

State of Louisiana

MINUTES

BOARD OF DIRECTORS

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

September 20, 2021

The Board of Directors of the Louisiana School for Math, Science, and the Arts met on Monday September 20, 2021, at 1:00 p.m. in the Jimmy D. Long Board Room, LSMSA, in Natchitoches, LA. Mrs. Gahagan called the meeting to order at 1:00 p.m. Mrs. Anne Dejoie-Lucas recorded the minutes. Mrs. Gahagan welcomed members and guests to the meeting, including new Board member Ms. Lisa DeJean.

ROLL CALL:

Members Present:

Mrs. Sharon T. Gahagan (Chair)
Representative Beryl Amedee (via Zoom)
Dr. Jason C. Anderson
Ms. Leanne M Broussard (via Zoom)
Mr. Preston Castille (via Zoom)
Ms. Lisa DeJean (via Zoom)
Ms. Chanda Johnson (via Zoom)
Ms. Marian "Suzy" Johnson (via Zoom)
Ms. Denise Karamales (via Zoom)
Mr. Jimmy D. Long Jr. (via Zoom)
Ms. Meredith McGovern (via Zoom)
Dr. Larry Tremblay (via Zoom)
Dr. Steve Horton, LSMSA Executive Director (non-voting)

Members Absent:

Mr. Joseph E. "Jed" Cain
Mr. Jared Dunahoe
Dr. Vickie S. Gentry
Mr. Kirby Hopkins
Senator Katrina Jackson
Dr. Kimberly Walker McAlister
Senator Beth Mizell
Representative Charles Owens
Ms. Regina Pierce
Mr. Richard Strong
Dr. Arthur S. Williams

Guests Present:

Attorney Ken Sills, LSMSA Counsel (via Zoom)
Mr. John Allen, LSMSA Chief of Staff
Dr. Kristy Pope-Key, LSMSA Director of Academic Services
Ms. Emily Shumate, LSMSA Director of Enrollment and Student Services
Ms. Ali Landry, LSMSA Foundation Executive Director (via Zoom)
Ms. Rebekah Maricelli, LSMSA External Affairs
Ms. Corey Poole, LSMSA External Affairs

AGENDA ITEM 1: APPROVAL OF THE JUNE 22, 2021, BOARD MINUTES

Mrs. Gahagan requested the Board's review of the June 22, 2021, Board minutes and requested any additions or corrections.

Upon motion duly made by Ms. Marian "Suzy" Johnson, seconded by Dr. Jason Anderson, and unanimously passed, the Minutes of the June 22, 2021, meeting stand approved as read/reviewed.

AGENDA ITEM 2: APPROVAL OF THE JULY 27, 2021, EXECUTIVE COMMITTEE MINUTES

Mrs. Gahagan requested the Board's review of the July 27, 2021, Executive Committee minutes and requested any additions or corrections.

Upon motion duly made by Dr. Jason Anderson, seconded by Mr. Preston Castille, and unanimously passed, the Minutes of the July 27, 2021, Executive Committee meeting stand approved as read/reviewed.

AGENDA ITEM 3: CALL FOR PUBLIC COMMENT

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

AGENDA ITEM 4: INTRODUCTION OF NEW BOARD MEMBER

Mrs. Gahagan officially welcomed to the Board Ms. Lisa DeJean, who fills the vacant seat for the President of the Association for Gifted/Talented Students of Louisiana (AGTSLouisiana).

AGENDA ITEM 5: RETROACTIVE APPROVAL OF 2020/2021 FACULTY: L. ZACK

Dr. Lindsay Zack joined the faculty in January. She holds a PhD. in Chemistry. Dr. Kristi Key, Director of Academic Services, requested retroactive Board approval for Dr. Zack.

Upon motion duly made by Dr. Jason Anderson, seconded by Dr. Larry Tremblay, and unanimously passed, the Board retroactively approved the addition of Dr. Lindsay Zack to the faculty.

AGENDA ITEM 6: RATIFICATION OF THE EXECUTIVE COMMITTEE'S APPROVAL OF FACULTY/STAFF REIMBURSEMENTS FROM LSMSA FOUNDATION

In July, the Executive Committee approved expenditures for four faculty/staff members who incurred expenses during the 2021 spring and summer semesters to be reimbursed by LSMSA's Foundation (Horton, Anderson, King, Cain). Those expenditures must be ratified by the Board.

Upon motion duly made by Representative Beryl Amadee, seconded by Ms. Marion "Suzy" Johnson, and unanimously passed, the Board ratified the direct reimbursement of expenditures to four faculty/staff members by LSMSA's Foundation.

AGENDA ITEM 7: APPROVAL OF CYBERSECURITY PLAN AND FINANCIAL SECURITY PROCEDURES FOR CASH MANAGEMENT

Per Act 66 of the 2021 regular legislative session, law was passed requiring every state agency to have a cybersecurity plan as it relates to the Cash Management Board, to insure the protection of cash management data. LSMSA's plan outlines the responsibilities of the comptroller and the CIO as well as protocols for use of bank accounts, software and security training, compliance, and use of personal vs. school-issued laptops.

Upon motion duly made by Dr. Larry Tremblay, seconded by Dr. Jason Anderson, and unanimously passed, the Board approved the Cybersecurity Plan and Financial Security Procedures for Cash Management.

AGENDA ITEM 8: APPROVAL OF REVISIONS TO FOUNDATION AFFILIATION AGREEMENT

The Affiliation Agreement between LSMSA and the Foundation was revised in response to new legislation that allows faculty and staff to be directly reimbursed by the Foundation for expenses. The change of legislation means the Foundation is allowed to make direct payments of compensation to school employees if approved by LSMSA's Board.

The expense requests will be presented to the Board on a quarterly basis and approved/ratified for payment by the Foundation, as allowed by the new legislation.

Upon motion duly made by Dr. Jason Anderson, seconded by Ms. Marion "Suzy" Johnson, and unanimously passed, the Board approved the revisions to the Foundation Affiliation Agreement.

AGENDA ITEM 9: REVIEW OF IMMUNIZATION GUIDELINES/POLICIES FOR RESIDENTIAL STUDENTS

Because of mask orders, social distancing policies, and weekly testing by the department of health, LSMSA remains virus-free! As of now, about $\frac{2}{3}$ of the student body is immunized, and about $\frac{2}{3}$ - $\frac{3}{4}$ of the faculty and staff. Policies are in place that align directly with the Center for Disease Control's guidelines. As they change, LSMSA makes adjustments to its own policy as well.

No Action Required

AGENDA ITEM 10: UPDATE REGARDING THE BIENNIAL LEGISLATIVE AUDIT

Every two (2) years, LSMSA is subject to an audit by the Legislative Auditor. This year was a procedural engagement and did not include the audit of financial statements. Audit findings were related to the timeliness of certification by employees and the approvals of time by supervisors. The previous policy did not have defined times to certify and was open-ended. The School's response to the audit is to amend the policy to reflect defined times to improve verification by employees and supervisors; HR manager will continue to notify supervisors and employees throughout the payroll week if they do not certify on time so there's a record of communication; and certifications will be assigned to employees' direct supervisors rather than the directors. The Executive Director's timesheet will be printed and manually approved both by the HR Manager and the Board Chair.

No Action Required

AGENDA ITEM 11: EXECUTIVE DIRECTOR'S REPORT

Dr. Horton provided feedback and timeline of events that have occurred over the past 18 months since the onset of COVID-19, including teaching methods used to accommodate virtual learning, spring cohorts for on-campus instruction, recruiting adaptations, and opening of the Living Learning Center, and the return of Caddo and Prudhomme to Northwestern.

Despite initial enrollment numbers for academic year 21-22 being slightly lower than expected, retention is at its normal high. Following Hurricane Ida, the campus re-opened the admissions process and enrolled 32 additional students from Terrebonne and river parishes hit hardest by the storm.

Dr. Horton personally thanked Board members Preston Castille and Chanda Johnson for their assistance getting fall courses approved by the Board of Elementary and Secondary Education, as they helped to explain the uniqueness of the School, the brilliance of the students, and the exceptional faculty that delivers instruction. They reiterated to BESE the School's mission and how important it is to allow faculty to deliver different points of view that continue to produce exceptional students.

LSMSA began work with the Natchitoches Regional Medical Center on a telemed program to aid the nursing and health services staff. This allows students to stay on campus, it keeps them out of the emergency room, and keeps them out of QuickCare centers. The School now has a full health services center in the LLC as well as full support from Natchitoches Regional Medical Center.

No Action Required

AGENDA ITEM 12: APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) WITH NSU

Previous MOU's focused heavily on LSMSA's use of Caddo and Prudhomme. The new MOU eliminates any previous communications between LSMSA and NSU, except as it pertains to articulated credit and academic services. The new agreement again allows for the sharing of certain buildings/facilities when available; campus security measures that allow LSMSA to employ off-duty Natchitoches Parish Sheriff Department deputies to work the desk at the LLC every night that we have students; a generous parking plan; and assures that all benefits afforded NSU faculty/staff is equally afforded to LSMSA faculty/staff, including, but not limited to, reduced tuition, priority seating in lab schools for children, reduced prices

for sporting events, reduced prices for creative and performing arts performances, and reduced costs to use the RAC. In return, anything afforded LSMSA faculty/staff, Northwestern faculty/staff get those same privileges.

Upon motion duly made by Dr. Jason Anderson, seconded by Ms. Chanda Johnson, and unanimously passed, the Board approved the new Memorandum of Understanding with NSU.

AGENDA ITEM 13: APPROVAL OF FY23 PROPOSED FUNDING FORMULA AND APPROVAL OF USE OF EEF FUNDS FOR FY22

Note: This was presented as a single Agenda Item but was split into two separate motions for approval.

The funding formula is used to request the budget for next fiscal year, which is due Nov. 1. It guarantees LSMSA the minimum funding needed in the state general fund based on projections for MFP for next year. We start every fiscal year with an MFP count from the previous fiscal year. Based on projections for enrollment, the minimum needed for the state general fund for next year is \$5.3 million. Additionally, cost of living adjustments will be roughly \$300k, plus deferred maintenance and other acquisitions including technology and textbooks that will be roughly \$1 million, bringing the total state fund request to over \$6 million.

Upon motion duly made by Dr. Jason Anderson, seconded by Ms. Marion “Suzy” Johnson, and unanimously passed, the Board approved the FY23 Proposed Funding Formula.

... APPROVAL OF USE OF EEF FUNDS FOR FY22

Currently LSMSA’s balance at treasury is over \$900k. The request this year includes \$70k to cover residential life personnel costs associated with summer programming, \$25k in education technology, \$15k for education supplies, and \$20k for professional development, for a total of \$130k.

Upon motion duly made by Dr. Larry Tremblay, seconded by Ms. Meredith McGovern, and unanimously passed, the Board approved the use of EEF Funds for FY22.

AGENDA ITEM 14: APPROVAL OF BUDGET FOR FY22

LSMSA’s budget approved in July by the legislature was \$9.8 million. State general fund increased by over 6% to \$344k, specifically allocated for cost of living adjustments, promotions, and other personnel costs. MFP is expected to increase as a result of the additional enrolled students following the hurricanes. In June, by the Board’s directive, LSMSA full time faculty/staff were awarded a 3% increase using funds from EEF and ESSER. \$514k in interagency transfers will be reduced, and operating services will increase due to our new MOU with Northwestern and the change in utilities and security expenses.

The \$157k carry-forward was FY21 funds remaining from the food service contract approved by the joint legislative committee in June/July, and moved from FY21 to FY22 under major repairs. Those funds will be used to replace the chiller later this year. Any remaining funds will be diverted to textbooks.

\$115k from ESSER funds were allocated to IT to totally overhaul the IT infrastructure and replace the student computers in the labs and classrooms; the full project is expected to cost around \$160k. Additional ESSER awards will hopefully assist with the IT overhaul.

The School still has authority to collect \$200k in the virtual school, bringing the total budget for the year to \$5.9 million.

Upon motion duly made by Representative Beryl Amadee, seconded by Dr. Jason Anderson, and unanimously passed, the Board approved the Budget for FY22.

AGENDA ITEM 15: REPORT FROM THE FACULTY

Exhibit A15E1 outlined faculty accomplishments submitted since June 2021, for Dr. Robert Dalling, Dr. Allison Landry, Prof. Chris King, Dr. Charlie Jones, Dr. Al Benner and Dr. Nathalie Malti. Faculty representative Dr. Jason Anderson also recognized his colleagues for their patience over the past several months, and especially Academic Services Director Dr. Kristi Key for her patience, stewardship and grace.

No Action Required

AGENDA ITEM 16: REPORT FROM I.D.E.A. COMMITTEE

Dr. Jason Anderson has assumed responsibilities for the directorship of the EXCEL Program and stepped down as Chairman of the I.D.E.A. Committee. Sue Rosenthal, vice president of the LSMSA Foundation, is the new Chair; Dr. Anderson will continue as Vice Chair. The Committee is moving forward with its original ideals and objectives set forth last year. Sue Rosenthal is an alum from the first class of '85 and an attorney by practice and very attuned to changing needs as they pertain to diversity and inclusivity.

No Action Required

AGENDA ITEM 17: DIVISION REPORTS

a. CoS - OPERATIONS

Mr. Allen thanked his staff for the energy, blood, sweat and tears that it took to open the LLC. "There were a lot of 12-hour days for my staff leading up to and after the opening; and I just want to go on the record for commending them on a job well done," he said.

b. ACADEMIC SERVICES

Dr. Key thanked Preston Castille and Chanda Johnson for their assistance with the LDOE to allow access to student transcripts following the storm. This allowed LSMSA to quickly and seamlessly enroll students who were affected by the storm. She, too, echoed the gratitude for hard work by the faculty and academic staff this semester.

c. ENROLLMENT AND STUDENT SERVICES

Ms. Shumate's report provides an overview of the students enrolled in the fall, including those brought in after Hurricane Ida. Enrollment Services is currently

conducting a search for a new assistant director and hopes to have that completed soon so they can begin recruiting for next year's class.

d. LSMSA FOUNDATION

Ms. Ali Landry's report includes the review of the FY21 financial closeout for the Foundation, including contributions and grants, net assets and expenditures. Also included is the approved school support budget for FY22.

No Action Required

AGENDA ITEM 18: OTHER BUSINESS

Tentative dates for future Board meetings are December 6, 2021; March 21, 2022; and June 13, 2022.

There being no further business,

Upon motion duly made by Dr. Jason Anderson, seconded by Ms. Chanda Johnson, and unanimously passed, the meeting was adjourned at 2:27 p.m.

RESPECTFULLY SUBMITTED,



Sharon T. Gahagan, EdS.
Chair



Steven G. Horton, PhD.
Secretary