**STATE OF LOUISIANA**

**MINUTES**

**BOARD OF DIRECTORS**

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

**September 11, 2023**

The Board of Directors of the Louisiana School for Math, Science, and the Arts met on Monday September 11, 2023, at 1:00 p.m. in the Jimmy D. Long Board Room, LSMSA, in Natchitoches, LA.

Dr. Vickie Gentry gave an update on Mrs. Gahagan’s recovery following recent surgeries and welcomed members and guests. The meeting was called to order at 1:00 p.m. with Dr. Gentry serving as Chair in Mrs. Gahagan’s absence. Mrs. Anne Dejoie-Lucas recorded the minutes. Roll was called, and quorum was established.

**ROLL CALL**

**Members Present:**

Dr. Vickie Gentry (Vice Chair)

Representative Beryl Amedee

Ms. Leanne Broussard

Mr. Jared Dunahoe

Dr. Greg Handel

Mr. Kirby Hopkins

Ms. Marian “Suzy” Johnson

Dr. William “Bill” Luster

Ms. Tana Luther

Rep. Charles Owen

Dr. Kyle Stephens

Dr. Larry Tremblay

Dr. Art Williams

Dr. Steve Horton, LSMSA Executive Director (non-voting)

**Members Absent:**

Mrs. Sharon Gahagan (Chair)

Mr. Joseph “Jed” Cain

Mr. Preston Castille

Mr. David Claxton

Ms. Lisa DeJean

Senator Katrina Jackson

Ms. Denise Karamales

Mr. Jimmy D. Long Jr.

Ms. Meredith McGovern

Senator Beth Mizell

Ms. Regina Pierce

**Guests Present:**

Attorney Ken Sills

Ms. Ali Landry, LSMSA Foundation Executive Director

Dr. Bill Ebarb, Special Advisor to the Executive Director

Ms. Emily Shumate, LSMSA Director of Enrollment Management & Institutional Research

Ms. Angela Couvillion, Registrar and Chief Articulation Officer

Ms. Ro Slutsky, Director of Student Support Services

Ms. Randi Washington, Director of the Living Community

Ms. Corey Poole, External Affairs

Matthew Callender, Res Life Staff

Moss French, Res Life Staff

Draq Sciba, Res Life Staff

Dr. Telba Espinoza-Contreras, new faculty/Spanish

Mr. Greg Wascoe, new faculty/chorale

**AGENDA ITEM 1: INTRODUCTION OF NEW BOARD MEMBERS**

Vice Chair Dr. Gentry introduced and pinned new Board members – Faculty Representative to the Board, Dr. Kyle Stephens; and NSU College of Education Representative to the Board, Dr. Greg Handel.

**AGENDA ITEM 2: INTRODUCTION OF NEW FACULTY AND STAFF**

Mrs. Angela Couvillion introduced new LSMSA faculty – Mr. Greg Wascoe, Instructor of Voice and Chorale; and Dr. Telba Espinoza-Contreras, Instructor of Spanish.

Dr. Horton introduced Dr. Bill Ebarb, Mrs. Monica Llorence, and Mrs. Ruth Prudhomme – new staff in LSMSA’s business office.

Mrs. Ro Slutsky introduced Mr. Trevor O’Bannon, Coordinator of Student Academic Support.

Ms. Randi Washington introduced new Residential Life/LLC staff – SLA Matthew Callender; RA Tyler “Moss” French; RA Julian Peshoff; and SLC/Draq Sciba.

**AGENDA ITEM 3: APPROVAL OF THE JUNE 19, 2023, BOARD MINUTES**

Dr. Gentry requested the Board’s review of the June 19, 2023, minutes and requested any additions or corrections.

**Upon motion duly made by Mr. Dunahoe, seconded by Dr. Williams, and unanimously passed, the minutes of the June 19, 2023, meeting stand approved as read/reviewed.**

**AGENDA ITEM 4: CALL FOR PUBLIC COMMENT**

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

**AGENDA ITEM 5: RATIFICATION OF FOUNDATION FACULTY/STAFF REIMBURSEMENTS SINCE JUNE 2023 BOARD MEETING**

Five (5) faculty and staff members have submitted the appropriate paperwork and have received reimbursements for expenses by LSMSA’s Foundation: Dr. Kristi Key (Faculty/Humanities), Anne Lucas (Administration), Rebekah Maricelli (Sr. External Affairs Officer), Emily Shumate (Director of Enrollment Mgmt.), and Dr. Steve Horton (Executive Director). The agenda exhibit explains the expenditures and details for each. As per Foundation policy, these reimbursements must be approved quarterly by LSMSA’s Board of Directors.

**Upon motion duly made by Dr. Williams, seconded by Mr. Hopkins, and unanimously passed, the Board ratified the Foundation payments to faculty/staff made since the June 2023 meeting**.

**AGENDA ITEM 6: RATIFICATION OF PROPERTY DAMAGE FEES, PREVIOUSLY APPROVED IN MARCH 2023, RELATED TO COST OF KEY REPLACEMENT**

This agenda item is to correct the fee amount previously approved in March. The Board approved a mailbox key replacement of $6, which should have been $5. It was an error on the proposed exhibit in March. The correct amount to replace a lost/missing mailbox key is $5.

**Upon motion duly made by Ms. Johnson, seconded by Dr. Tremblay, and unanimously passed, the Board ratified the property damage fee previously approved in March 2023, related to the cost of key replacement.**

**AGENDA ITEM 7: APPROVAL OF LSMSA EMPLOYEE/STAFF HANDBOOK**

This document was sent electronically to the Board for review. A full copy is found on myLSMSA’s Resource Board and is accessible by all faculty and staff. Most of the policies were previously approved by the Board over the years and have been combined and consolidated into a single document. Legal counsel reviewed the handbook in its entirety to ensure it aligns with all state laws and regulations. This Faculty/Staff Handbook is effective July 1, 2023. Some policies like Title IX and Discrimination, which are very detailed, are extracted as separate policies to allow for expanded explanation and clarification. This revised handbook will be reviewed and revised annually, as needed.

**Upon motion duly made by Ms. Johnson, seconded by Mr. Dunahoe, and unanimously passed, the Board approved the LSMSA Employee/Staff Handbook, effective July 1, 2023.**

**AGENDA ITEM 8: APPROVAL OF FY25 PROPOSED FUNDING FORMULA**

Dr. Ebarb referenced R.S.17:1968.1, which defines and explains the use of the Proposed Funding Formula

used to determine funding and appropriated state funds for LSMSA. This formula is reviewed annually and submitted to the Board for consideration. Once approved, it shall be submitted to the Division of Administration as the total budget request for FY25. Refer to Exhibit A8E1.

**Upon motion duly made by Mr. Dunahoe, seconded by Dr. Williams, and unanimously passed, the Board approved the FY25 Proposed Funding Formula.**

**AGENDA ITEM 9: APPROVAL OF USE OF EEF FUNDS FOR FY24**

Often considered a “rainy day fund,” EEF Funds are held in the State Treasury to the credit of each recipient school until such entities submit a plan for expenditure, pursuant to R.S. 38:98.3, which outlines annual submittal of a prioritized plan for the expenditure of funds. To the extent possible, LSMSA has limited its planned expenditures of such funds to the amount of interest and related revenue generated each year. As of August 30, 2023, LSMSA has accumulated $922,276.72 in EEF monies in the State Treasury. In keeping with its practice, the School is submitting a spending plan for Board approval of EEF Funds of $80,432, for AY 23-24. Refer to Agenda Item A9E1 for proposed use of EEF funds.

**Upon motion duly made by Rep. Amedee, seconded by Mr. Hopkins, and unanimously passed, the Board approved the use of EEF Funds for FY24.**

**AGENDA ITEM 10: APPROVAL OF FY24 BUDGET**

Dr. Ebarb outlined several expenditure increases seen over the past few years such as utilities, operating services and supplies, food service, and more. LSMSA’s budget each year is based on student enrollment during October and February, which has experienced a decline since COVID; and this year, it was necessary to ask for supplemental appropriations. Exhibit A10E1 shows the budget awarded to the School during HB-1 of the Regular Session/Act 447, and shows the breakdown of the awarded $10,110,231 for FY23-24. The Board must approve this budget/breakdown annually and grant approval for the School to seek supplemental appropriations as deemed necessary.

**Upon motion duly made by Ms. Luther, seconded by Ms. Johnson, and unanimously passed, the Board approved the FY24 Budget.**

**AGENDA ITEM 11: REPORT FROM EXECUTIVE DIRECTOR REGARDING FINDINGS FROM THE LOUISIANA LEGISTLATIVE AUDITOR (LLA) AUDIT REPORT**

Board members received an email directly from the Louisiana Legislative Auditor’s office containing a report on the findings of the FY23 audit. One finding in the category of Controlled Funds was noted. Aside from that, the audit was clear, and LSMSA’s business office remains committed to keeping all of its records in pristine order.

No action required.

**AGENDA ITEM 12: EXECUTIVE DIRECTOR’S REPORT**

Dr. Horton reported on a few things happening at LSMSA, starting with news that Louisiana Public Broadcasting (LPB) will be doing a 30-minute feature on the Louisiana School as it celebrates its 40th Anniversary. LPB will spend a day on campus with students, faculty and staff to showcase the School and what it has to offer. The School has several events planned in September to celebrate the 40th Anniversary with current and former students, faculty and the community.

Enrollment Services continues to recruit exceptional students to LSMSA, and the School celebrates potential partnership opportunities with Northwestern State University (NSU) and the Small Business Administration (SBA), which will culminate in an Innovation Center that includes a builders space. This joint venture designed mainly for business and industry will also serve to teach students the ingredients of starting and operating a business. Students from both schools, and the community, will have shared opportunities to build, create and develop.

LSMSA is now operating on a state-of-the-art campus network thanks to ESSER funding and a one-time allocation from the legislature last year to upgrade our facilities in terms of technology. Students and faculty alike are benefitting from these upgrades that help make the School more appealing to potential students.

No action required.

**AGENDA ITEM 13: REPORT FROM THE FACULTY**

New faculty representative to the Board, Dr. Kyle Stephens, shared his first report as a Board member. He began with a story and quote by Christopher Columbus Kraft Jr., the individual who invented the role of flight director in Mission Control at NASA during the Space Race of the 1960s. “Give a lot, expect a lot.”

Dr. Stephens made the correlation that our faculty gives a lot of themselves and expects a lot from our students, academically and scholastically speaking. As always, he added that his colleagues are delivering beautiful performances in and outside of the classroom, doing remarkable, professional, and personal development. Refer to Exhibit A13E1, which outlines professional development opportunities of Dr. Al Benner, Dr. Robert Dalling, Dr. Jocelyn Donlon, Dr. Casey Green, Dr. Charles Jones, Prof. Randy Key, Instructor Crystal Lewis, Dr. Nathalie Malti, and Dr. Morris Tichenor.

No action required.

**AGENDA ITEM 14: DIVISION REPORTS**

For the sake of time, Dr. Gentry asked to forgo the individual division reports, barring any questions or concerns that needed to be addressed. None of these reports require action and are for information only. Please refer to Agenda Item 14 Exhibits 1-7 for complete reports.

1. **Finance and Operations** (Dr. Ebarb): Refer to **Exhibit A14E1.**
2. **Academic Affairs** (Dr. Anderson): Refer to **Exhibit A14E2**.
3. **Enrollment Management and Institutional Research** (E. Shumate): Refer to **Exhibit A14E3**.
4. **Student Support Services** (R. Slutsky): Refer to **Exhibit A14E4.**
5. **Dean of Students** (C. Price): Refer to **Exhibit A14E5.**
6. **Living Community** (R. Washington): Refer to **Exhibit A14E6.**
7. **Foundation** (A. Landry): Refer to **Exhibit A14E7.**

Brief discussion focused on recruitment numbers and what’s being done to bring enrollment numbers back to pre-Covid levels. Mrs. Shumate answered questions regarding changes to recruitment strategies and emphasized that her department is heavily committed to recruiting efforts by increasing information sessions around the state, targeting mailings to select students based on ACT and academic scores, working with LA-STEM and other state organizations that promote STEM learning, partnering with Girl Scouts and Boy Scouts to bring students to campus as they earn STEM badges, participating in conferences sponsored by the LA Association of Gifted and Talented Students, and more.

**AGENDA ITEM 15: OTHER BUSINESS**

Dr. Horton reminded Board members who are appointed by the Governor that their term will expire December 31. The new governor may not name new appointees right away; even though terms expire December 31, Board members are asked to remain in position until replacements have been appointed.

The next Board meeting is tentatively scheduled for December 4, 2023.

*Tentative* 2024 Board Meeting Dates: March 18, 2024; June 10, 2024

Dates to Remember:

* Friday/Saturday, September 29/30 40th Anniversary Celebration
* Saturday, September 30 Community Picnic / 40th Anniversary
* Monday - Friday, October 16-20 Fall Break
* Thursday – November 09 Veterans Day Program
* Monday – Friday, November 20-24 Thanksgiving Break
* Saturday – December 2 Natchitoches Christmas Festival

There being no further business;

**Upon motion duly made by Ms. Johnson, seconded by Dr. Williams, and unanimously passed, the meeting adjourned at 2:08 p.m.**

RESPECTFULLY SUBMITTED,

Dr. Vickie Gentry Steven G. Horton, PhD.

Vice Chair Secretary