

D'Arbonne Woods Charter School  
Board Meeting Minutes  
June 16, 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,  
Absent:, A. Anderson, B. Simpson
- III. Discuss and take action to approve minutes from the Regular Meeting held on  
May 19, 2025.  
Motion: R. Willis                      Second D. McLendon                      Passed  
Unanimously
- IV. Executive Director's Report.  
Received certification for Portable Building. Construction of Ag Building is  
ahead of schedule, and the fieldhouse is on schedule. Doug created video,  
and they will begin pushing out. They may try to negotiate to do one per  
month. Enrollment update: 1007 as of August 1<sup>st</sup>. 1020 is our max which is  
20% over what is in the charter. He will be attending the National Conference  
for Charter Schools. He will be out of pocket for the next couple of weeks.  
We are on schedule for maintenance of floors. Employee handbook will be  
ready to vote on next month.
- V. Jan reviewed financials with board members.
- VI. Discuss and take action to approve new hires and resignations for the 25-26  
school year.  
Motion: L. Proctor                      Second D. McLendon                      Passed Unanimously
- VII. Discuss and take action to approve 12-month employees.  
Motion: D. McLendon                      Second R. Willis                      Passed Unanimously
- VIII. Presentation of the 2026 FY General Fund Proposed Budget.  
The board has to see next year's budget twice before we can vote on it.  
There is no change in funding. State voted to do a one-time stipend without  
committing to pay raise. Also proposed a constitutional amendment but it did  
not pass. We will pay to finance pay raises and pay off deficit.
- IX. Discuss and take action to approve the 2025-2026 Food Service  
Management Company contract renewal.  
We can review without bids for 5 years. Jan will confirm with the company  
what we pay per plate.  
Motion: R. Willis Second D. McLendon                      Passed Unanimously
- X. Discuss and take action to approve the 2025 - 2026 Student Handbook.

Doug reviewed changes to student handbook that were provided to board members and listed on a separate sheet. DWCS pays for dual enrollment and costs have gone up. Classes must be part of a degree plan.  
Motion: D. McLendon Second: L. Proctor Passed Unanimously

- XI. Discuss and take action to approve the 2024-2025 Budget Amendment #2.  
Motion: R. Willis Second: L. Proctor Passed Unanimously
- XII. Discussion only of a potential board member.  
Kim discussed her interview with April Duke. She was very impressed with her. She will be at the next board meeting for the board to interview her and vote.
- XIII. Discussion only of by-laws. Kim is searching for sample by-laws that are specific an to charter schools. We will discuss next month. She would like to send them to Attorney by October or November.
- XIV. Amend agenda to add discussion about meetings.  
Motion D. McLendon Second: L. Proctor. Passed Unanimously
- XV. Discussed only of moving meetings to every other month and changing time.
- XVI. Adjourn  
Motion: D. McLendon Second: L. Proctor Passed Unanimously

  
1/19/25

