

D'Arbonne Woods Charter School
9560 Hwy 33 Farmerville, LA 71241
Board Meeting Minutes
January 23, 2023

I. Call to order/prayer/pledge.

Meeting began at 5:30 PM.

I. Roll call.

***K Neese: Present, L Proctor: Present, K Gipson: Present, A Hudson: Present,
M. Barrios: Present, D McClendon: Present A. Anderson: Present***

I. Discuss and take action to approve minutes from the Regular Meeting held November 28, 2022.

Motion- L. Proctor Second- A. Hudson Passed-Yes

I. Executive Director's Report

Executive Director Heath Murry reported on current enrollment. He also reported that Tammy Ramsey will oversee Transportation through the end of the school year. She will receive a stipend to do so. Tommy Tharp will fill in role as operations. Mr. Murry will review need for replacement at the end of the year.

I. Finance Report

Janice Coleman reviewed financial documents with board and was available to answer questions.

I. Discuss and take action to approve new hires and resignations since last meeting.

Motion- K. Gipson Second- A. Anderson Passed-Yes

I. Discuss and take action to approve 22-23 Covid Hazard Pay.

Board reviewed request to distribute final pocket of funds to staff. Janice Coleman was available to answer questions on funds and how they will be distributed. There were no questions from board members.

Motion- A. Anderson Second- A. Hudson Passed-Yes

I. Discuss and take action to approve Open Enrollment and Lottery date(s) for 23-24 school year.

Mary Louisa McMahon reviewed process and dates for open enrollment. Dates for open enrollment are from February 2nd to March 8th. Lottery will be held on March 14th.

Information on process and dates as well as applications will be available on website.

Motion- A. Hudson Second- L. Proctor Passed-Yes

I. Discuss and take action to approve extended sick leave for two employees.

Motion- L. Proctor Second-A. Anderson Passed-Yes

I. Discuss and take action to approve job descriptions.

Board did not receive job descriptions prior to the meeting. Decision was made to table the vote until next meeting to allow board an opportunity to further review the job descriptions.

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XI..

I. Discuss and take action to establish a committee of the Board to review and update, if necessary, the school employee handbook and school policies on Employee Evaluation & Separation, Discrimination/Harassment, and Employee Discipline.

Board members discussed the formation of a personnel Committee to review policies and systems in place. Annemarie Anderson was appointed to serve, and Andy Hudson volunteered. They will review and update policies. They will report in February on investigation of personnel matter and in March on handbook.

Motion- L. Proctor Second-A. Anderson Passed-Yes

II. Discussion only of Charter Board Governance Program.

Kim Neese reported to board that we have been offered funding for training. They have agreed to come to Union Parish to train on four occasions with 2 board members trained at each. She will follow up and report back. No vote required.

III. Executive Session - confidential personnel matter

Motion to go into executive session- L. Proctor Second-A. Anderson Passed-Yes

Motion to come out of executive session- L. Proctor Second-K. Gipson Passed-Yes

IV. Adjourn.

Motion to adjourn-K. Gipson Second-A. Anderson Passed-Yes

