

D'Arbonne Woods Charter School
9560 Hwy 33 Farmerville, LA 71241
Board Meeting Minutes
Dec 15, 2025, 5:30 PM

- I. Call to order/prayer/pledge of allegiance.
- II. Roll Call. Present: R. Willis, A. Duke, K. Neese, M. Barrios, D. McClendon.
Absent: L. Proctor, A. Anderson
- III. Discuss and take action to approve minutes from the Regular Meeting held on October 27, 2025.

Motion: A. Duke Second: R. Willis Passed Unanimously

- IV. Executive Director's Report.

Enrollment is 997. We will fill empty spots soon. School received an A designation again this year. There is a larger emphasis on ACT scores. We will be ready to move into the AG bldg. after the holidays. Soccer has kicked off. Friday will be a virtual day in honor and celebration of our A designation. Tuesday will be the Band Concert at 6:00 PM. K-2 will have their program on Wednesday at 8:30 AM and Choir concert will be on Thursday the 18th at 6:00 PM. Doug notified the board that a formal complaint has been filed regarding our Special Ed dept. The student is no longer enrolled at DWCS, and we have an attorney representing us.

- V. Finance Report. Jan reviewed financials with the Board Members. There were no questions.

- VI. Discuss and take action to approve the Records Retention Policy for Special Ed. This was brought up by Special Ed teacher as she is running out of space. Policy has been reviewed by our attorney and includes wording of keeping paper copies for 5 years.

Motion: Willis Second: Duke Passed Unanimously

- VII. Discuss and take action to approve new substitute teacher hires.

Motion: McClendon Second: Willis Passed Unanimously

- VIII. Discuss and take action to approve Extended Sick Leave for two employees.

Motion: McClendon Second: Duke Passed Unanimously

- IX. Discuss and take action to approve resignation and termination.

Motion: McClendon Second: Willis Passed Unanimously

- X. Discuss and take action to approve the Louisiana Compliance Questionnaire from the Legislative Auditor for the 24-25 Audit.
It was discussed that this is a standard fork and provides an extension to March 31st for our audit.

Motion: Willis Second: McClendon Passed Unanimously

- XI. Discussion only of Board Assurances.
Board President Kim is putting together a playbook for how we will conduct business as a board in the future. It will include a written plan for selecting board members, and how we recruit board members. This will also include the need for background checks and letters of recommendation and references as well as process for removal. We will discuss it further in February.

- XII. Discussion only of first-half of By laws.
Kim Neese will send us a draft of the by-laws for us to review prior to our next meeting.

- XIII. Adjourn.
Motion: A. Duke Second: McClendon Passed Unanimously



Handwritten signatures of Kim A. Neese and Jon A. Duke. The signature of Kim A. Neese is in black ink and is positioned above the signature of Jon A. Duke, which is in blue ink.