

**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**  
**DECEMBER MEETING MINUTES**

This meeting was held in person at Linwood Charter School Auditorium and via Zoom (Meeting ID: 267 635 4207)  
on **December 13, 2021**, at **4:00 PM**.

Prior to the meeting, Joshua Strickland, eighth grade student, spoke with the Board about his experience to the NOLA Pelican game. Students that attended the game received a souvenir t-shirt.

**Board Members Present:** Gard Wayt, Lauren Marchive, Travis Morehart, Sheryl Nix, Dr. Bernard Kimble, Cynthia Franklin (zoom), Mildred Toliver, Dr. Kerry Laster (zoom)

**Leadership Team/ Staff Present:** Dr. Staughton Jennings, Kevin Cox, Wanda Austin-Lewis, Tara Sealy, Jennifer Myles, Marilyn Johnson-Preston, Letisha Williams, Shirley Pierson, Cheradee Williams

**Call to Order:** 4:16 pm by Mr. Gard Wayt.

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

**Approval of Agenda:**

- Mr. Marchive: Moved to approve the agenda as distributed.
- Dr. Kimble: Seconded the motion to approve the agenda as distributed.
- All voted in favor.

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

**Visitor Comments:** No Visitor comments.

**Approval of Minutes from Previous Meeting:**

- Mr. Marchive: Moved to approve the November minutes as distributed.
- Mr. Morehart: Seconded the motion to approve the minutes as distributed.
- All voted in favor.

**Financial Report:**

- The December financial report will be delivered in January 2022.
- Kevin Cox reported that BESE requests charter schools to adopt the cash management policy surrounding the protection of public funds, especially those funds above the FDIC limit held at a bank. The Louisiana Charter School Association put together a blank policy that charter schools can use to cover themselves. The policy states that LPCS will take steps to protect the public funds within the school's custody. The board voted to adopt the cash management and investment policy and procedure as presented.
  - Mr. Morehart: Moved to adopt the cash management and investment policy and procedure and date the document, December 13, 2021.
  - Mr. Marchive: Seconded to adopt the cash management and investment policy and date the document, December 13, 2021.
  - All voted in favor.
- Mr. Morehart provided a report on the audit. He stated that the auditors sent written documentation to extend the audit until the end of January 2022 due to requirements for ESSER auditing. The document was signed by Mr. Morehart and reviewed by Dr. Jennings, Mr. Cox, and Ms. Austin-Lewis. It has been acknowledged and agreed to by the board.

## **Executive Director's Report:**

- Dr. Jennings gave the Executive Director's report. A consent agenda was sent electronically and reviewed by the board prior to the meeting. The floor was opened for questions.

### Consent Agenda Reports

*Items included: Academics, Operations, Marketing/Recruitment, Student Activities and Human Resources*

- Mr. Morehart: Moved to approve the Consent Agenda items as distributed.
- Ms. Toliver: Seconded the motion to approve the Consent Agenda as distributed.
- All voted in favor.

### Q & A and Comments from BOT members:

#### Operations

Q: Mr. Marchive asked if there were any figures from the parking plan.

A: Ms. Pierson explained that the contractor provided a schematic.

The board reviewed and approved the schematic and requested the cost of the plan.

Ms. Pierson stated that the plan can be done in two phases. The contractors will need to provide an Opinion of Probable Cost for the work in at least two phases of the project.

- Mr. Marchive: Moved to request an Opinion of Probable Cost from the contractors for the work in at least two phases of the project prior to the next board meeting so that the board can establish a budget.
- Dr. Kimble: Seconded the motion to request an Opinion of Probable Cost from the contractors.
- All voted in favor.

Ms. Pierson provided an update on the search for vehicles to use for professional development and extra-curricular activities. She found two possible vehicles in Tennessee that the school would like to purchase. One is a 25-passenger van, and the other is a 7-passenger van. The board approved for the purchase of the vehicles and the money is in the current budget. The board will authorize Ms. Pierson to advertise the vehicle bid request as required by law.

- Mr. Morehart: Moved to authorize the staff to move forward with following the bid law to acquire two vehicles.
- Mr. Marchive: Seconded to authorize the staff to move forward with following the bid law.
- All voted in favor.

Ms. Pierson confirmed that the softball field will be finished this week and was paid for by David Raines Healthy Blue Initiative.

#### NOLA Trip

Ms. L. Williams showed a video of the students on the NOLA Pelican Trip. She shared that it was a successful trip.

Ms. Pierson thanked the board for giving the students this opportunity and she discussed how impactful the exposure was for the students.

#### Aquaponic Report

Dr. Jennings shared that the school is in a partnership with Sci-Port to build two aquaponic stream tables. This will start next summer as a pilot project, beginning with our lower school. The school will work with Marci and Ty on the purchases of materials. The next phase is to have a meeting in January to outline the process.

#### CIC Report

Dr. Jennings mentioned that the school will follow up with the Cyber Innovation Center in January.

#### Tech Partnership Update

Ms. Myles shared that the school is in the final stages of a MOU with LA Tech. The Executive Team will have a conference with Tech Tuesday, December 21 at 2 PM to finalize logistics.

## **Board Chairman's Report:**

- Mr. Wayt provided the Board Chairman's Report.

### Bylaws

Mr. Wayt presented the revised bylaws to the board that Attorney Graham and he worked on. The board will review the document prior to the next meeting and adopt the bylaws at the next meeting.

### Community Advisory Council

Mr. Wayt reported that the Community Advisory Council meeting is tentatively scheduled for January 6<sup>th</sup> at 11:00 AM in the cafeteria. The council members will have the opportunity to take a school tour and eat lunch with the students.

### LAPCS Report

Mr. Wayt shared his report about the Louisiana Public Charter School Association conference. He attended an interesting session about videography, in which he was gifted a 360-camera door prize for the school. Mr. Wayt also shared that he met one on one with two BESE board members, Jim Garvey and Ronnie Morris at the conference.

Ms. Toliver shared her experience attending the LAPCS conference, especially two sessions: Certification for School Ethics and Accountability.

### Linwood Gathering- December 17<sup>th</sup> at Frozen Pirogue

Mr. Wayt encouraged all the board members to attend the end of the year celebration Friday, December 17<sup>th</sup> from 1:00 PM to 4:00 PM.

### LSUS Partnership

Mr. Wayt said he spoke with Dr. Clark who recommended Dr. Cay Evans, the Dean of the Education Department to create a pathway for teachers to work at Linwood.

**Unfinished Business:** None

**New Business:** None

**Executive Session:** Entered at 5:09 PM.

- Mr. Morehart: Moved to enter executive session to discuss a personnel matter.
- Dr. Kimble: Seconded to enter executive session to discuss a personnel matter.
- All voted in favor.
  
- Mr. Morehart: Moved to return to regular session.
- Ms. Toliver: Seconded to return to regular session.
- All voted in favor.

The executive session ended, and the board returned to regular session at 5:19 PM.

- Mr. Morehart: Moved to give \$500 to the cafeteria workers, \$1,000 to the cafeteria manager, \$250 to the cafeteria employee that started the December 3<sup>rd</sup>, \$500 to the clinic workers, and \$1,000 to the clinic manager for a retention bonus to all employees.
- Dr. Kimble: Seconded to give those amounts for a retention bonus.
- All voted in favor.

**Adjourn:** Mr. Morehart moved to adjourn the meeting at 5:21 PM. Ms. Nix seconded to adjourn the meeting. All voted in favor.

Please mark your calendars.

Consensus- The next meeting will be on **Monday, January 24, 2022, at 4 PM.**