

State of Louisiana
MINUTES
EXECUTIVE COMMITTEE of the BOARD OF DIRECTORS
JIMMY D. LONG SR. LOUISIANA SCHOOL FOR MATH, SCIENCE, AND THE ARTS
July 30, 2024

The Executive Committee of the Board of Directors of the Louisiana School for Math, Science, and the Arts met on Tuesday July 30, 2024, at 3:30 p.m. in the Jimmy D. Long Board Room, LSMSA, in Natchitoches, LA. Dr. Vickie Gentry called the meeting to order. Anne Dejoie-Lucas recorded the minutes. Roll was called, and quorum was established.

ROLL CALL

Committee Members Present

- Jared Dunahoe
- Dr Vickie Gentry (chair)
- Dr. Greg Handel (vice chair)
- Regina Pierce
- Dr. Steve Horton, LSMSA Executive Director (non-voting)

Committee Members Absent

- Dr. Wiliam “Bill” Luster

Guests Present

- Christie Price, Dean of Students
- Ro Slutsky, Director of Student Support Services
- Randi Washington, Director of the Living Community

AGENDA ITEM 1: CALL FOR PUBLIC COMMENT

Dr. Gentry reported that she had no requests for public comment.

AGENDA ITEM 2: APPROVAL OF REVISIONS TO THE *ACADEMIC AND RESIDENTIAL LIFE HANDBOOK* for 2024-2025 SCHOOL YEAR

Dr. Horton guided Committee members through the glossary of changes that included defining “classroom hours” and “instructional day” to align with new state legislation.

- “Sex” was defined in addition to “gender” to provide clarification and consistency within the ACTS 680 and 680 which were enacted in August. Definitions and clarification of pronouns, and preferred names were also included in these laws.
- The use of cell phones in academic buildings to comply with new laws restricting such use; and a more definitive explanation of “academic buildings” in relation to this law.
- The existing Narcan policy was revised to include is involved in the process of administering Narcan.

Upon motion duly made by Mr. Dunahoe, seconded by Ms. Pierce, and unanimously passed, the Committee approved the revisions to the Student Handbook for 2024-2025 school year.

AGENDA ITEM 3: APPROVAL OF REVISIONS TO 2020 TITLE IX POLICY FOR EMPLOYEE REPORTS OR COMPLAINTS OF SEXUAL HARASSMENT

Dr. Horton reminded the committee that in June the Board approved an amended Title IX Policy for Employee Reports or Complaints of Sexual Harassment that reflected the revised 2024 regulations with the caveat that if there were delays or stops due to a court order or an injunction in the Louisiana jurisdiction, that the existing Title IX policy approved in 2022 would continue to be followed. Since an injunction was filed in late June, LSMSA reverted to the existing Title IX Policy for Employee Reports or Complaints of Sexual Harassment that is based on the 2020 regulations.

Dr. Horton explained to the committee that the existing Title IX Policy for Employee Reports or Complaints of Sexual Harassment, which included protocols and procedural processes for filing complaints, completing investigations, determining findings, and assigning appropriate sanctions. He noted that LSMSA, to be consistent and inclusive, needed a Title IX Policy, a Title VII Policy, and a traditional Grievance Policy—all having a similar, if not identical protocol for filing complaints, completing investigations, determining findings, and assigning appropriate sanctions.

He presented to the board a Title IX Policy for Employee Reports or Complaints of Sexual Harassment (that was approved in 2020 based on the 2020 regulations), a Title VII Policy for Employee Reports or Complaints of Discrimination (that separates what may be classified as a Title IX issue for an employee or student; and a Grievance Policy that addresses campus-related issues that have nothing to do with any form of discrimination or sexual harassment. Each of the three policies include similar, if not identical protocols for filing complaints, completing investigations, determining findings, and assigning appropriate sanctions. He noted that each of the three policies would be posted on the School's webpage as required by law. For LSMSA, the Dean of Students serves as the Title IX officer.

Upon motion duly made by Mr. Dunahoe, seconded by Dr. Handel, and unanimously passed, the Committee approved the revisions to the 2020 Title IX Policy for Employee Reports or Complaints of Sexual Harassment.

AGENDA ITEM 4: APPROVAL OF TITLE VII POLICY FOR EMPLOYEE REPORTS OR COMPLAINTS OF DISCRIMINATION

Stemming from Agenda Item 3, Dr. Horton presented a stand-alone Title VII Policy for Employee Reports or Complaints of Discrimination that addresses employee-on-employee complaints that address discrimination based on race, color, religion, sex or national origin. It mirrors the **format** of the Title IX Policy for Employee Reports or Complaints of Sexual Harassment and includes the Pregnancy Discrimination Act. Each of the three policies include similar, if not identical protocols for filing complaints, completing investigations, determining findings, and assigning appropriate sanctions. He noted that each of the three policies would be posted on the School's webpage as required by law. At LSMSA, the Dean of Students will serve as the Title VII officer.

Upon motion duly made by Mr. Dunahoe, seconded by Mrs. Pierce, and unanimously passed, the Committee approved the Title VII Policy for Employee Reports or Complaints of Discrimination.

AGENDA ITEM 5: APPROVAL OF REVISIONS TO LSMSA'S EMPLOYEE GRIEVANCE POLICY AND PROCEDURE

Again, stemming from Agenda Item 3, Dr. Horton presented a revised Employee Grievance Policy and Procedure that was approved by the Board years ago. It mirrors the **format** of Title IX and Title VII policies; however, the only amendment to this policy involves the investigative process; each of the three policies include similar, if not identical protocols for filing complaints, completing investigations, determining findings, and assigning appropriate sanctions. He noted that each of the three policies would be posted on the School's webpage as required by law. At LSMSA, the Dean of Students will serve as the Employee Grievance Coordinator.

Upon motion duly made by Mr. Dunahoe, seconded by Dr. Handel, and unanimously passed, the Committee approved the revisions to the Employee Grievance Policy and Procedure.

AGENDA ITEM 6: APPROVAL OF CONFIDENTIALITY POLICY FOR LSMSA EMPLOYEES

Dr. Horton presented committee members LSMSA's Confidentiality Policy for LSMSA Employees. All employees annually sign a Confidentiality Statement that explains the rights and obligations to protect students' right to privacy. Their signature confirms their understanding and compliance with this policy.

Upon motion duly made by Mr. Dunahoe, seconded by Mrs. Pierce, and unanimously passed, the Committee approved the Confidentiality Policy for LSMSA employees.

AGENDA ITEM 7: APPROVAL OF REVISIONS TO NARCAN (NALOXONE) POLICY

Dr. Horton presented a revised Narcan (Naloxone) policy that aligns with the current organizational structure of LSMSA and provides internal procedures for the acquisition, stocking, replacement, and administration of Narcan (Naloxone) nasal spray and related emergency response procedures pursuant to this policy.

Upon motion duly made by Mr. Dunahoe, seconded by Dr. Handel, and unanimously passed, the Committee approved the revisions to the Narcan (Naloxone) Policy.

AGENDA ITEM 8: APPROVAL OF POLICY FOR MINORS AND ADULT GUESTS IN THE WORKPLACE

Dr. Horton presented this policy for consideration and approval. It outlines LSMSA's responsibilities for allowing minors and guests on the LSMSA campus. All employees must complete an *Indemnification and Hold Harmless Agreement for Planned or Anticipated Visits by a Minor or an Adult* at the beginning of each academic year and update the Agreement should their anticipated visits by minors or adults change. The ED must approve these agreements.

Upon motion duly made by Mr. Dunahoe, seconded by Dr. Handel, and unanimously passed, the Committee approved the Policy for Minors and Adult Guests in the Workplace.

AGENDA ITEM 9: APPROVAL OF EMPLOYEE HANDBOOK

Dr. Horton presented the entirety of the *Employee Handbook* for consideration and approval. Throughout the *Handbook* he provided notations/documentations on revisions/changes made since the Board approved the *Handbook* in September 2023; direct policy changes were noted, and all aligned with revisions to state policies and laws. A majority of the noted changes involved wording and/or alignment with the current organization of the school. Several Board policies that have been approved over the years were added to the Handbook, and several federal and state laws that were enacted over the past year were included in the Handbook.

Dr. Horton said that it was his intention to annually request approval of *Employee Handbook* revisions/changes/additions at the March or June board meetings so that the revisions would always go into effect July 1 of that year.

Upon motion duly made by Mr. Dunahoe, seconded by Mrs. Pierce, and unanimously passed, the Committee approved the *Employee Handbook*, which would be effective retroactively to July 1, 2024.

AGENDA ITEM 10: OTHER BUSINESS

Dr. Horton reminded the Executive Committee that the Board of Directors extend authority to the Executive Committee to act on behalf of the Board between quarterly meetings so that the school can continue to function without having to wait until quarterly meetings for approval. He told the Executive Committee that he would share the agenda items of this meeting with the entire Board prior to the September meeting and answer any questions as they arose. Dr. Gentry will ask the Board to ratify the actions of the Executive Committee at the September meeting.

There being no further business,

Upon motion duly made by Mr. Dunahoe, seconded by Dr. Handel, and unanimously passed, the meeting adjourned at 4:05 p.m.

RESPECTFULLY SUBMITTED,



Vickie S. Gentry, Ph.D.
Chair



Steven G. Horton, Ph.D.
Secretary