**State of Louisiana**

**MINUTES**

**BOARD OF DIRECTORS MEETING**

**JIMMY D. LONG SR. LOUISIANA SCHOOL FOR MATH, SCIENCE, AND THE ARTS**

**March 19, 2018**

The Board of Directors of the Louisiana School for Math, Science, and the Arts met on March 19, 2018, at 9:30 a.m. in the Jimmy D. Long Boardroom, LSMSA, in Natchitoches, LA. Mrs. Sharon Gahagan, Board Chair, called the meeting to order.

**ROLL CALL**

**Present Absent**

Jimmy D. Berry Rep. Beryl Amedee

Joseph E. “Jed” Cain Dr. Cade Brumley

Amy Deslattes Hollis Conway
Dr. Vickie Gentry Tony Davis

Sharon T. Gahagan, Board Chair Rep. Julie Emerson

Tristen Guillory Anne Reese Johnson

Ryan Jannise Marian Johnson

Denise Karamales Sen. Dan Morrish

Jimmy D. Long Jr. Paul Rainwater

Mike McGrath Sen. Mike Walsworth

Martha T. Smiley

Jamie G. Smith **Guests**

Dr. Larry Tremblay Ken Sills, LSMSA Attorney

Dr. Steve Horton (serving as secretary) John Allen, LSMSA

 Dr. Kristi Key, LSMSA

Emily Shumate, LSMSA

 Angela Robinson, LSMSA Foundation

 Thorn LaCaze, LSMSA

 Jennifer Mangum, LSMSA

Mariah Metoyer, LSMSA

Ben Walker, LSMSA Student

 William Casey, LSMSA Student

 Dr. Kimberly McAlister, NSU

**WELCOME AND INTRODUCTIONS**

Mrs. Gahagan welcomed members and guests to the quarterly Board meeting. She introduced Mr. Jimmy Berry, who joins the Board as a gubernatorial appointment. She also welcomed Mr. Ben Walker and Mr. William Casey, both juniors at LSMSA. They are both members of SGO. Mrs. Gahagan also welcomed Dr. Kimberly McAlister, Dean of the College of Education at NSU; she will be replacing Dr. Gentry on the Board on June 18, 2018.

**AGENDA ITEM 1: APPROVAL OF DEC. 4, 2017, BOARD MINUTES**

Mrs. Gahagan requested the Board’s review of Dec. 4, 2017, Board minutes and requested any corrections or changes.

**Dr. Tremblay moved to approve the Dec. 4, 2017, Board minutes. Mrs. Smiley seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 2: CALL FOR PUBLIC COMMENT**

Mrs. Gahagan reported that she had no requests for public comment.

**NO ACTION REQUIRED**

**AGENDA ITEM 3: INTRODUCTION OF NEW STAFF MEMBERS**

Mrs. Gahagan asked Directors Shumate and Allen to introduce their new employees: Nathan Bossier, Marquita Stubbs and Britannica McCoy are all new SLA’s in Prudhomme/Caddo, and Mariah Metoyer is the new accountant in the Business Office.

**NO ACTION REQUIRED**

**AGENDA ITEM 4: INVITATION FROM EXCEL PROGRAM**

Mrs. Gahagan welcomed Jennifer Mangum, director of the EXCEL program, who extended an invitation for all members to join the EXCEL class on June 15, 2018, at the R.W. Norton Gallery in Shreveport for one of the program’s culminating events of the year. All members of the EXCEL teaching faculty collaborate over the year to create a joint teaching effort using the Norton Gallery and its exhibits for a cooperative learning experience. She presented a video from last year’s event, which highlighted several of the activities created for the class. She told the Board that they would receive an additional invitation later in the semester. Dr. Horton complimented the faculty’s work to prepare for this day and offered additional examples of cooperative teaching experiences he saw last summer.

 **NO ACTION REQUIRED**

**AGENDA ITEM 5: PROPOSED 2018-2019 SCHOOL CALENDAR**

Mrs. Shumate and Dr. Horton presented the proposed 2018-2019 calendar to the Board, noting that there were no significant changes from the past year. She added that the proposed calendar was vetted by representatives in each of the school’s divisions before finalizing. The calendar utilizes the maximum amount of teaching minutes available while allowing students to have as many home breaks as possible. Members reviewed the calendar and had no questions.

**Mr. Smith moved to approve the 2018-2019 School Calendar; Mrs. Smiley seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 6: PROPOSED NEW COURSES FOR 2018-2019**

Dr. Key presented a detailed list of new courses proposed for the 2018-2019 year. No formal changes to the curriculum were proposed, and the School remains in compliance with the Department of Education’s core requirements for graduation and also state requirements for TOPS eligibility.

**Mrs. Smiley moved to approve the list of new courses proposed for the 2018-2019 school year. Dr. Gentry seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 7: SCHOOL ATTORNEY CONTRACT FOR 2018-2019**

Dr. Horton presented the school attorney contract for 2018-2019 for Hammonds, Sills, Adkins & Guice, LLP to serve the Board as counsel. All proposed fees and charges align with state mandates, and the contract reflects these amounts. Dr. Horton and Mrs. Gahagan both commended Mr. Sills and his firm for the tremendous support and immediate assistance they always provide to the School. Mr. Sills made himself available for any questions.

**Mr. Jannise moved to approve the school attorney contract for 2018-2019. Mr. Cain seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 8: EXECUTIVE DIRECTOR’S REPORT**

Dr. Horton summarized the accomplishments of the School over the previous quarter, noting that more detailed information on endeavors of each division was included in each director’s report. He elaborated on several school service activities and also highlighted events held at the school by various stakeholder groups. He commended the leadership team on the seamless transitions from last year to this year, noting that there are very few student behavioral issues requiring attention of the entire administration.

 **NO ACTION REQUIRED**

**AGENDA ITEM 9: UPDATE ON SPECIAL SESSION**

Dr. Horton summarized the goals/mission of the special session that impacted LSMSA. At this point he said that the Governor’s proposed budget for 2018-2019 was realistic and manageable. He said he would update the Board with any new information as it came to him.

**NO ACTION REQUIRED**

**AGENDA ITEM 10: REPORT FROM THE FACULTY**

Mr. McGrath provided a summary report of activities of the faculty during the second quarter. Faculty are actively engaged in conferences, paper presentations, recitals, and manuscripts. Many serve in leadership roles in their respective organizations. He answered questions from Board members regarding his report.

**NO ACTION REQUIRED**

**AGENDA ITEM 12: ADMINISTRATIVE STAFF REPORTS**

Directors provided the Board short reports, both verbal and written, that detailed activities in their respective areas.

* Mr. Allen outlined accomplishments in this division, including progress on purchasing new vans and a maintenance truck. He commended the work of the business office staff and also the addition of a new accountant. Mr. Allen added that his staff had completed two failed searches for a maintenance repairer, citing the civil service classification’s salary scale being so low, which was affecting LSMSA’s ability to be competitive. His plan was to request reclassification for the position and readvertise later in the semester. He hopes to have someone hired by July 1, 2018. Meanwhile, Henry Llorence, Benny Mobley and Chuck Stoker are doing an excellent job in managing the needs of the Physical Plant during this time.
* Dr. Key provided data on student academic standing and retention, and provided updates on programs and services in the Academic Services division. She highlighted the Special Projects program accomplishments and the student reactions to their experiences. Updates to the students’ matriculation plans would be provided at the June meeting. Students are preparing for the ACT and EOC testing as the school moves into the final weeks of the semester. She referred to her report that highlighted student spotlights, outreach opportunities, and honors.
* Mrs. Shumate summarized accomplishments of the newly merged Enrollment and Student Services division. Attendance at night meetings and Exploration Days has increased substantially from last year, and enrollment data suggests that the School will have a capacity enrollment this fall. Dr. Horton added that the possibility of moving toward wait listing was definitely a consideration based on Mrs. Shumate’s projections.

She noted that there were several staffing changes in Student Services, requiring substantial training while managing day-to-day needs of the student body. She plans to revert back to a previous staffing structure in the residence halls that makes roles for live-in staff members more manageable. She mentioned the most recent flu outbreak and also updated the Board on a campus-wide unicorn hunt and rap concert featuring Dr. Link Hall, a recent retiree and emeritus faculty member.
* Ms. Robinson updated the Board on Foundation accomplishments, adding that the Foundation has approved over $162,000 in direct support to LSMSA as of this time in the fiscal year. The ninth annual phonathon (held in February) raised over $108,000, the highest in school history. The Foundation received its fourth consecutive unmodified audit for fiscal year 2016-2017. Dr. Horton congratulated Ms. Robinson for being named the new Executive Director on Jan. 1, 2018, adding that she has been invaluable addition to the School’s Leadership Team. She invited Board members to participate in the upcoming Reunion Weekend to be held May 18-20, 2018.

**NO ACTION REQUIRED**

**AGENDA ITEM 12: EVALUATION OF THE EXECUTIVE DIRECTOR**

Mr. Jannise reviewed the timeline for the completing of the Executive Director Evaluation process. He said that the committee would meet in early June to finalize the process for the year. Mrs. Gahagan added that faculty and staff would receive their evaluation component by early April and would have sufficient time to submit their evaluations to her (confidentially). All components (3) of the evaluation process would be utilized again this year (Board evaluation, faculty/staff evaluation, and Executive Director Self-evaluation). She named the following Board members to the Evaluation committee: Mr. Jannise (chair), Mr. Cain, Mr. Smith, Mrs. Smiley, and Mr. McGrath.

**Dr. Tremblay moved to approve the process for evaluation of the Executive Director and also the committee established. Dr. Gentry seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 13: DATE FOR NEXT BOARD MEETING**

Mrs. Gahagan reminded Members to calendar the next Board meeting date—Monday, June 18, 2018, at 9:30 a.m., in the Long Board Room.

**NO ACTION REQUIRED**

**AGENDA ITEM 13: OTHER BUSINESS**

Dr. Horton reminded Members of upcoming events: Blue Gold Week (April 16-21); Senior Recognition Ceremony (May 18), and Commencement (May 19). Formal invitation for each of the above events will be sent in the next few weeks.

**NO ACTION REQUIRED**

**AGENDA ITEM 13: ADJOURNMENT**

**As there was no other business to come before the Board, Mr. Jannise moved to adjourn; Mrs. Smiley seconded the motion; the motion passed unanimously. The Board adjourned at 10:50 a.m.**

 

Steven G. Horton, PhD. Sharon T. Gahagan, EdS.

Secretary Chair