren Patin called for a motion to accept the June 24, 2020 meeting minutes as revised. A motion was made and seconded to accept the meeting minutes. The motion passed with 6 Aye/Yes vote.

ACCEPTANCE OF PROPOSED MEETING AGENDA

Board Chair Darren Patin asked for additions to today's meeting agenda. A motion was called to accept the agenda for approval of today's meeting agenda, and one was made and seconded. Motion passed with 6 AYE/Yes votes.

HEAD OF SCHOOL REPORT

Ms. Askew's report included the following: School starts 8/10 PreK & K, and 8/17 for 1 – 5, all virtual learning; pre – testing will start next week on sign in basis, transportation provided, as needed; NOLA – PS provided a draft plan for school openings; modular walk through Friday, July 31, 2020, 8 a.m.; still hiring for the school year, looking for several assistant teachers, and will be hiring throughout the year, as necessary, to accommodate attrition; received a grant recently for technical support; teachers on 3rd week of PD; enrollment is up based on registration and returning students; Board Governance portal updated online; dashboard has been updated for student registration and teacher certification verification.

A motion to approve the Head of School Report was made and seconded. Motion passed with 6 AYE/Yes votes.

ACADEMIC ACHIEVEMENT COMMITTEE REPORT

The Academic Committee is in the process of scheduling a meeting to review and finalize goals in regard to the board retreat.

A motion to approve the Academic Achievement Committee Report was made and seconded. Motion passed with 6 AYE/Yes votes.

GOVERNANCE COMMITTEE REPORT

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

Discussed school opening plan

Discussed retreat follow up, and plans to coordinate to implement the ideas

Discussed succession planning

Discussed board member recruitment and identifying several entities who could provide a pipeline

Discussed the modular completion status

Discussed current staffing

Discussed By Laws review, HoS Askew will review and make some recommendations

Discussed vendor contracts and the need to scale down based on virtual schooling

Discussed the creation and implementation of a board self evaluation

Discussed the creation of an online privacy statement, Distance Virtual Learning Consent Form, to be sent to families to advise them of their rights and to have them consent to the use of images and virtual learning

Discussed the need for the board to complete the online Ethics course

Board Chair Patin called for a motion to accept the Governance Committee Report, and a motion was made and seconded. The motion passed with 6 AYE/Yes votes.

FINANCE AND DEVELOPMENT COMMITTEE REPORT

Roger Watkins discussed the current status of the school finances; discussed the PPP award plan, EdTec will potentially help, if needed; discussed the school line of credit progress.

Dan Willeman entered the meeting at 6:30 p.m.

GiveNOLA Day exceeded the board goal between the GiveNOLA and Kindful platforms. Interesting stats included 18 states represented; 58 First Time Donors; and, the highest recurring dollar amount was \$50.00. Board members will receive the names of the donors to select who they will send TU notes to, and the remainder will be ferreted out to the rest of the board.

Board Chair Patin called for a motion to accept the Development Committee plan for 2020 – 2021. The motion passed with 7 AYE/Yes votes.

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 7 AYE/Yes votes.

OLD BUSINESS/NEW BUSINESS

No Old Business

Discussed the Élan Academy Family Handbook, 2020-2021.

Board Chair Patin called for a motion to approve the Élan Academy Family Handbook, 2020-2021, and a motion was made and seconded. The motion passed with 7 AYE/Yes votes.

ADJOURNMENT

Board chair wrapped the meeting with a well wish to the school leaders on the start of virtual school, and reminded the board members of the walk through of the new modular on Friday, July 31, 2020, 9 – 9:30 a.m.

Asked for a motion to adjourn, moved by Kitty Cook Ramsey, and seconded by Ashley Shabankareh. The meeting was adjourned at 7:03 p.m.