

## MEETING MINUTES

**Name of Foundation:** Southwest Louisiana Charter Academy Foundation, Inc.  
**Board Meeting:** May 15, 2018—Board Meeting  
**School(s):** Lake Charles College Prep  
Southwest Louisiana Charter Academy

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
May 15, 2018	6:20 PM	7:03 PM	June 19, 2018	5:00 PM	S. Brunet
<b>Meeting Location:</b>					
Southwest Louisiana Charter Academy, 1700 E. McNeese Street, Lake Charles, LA 70607					

<b>Attended by:</b>	
<b>Board Members:</b> Ulysses Gene Thibodeaux, Board President Charles Honore, Board Vice-President Clyde Mitchell, Secretary/Treasurer Nicole Simien, Board Trustee Phyllis Kittling, Board Trustee  <b>Absent:</b> Dr. Michael Kurth, Board Trustee Sylvia Stelly, Board Trustee	<b>Other Attendees:</b> Dr. Sabrah Kingham, Regional Education Director, CSUSA Dr. Pam Quebodeaux, Principal, Lake Charles Charter Academy Henry Mancuso, Executive Secretary Julie Taylor, Vernon Law Firm Ken Roebuck, Principal, Lake Charles College Prep Kim Lewis, Principal, Southwest Louisiana Charter Academy Stacey Brunet, Governing Board Manager, CSUSA Jackie Smith, Parent Liaison Tamekia McGibbon, Finance, CSUSA  <b>Phone:</b> Doreen Ayafor, Finance, CSUSA Penny Walcott, Finance, CSUSA LeChyana Knight, Finance, CSUSA Deborah Leitch, Finance, CSUSA Adam Haddox, CSUSA Deborah Montella, Marketing, CSUSA Sladjana Treu, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the board meeting commenced at 6:20 PM CST with a Call to Order by Board President Thibodeaux. Roll call was taken and quorum was established at the time of roll call.

#### **I. ADMINISTRATIVE**

##### Approval of the April 17, 2018 Board Meeting Minutes

- Chairman Thibodeaux asked the board to review minutes and asked if there were any corrections. No corrections voiced.

**MOTION: Motion was made by Charles Honore and seconded by Clyde Mitchell to approve the April 17, 2018 Board Meeting Minutes. The motion passed unanimously.**

#### **II. FINANCIALS**

##### Approval of the 2018-19 Annual Budget

- Chairman Thibodeaux asked if there was any further discussion of the 2018-19 Annual Budget

**MOTION: Motion was made by Clyde Mitchell and seconded by Nicole Simien to approve the 2018-19 Annual Budget of Southwest Louisiana Charter Academy. The motion passed unanimously.**

Approval of March 2018 Financial Report for Southwest Louisiana Charter Academy and Lake Charles College Prep

- Tamekia McGibbon reviewed the February 2018 Financial Reports.

**MOTION: Motion was made by Clyde Mitchell and seconded by Nicole Simien to approve the March 2018 Financial Report for Southwest Louisiana Charter Academy and Lake Charles College Prep. The motion passed unanimously.**

Approval of the Audit Engagement Letter

- Sladjana Treu reviewed the Audit Engagement letter with the board.

**MOTION: Motion was made by Clyde Mitchell and seconded by Charles Honore to approve the Audit Engagement Letter for Southwest Louisiana Charter Academy. The motion passed unanimously.**

### III. CSUSA REPORTS

Marketing and Enrollment Updates

- Deborah Montella reviewed the Marketing Update with the board to include:
  - Summer and Fall enrollment campaigns
- Kim Lewis reviewed the enrollment update and school activities of the Southwest Louisiana Charter Academy to include:
  - 571 enrollment
  - Cambridge Program is reinstated
  - Attended the Junior Women's Banquet
  - Staff vs. Parent basketball game was a success.
  - Volleyball camp had 30 girls attend
  - May 21 is the awards banquet
  - Summer Professional Development
- Ken Roebuck reviewed the enrollment update and school activities of the Lake Charles College Prep to include:
  - Senior Awards Night
  - Graduation Practice and Ceremony
  - Finals are upcoming
  - Teacher work day on May 25
  - Summer Schools starts June 4

Legislative Report

- There were no additional items to report from the Lake Charles Charter Academy Report.

### IV. EXECUTIVE SECRETARY'S REPORT

- Mr. Mancuso gave a verbal report to the board.

### V. NEW BUSINESS

Student and Employee Handbooks---LCCP

- Mr. Mancuso gave the updates to the board to include student and employee handbook contents.
- A draft was given to the board members for review and feedback by June 30, 2018

Resolution to Approve Principal Discretionary Bank Account

- Mr. Mancuso reviewed the discretionary account purpose

**MOTION: Motion was made by Charles Honore and seconded by Clyde Mitchell to approve Southwest and LCCP Principal's Discretionary Accounts at Pedestal Bank. The motion passed unanimously.**

**VI. OLD BUSINESS**

Lake Charles College Prep Transition Update

- Board Chairman Thibodeaux, Henry Mancuso and Ken Roebuck updated the board with transition action plans.

Pre-K Update

- Jackie Smith gave an update to the board
- 20 students are enrolled

**VII. PUBLIC COMMENTS**

- There were no public comments

**VIII. TRUSTEE COMMENTS**

- There were no trustee comments

**IX. ADJOURNMENT**

**MOTION: Motion was made by Clyde Mitchell and seconded by Charles Honore to adjourn the May 15, 2018 board meeting of the Southwest Louisiana Charter Foundation. The motion passed unanimously.**



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Clyde Mitchell, Secretary/Treasurer

Date: \_\_\_\_\_