

D'Arbonne Woods Charter School
Board Meeting Minutes
July 28, 2025, 5:30 pm

- I. Call to order/prayer/pledge of allegiance.
- II. Roll call: Present R. Willis, M. Barrios, K. Neese, D. McLendon, L. Proctor, A. Anderson, B. Simpson
- III. Discuss and take action to approve minutes from the Regular Meeting held on June 16, 2025.
Motion: Proctor Second: Willis Passed Unanimously
- IV. Executive Director's Report.
Current Enrollment is 1026 with 95 on the waiting list. Employees will return on August 11th, orientation on the 18th and 1st day of school-18th. Updt4e on construction-field house is slightly behind schedule and the Ag Building si slightly ahead of schedule. Doug had a meeting with Downs ville to come up with an alternate plan for teacher evaluations. State is asking for a 4-5 point rubric. We will add a professionalism category. On Wednesday, August 13th, Neese will review job descriptions and evaluation. Proctor asked if she had samples and if state version could be made available. Neese said she would make that available once she creates.
- V. Jan reviewed financials with the board. She advised we will be closing out soon. Adjustments have been made. With the Lunch fund, deficit from not collecting fees will be collected at Back to School. She reported that there are now 5 employees in the Finance Dept.
- VI. Discuss and take action to approve new hires and resignations for the 25-26 school year.
Motion: Willis Second: McLendon Passed Unanimously
- VII. Discuss and take action to approve extended sick leave.
This is for Megan Switzer-3rd grade for extended Maternity Leave
Motion: Simpson Second R. Willis Passed Unanimously
- VIII. Discuss and take action to approve Construction Budget for the CATE and Athletic Field House Buildings.
Motion: Willis Second Simpson Passed Unanimously

- IX. Discuss and take action to approve payment for Elementary Smart Boards. This is for 24 smartboards. Smartboards were replaced in High School Last year

Motion: McLendon Second: Anderson Passed Unanimously

- X. Discuss and take action to approve 9-10 month employees.
Motion: Simpson Second: McLendon Passed Unanimously

- XI. Presentation of the 2026 FY General Fund Proposed Budget.
Jan advised we will vote on it at our next board meeting.

- XII. Discuss and take action to approve the 2025-2026 Employee Handbook.
3 recommended changes: Annual Leave Policy, Change in Sick Leave and Adding a Lactation Room Policy

Motion: McLendon Second: Anderson Passed Unanimously

- XIII. Discuss and take action to approve new board member.
April Duke introduced herself and board members were allowed to ask questions prior to voting.

Motion: Willis Second: McLendon Passed Unanimously

- XIV. Adjourn

Motion: Simpson Second: Willis Passed Unanimously

