**State of Louisiana**

**MINUTES**

**BOARD OF DIRECTORS MEETING**

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

**June 17, 2019**

The Board of Directors of the Louisiana School for Math, Science, and the Arts met on June 17, 2019, 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**

Rep. Beryl Amedee Jed Cain

Jimmy Berry Amy Deslattes

Raphiel Curtis Rep. Julie Emerson

Tony Davis Anne Johnson

Sharon Gahagan Dr. Kelli Joseph

Ryan Jannise Sen. Dan Morrish

Chanda Johnson Paul Rainwater

Marian Johnson **Guests**

Denise Karamales John Allen, LSMSA

Jimmy Long Jr. Dr. Kristi Key, LSMSA

Dr. Kimberly McAlister Emily Shumate, LSMSA

Mike McGrath Angela Robinson, LSMSA Foundation

Sen. Beth Mizell John Amedee

Martha Kay Smiley

Jamie Smith

Dr. Larry Tremblay

**WELCOME AND INTRODUCTIONS**

Mrs. Gahagan welcomed members and guests to the quarterly Board meeting.

**AGENDA ITEM 1: APPROVAL OF MARCH 13, 2019, BOARD MINUTES**

Mrs. Gahagan requested the Board’s review of March 13, 2019, Board minutes and requested any additions or corrections.

**Rep. Amedee moved to approve the March 13, 2019, Board minutes. Mr. Davis 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: EXECUTIVE DIRECTOR’S REPORT**

Dr. Horton shared various statistics about the Class of 2019 that graduated in May. He also reported on the progress of the residence hall construction and roof repair projects. The School hosted several community groups on campus for meetings and gatherings in the past quarter, including a reunion for Natchitoches High School. He also updated Board members on summer programming initiatives, enrollments, and unique student experiences. Also, Dr. Horton and Dr. Key both updated Board members on the resolution of course coding issues with the Department of Education as they impacted students and TOPS eligibility. They thanked Mr. Davis for his assistance and complimented the Department of Education staff for accepting the uniqueness of the LSMSA curriculum. Dr. Horton answered questions from Board members pertaining to retention initiatives and projected enrollments. He ended his report by commending Mr. Allen and Mr. Thorn Lacaze for moving toward completion of their terminal degrees; he announced that Humanities Professor Casey Green and Languages Professor Morris Tichenor would be defending their dissertations in early fall.

**NO ACTION REQUIRED**

**AGENDA ITEM 4: APPROVAL PROPOSED NEW FACULTY**

Dr. Key introduced the credentials of Dr. Karen Stirrett, who recently was hired in a new position line to teach biology. She holds the PhD. In genetics from the University of Georgia. She joins the Sciences faculty and will develop specialized courses in microbiology to offer in the 2019-2020 academic year. Dr. Stirett is the only new hire for the upcoming year.

**Ms. Marian Johnson moved to approve the credentials of Dr. Stirrett. Dr. Tremblay seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 5: PROPOSED NEW COURSES**

Dr. Key offered 12 new courses for Board approval, specifically in the areas of art, theater, literature, foreign languages, and computer science. Most of the courses originated from Special Topics courses that were offered in the past years. No formal changes to the curriculum were proposed, and the School remains in compliance with the Department of Education’s core requirements for graduati9on and also state requirements for TOPS eligibility. Dr. Key answered specific questions about the language courses and the computer science curriculum.

**Dr. McAlister moved to approve the new courses proposed for the 2019-2020 academic year. Mrs. Marian Johnson seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 6: REPORT ON THE ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR**

Mrs. Gahagan provided an overview of the process involved in the evaluation of Dr. Horton. All evaluations submitted by faculty/staff were delivered to Mr. Jannise, who chaired the committee. She thanked the committee—Mr. Jannise, Mr. Davis, Mr. Cain, Mr. McGrath—who met to review all of the components and complete the formal process.

**Mr. Cain moved to go into Executive Session under the provisions of LRS 42:17(A)(2) to discuss Dr. Horton’s evaluation. Mr. Davis seconded the motion; following a roll call vote, the motion passed unanimously.**

The Board went into Executive Session at 10:15 a.m.

**Following Executive Session meeting, Mr. Jannise moved to return to the regular meeting. Mr. Davis seconded the motion; following a roll call vote, the motion passed unanimously.**

The Board returned to Regular Session at 11:15 a.m.

Mr. Jannise reported to the Board that the Evaluation Committee recommended a “satisfactory” rating for Dr. Horton for the 2018-2019 year. Dr. Tremblay asked for clarification as to what “satisfactory” meant in terms of the evaluation policy. Mr. Jannise told Board members that the Board’s Bylaws allowed for either a “satisfactory” or “unsatisfactory” rating based on three components: The Executive Director’s Self Evaluation, the Board of Directors’ Evaluation, and the Faculty/Staff Evaluation.

Mr. Jannise and Mrs. Gahagan commended Dr. Horton for an exceptional academic year, citing many of the accomplishments of the School. Dr. Horton thanked the Board and recognized the work of all of the faculty and staff that led to a great school year.

**Mr. Jannise moved to accept the committee’s satisfactory evaluation rating of Dr. Horton. Mr. Davis seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 7: APPROVE EMPLOYMENT CONTRACT FOR EXECUTIVE DIRECTOR EFFECTIVE JULY 1, 2019**

Based on the consistent satisfactory ratings earned by Dr. Horton over the past three years, Mr. Jannise shared the evaluation committee’s recommendation to vacate the existing employment contract between the Board and Dr. Horton and offer him a new five-year contract which would be effective July 1, 2019. Evaluation committee members present verbally offered their support for the recommendation.

**Mr. Jannise moved to approve the five year employment contract for the Executive Director effective July 1, 2019. Mr. McGrath seconded the motion; the motion passed unanimously.**

Following the motion, Mrs. Gahagan said that she and Mr. Davis would work with Dr. Horton and Attorney Sills to finalize details regarding the contract and would share the final document with Board members at the September meeting.

**AGENDA ITEM 8: REVIEW LSMSA’S 2019-2020 PROPOSED BUDGET**

Mr. Allen presented the proposed Continuation Budget (Operating) for the 2019-2020 fiscal year, noting that it was approved by the Legislature, but the School had not received any formal notification of approval. He said that until notification of an action is received by the School that no formal action was required of the Board. He also shared that the School’s budget analyst through the Division of Administration, John Birch, died two weeks ago. Mr. Birch was a significant supporter of the School, and Mr. Allen shared how much the School would miss him.

**NO ACTION REQUIRED**

**AGENDA ITEM 9: APPROVAL OF PROPOSED AMENDMENTS TO THE STUDENT HANDBOOK**

Ms. Shumate requested approval for minor changes to the Handbook that involved the responsibilities of the School’s full-time nurse (RN) regarding medical excuses from class and emergency care. These amendments also align with the state licensing requirements for Registered Nurses.

**Mr. Jannise moved to approve the proposed amendments. Mr. Davis seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 10: PROPOSED AMENDMENTS TO SCHOOL NAMING POLICY FOR LSMSA FOUNDATION**

Mr. Sills reviewed existing policies regarding naming of facilities on the LSMSA campus (i.e. rooms, areas, buildings) and offered minimal changes to the policy so that it aligned with current fundraising policies. Ms. Robinson reiterated the importance of this policy, which was approved by the Board previously, especially as the Foundation moves into more specific, larger fundraising initiatives which would require the existing policy to be updated.

**Mr. Smith moved to approve the proposed amendments to the School naming policy for LSMSA Foundation. Ms. Suzy Johnson seconded the motion; the motion passed unanimously.**

**AGENDA ITEM 11: REPORT FROM THE FACULTY**

Mr. McGrath reported on the faculty’s accomplishments. Mrs. Gahagan recognized Mr. McGrath for all his hard work while on the Board, since this would be his last Board meeting. Board members commended Mr. McGrath for his contributions to the Board over the past years, which included the search for the current Executive Director. Mr. McGrath said that another faculty representative would be selected by the full-time faculty in August; that person would be in attendance at the September meeting.

**NO ACTION REQUIRED**

**AGENDA ITEM 12: DIVISION REPORTS**

Mrs. Gahagan introduced each of the four members of the senior administration and asked them to briefly share their divisions’ accomplishments for the quarter. Each referred Board members to his/her written reports, which included comprehensive information for the quarter and answered specific questions.

**NO ACTION REQUIRED**

**AGENDA ITEM 13: OTHER BUSINESS**

The Board went in to Executive Session to discuss personnel matters. Mrs. Gahagan requested that Dr. Horton and Mr. Allen join the Executive Session.

**Mr. Cain moved to go into Executive Session under the provisions of LRS 42:17(A)(2) to discuss personnel matters. Mr. Davis seconded the motion; following a roll call vote, the motion passed unanimously.**

The Board went into Executive Session at 12:30 p.m.

**Following Executive Session meeting, Mr. Cain moved to return to the regular meeting. Mrs. Marian Johnson seconded the motion; following a roll call vote, the motion passed unanimously.**

The Board returned to Regular Session at 12:50 p.m.

Mrs. Gahagan reminded members of the following School events:

* **Faculty Inservice Begins**, Monday, August 12, at 8:30 a.m.
* **Matriculation Ceremony (Events Center)**, Friday, August 20, at 2 p.m.
* **Financial Disclosure for Board members** is due May 15, 2020.

**AGENDA ITEM 14: ADJOURNMENT**

**As there was no other business to come before the Board, Ms. Smiley moved to adjourn. Mr. Davis seconded the motion; the motion passed unanimously. The Board adjourned at 12:50 p.m.**

RESPECTFULLY SUBMITTED,

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

Secretary Chair