

**Shreveport Charter Schools, Inc.**  
Linwood Public Charter School  
401 W. 70<sup>th</sup> Street ~ Shreveport, Louisiana 71106

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**Board of Trustees Meeting**

**JANUARY 2024 MEETING MINUTES**

This meeting was held at 331 E. 71<sup>st</sup> Street and Zoom Meeting (ID: 267 635 4207) on January 29, 2024, at 4:00 p.m.

**Board Members Present:** Gard Wayt, Travis Morehart, Lauren Marchive, Buck Magee, Mildred Tolliver, Bernard Kimble, Lori Graham, Dr. Kerry Laster, Sheryl Nix

**Leadership Team/Faculty/Contractors Present:** Dr. Staughton Jennings, Tara Sealy, Starla Ross, Shirley Pierson, Letisha Williams, Richard Hilliard, Jennifer Hamilton-Myles, Wanda Austin-Lewis, Shoyla Bryant, Aaryenne Strickland, Camille Cruse, Marilyn Johnson-Preston, Cassandra Anderson, Kevin Cox (4<sup>th</sup> Sector Solutions)

**Call to Order:** Mr. Wayt called the meeting to order at 4:06 p.m.

**Quorum Check:** A quorum was present.

**Approval of Agenda:**

- Mr. Magee moved to approve the agenda as presented.
- Mr. Morehart seconded the motion.
- All voted in favor and the agenda was approved.

**Conflict of Interest Advisements:** There were none.

**Visitor Comments:**

- Mrs. Anderson recognized January's Most Valuable Partners (selected parent/grade level).
- Partners were presented with a LPCS Spirit Shirt, Plaque, and Certificate of Appreciation for their continuous support to LPCS and their students' education.
  - January's Most Valuable Partners: Jamarcia Ginn, Tiffany Ross, Whitney Long, Shelicia Snow (*present*), Tneicia Jacko (*present*), Stefanie Mason, Sharon Davis, Tonia Russell, and Gwendolyn Hancock.

**Approval of Minutes from Previous Meeting:**

- Mr. Marchive moved to approve the November 2023 minutes as distributed.
- Mr. Kimble seconded to approve the November 2023 minutes as distributed.
- All voted in favor and the November 2023 minutes were approved.

**Financial Report:**

Kevin Cox (4<sup>th</sup> Sector Solutions) presented the December 2023 Financial Report.

- Mr. Morehart moved to approve the December 2023 Financial Report as presented.
- Mr. MaGee seconded the motion.
- All voted in favor and the December 2023 Financial Report was adopted.

Q & A:

Q: Mr. Magee: In reviewing the line item for Security, we have already spent \$75,249 leaving \$14,391 remaining balance. Is it normal? Should we move funds to cover expenses for the remainder of the school year?

A: Dr. Jennings: With the purchase of the Annex building, we had to have 24-hour security due to nightly break-ins. In addition, we added nightly security to the main campus due to the theft of catalytic converters from our buses. If necessary, funds can be transferred to cover this.

Finance Committee Update:

- Mr. Morehart reported the results of the 2022/2023 Financial Audit Report received from Carr, Riggs, & Ingram, LLC.
  - No findings or questionable costs.
  - Minor exceptions to the agreed upon procedures.
  - Copies of final report were not delivered as attempted by auditors. Mr. Morehart will ensure all BOT members receive a copy of the final report.
- Mr. Morehart moved to approve the results of the 2022/2023 Financial Audit Report.
- Mr. Marchive seconded the motion.
- All voted in favor.

Sound System/Technology

- Mr. Morehart: During the finance committee meeting, the sound was poor. It was difficult to hear through the microphones and the quality of sound was unclear for those that attended our meetings virtually.
- Dr. Jennings: The team attempted to work the kinks out in the most cost-effective manner, however he agreed that we need to reach out to a professional company to improve the quality of sound.
- Mr. Morehart moved to allow the team to entertain quotes to improve our system.
- Mr. Kimble seconded the motion.
- All voted in favor.

Executive Director's Report:

- Dr. Jennings gave the Executive Director's report. (Consent agenda reports were sent electronically for the board's review prior to today's meeting). The floor was open for questions.

**Consent Agenda Reports Received**

***(Reports included: Academics, Operations, Marketing/Recruitment, Human Resources)***

Dr. Jennings reported that he and Ms. Sealy traveled to Seattle, WA to the Rensselaerville Institute. This training was centered around support for turn-around school leaders. As a result, they were invited to attend the Curriculum Symposium in preparation to utilize the i-Ready. The i-Ready curriculum accompanies the curriculum we are already using. It does not replace either of them.

Q & A:

Q: Mr. Wayt: Dr. Jennings, will you submit a written summary of the conference?

A: Dr. Jennings: I will provide further information during my presentation in the executive session.

Q: Mr. Wayt: Dr. Jennings, will you speak about the SPS?

A: Dr. Jennings: The school performance score increased by 3 points this year moving our score from 47.9 to 50.9. We are awaiting an adjustment score from LDOE. I will present further information during the executive session to further show our trend of upward movement.

Q: Mr. Morehart: For clarity, did you file something to LDOE about the SPS?  
A: Dr. Jennings: We submitted an appeal due to our consistent trend of increasing scores at least 6 points per year. However, our score for the Interest and Opportunities Index was incorrectly reported. This year, they changed the requirements for this survey. It was reported that we had only 1 certified teacher in Physical Education. However, there were 2 certified teachers.

Ms. Sealy presented an overview of the description of the criteria for the Interest and Opportunities Index.

Dr. Jennings gave a presentation on "LPCS Moving to a C and Beyond"

#### **Approval of Consent Agenda Items:**

- Mr. Morehart moved to approve the Consent Agenda reports as presented.
- Mr. Marchive seconded the motion.
- All voted in favor and the motion was adopted.

#### **Board Chairman's Report:** (provided by Mr. Wayt)

##### **Renovations of the 2<sup>nd</sup> Campus**

At Mr. Wayt's request, Mr. Marchive reported that the contractor will provide an updated schedule of renovations. He will distribute to the BOT members once received. The continuations that were previously approved do not include any change orders. Mr. Marchive also suggested that a plan for Clean-Up should be considered after all bats have vacated the building.

Mrs. Pierson reported that the contractor notified her of the plumbing issues in the 2<sup>nd</sup> campus requiring them to dig ditches in the floor to repair the issue. As a result, there will be a delay in the completion of the project, initially scheduled for April 2024. The contractor advised Mrs. Pierson that the project should be complete by July 2024.

Dr. Jennings noted the same plumbing repairs will need to take place underneath the Finance and Human Resource offices.

Mr. Marchive asked that all matters related to the work performed by the contractors be reported to him as soon as received.

##### **Academic Committee Schedule & Request**

Mr. Wayt would like to continue having monthly meetings instead of quarterly meetings. Dr. Laster will assist the Academic Team with a schedule and an agenda.

Mr. Wayt requested the academic status of students in all extracurricular and sports activities.

##### **Election of Officers for 2024**

Mr. Wayt requested to appoint Mr. MaGee as the 2<sup>nd</sup> Vice President, for External Affairs. He mentioned that it would require an amendment to the bylaws. Mr. Wayt will have the changes to the bylaws available at the next board meeting for review and voting.

#### **Q & A:**

Q: Mr. Kimble: Is there a succession plan in place in the event something happens to you (Mr. Wayt)? Which Vice President would be the replacement?

A: Mr. Wayt: They will be selected by their longevity as a member of the BOT, so it will be Mr. Marchive.

Q: Mr. Morehart: The update of the bylaws will need to include the succession plan as well.

A: Mr. Wayt: That is correct.

Q: Mrs. Tolliver: There is no objection to adding the additional Vice President position to the board. However, what will Mr. Magee do differently from what he is doing in his current position on the board?

- A: Mr. Wayt: Mr. Magee will assist me more with reaching out to the community and other charter organizations. Mr. Marchive will continue to assist me with internal affairs and Mr. Magee with external affairs.
- Q: Mr. Magee: Can we move the retreat to the end of the year? We can start reviewing the bylaws and discuss them during the retreat.
- A: Mr. Wayt: Yes, we can, and all will have a copy of the current bylaws and propose changes prior to the next meeting.

#### **Committee Appointments**

Mr. Wayt will send out a proposed list of committee appointments to all BOT for review. For changes to committee appointments, please reach out to Mr. Wayt.

Mr. Wayt requested to change the name of the Academic Committee to the Academic Excellence Committee.

#### **Time of BOT Meetings**

Mr. Wayt inquired if the meeting time of 4pm is still feasible for everyone. All agreed to keep the meeting time the same.

**Unfinished Business:** There was none.

**New Business:** There was none.

#### **Executive Session:**

- Mr. Morehart moved to enter into Executive Session to discuss a personnel matter at 5:41 p.m.
- Mr. Kimble seconded the motion.
- All voted in favor, and an Executive Session began at 5:42 p.m.
  
- Mr. Marchive moved to return to regular session at 6:21 p.m.
- Mr. Morehart seconded the motion.
- All voted in favor and regular session resumed at 6:21 p.m.

**Adjourn:** Mr. Morehart moved, Mr. Magee seconded, to adjourn the meeting at 6:22 p.m. All voted in favor.