

## MEETING MINUTES

**Name of Foundation:** Southwest Louisiana Charter Academy Foundation, Inc.  
**Board Meeting:** June 19, 2018—Board Meeting  
**School(s):** Lake Charles College Prep  
Southwest Louisiana Charter Academy

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
June 19, 2018	5:10 PM	6:10 PM	August 21, 2018	6:00 PM	S. Brunet
<b>Meeting Location:</b>					
Lake Charles Charter Academy, 3160 Power Centre Blvd, Lake Charles, LA 70607					

<b>Attended by:</b>	
<b>Board Members:</b> Charles Honore, Board Vice-President Nicole Simien, Board Trustee Phyllis Kittling, Board Trustee Dr. Michael Kurth, Board Trustee Sylvia Stelly, Board Trustee  <b>Phone:</b> Ulysses Gene Thibodeaux, Board President  <b>Absent:</b> Clyde Mitchell, Secretary/Treasurer	<b>Other Attendees:</b> Dr. Raquel Square Ayles, State Director of Education Dr. Pam Quebodeaux, Principal, Lake Charles Charter Academy Henry Mancuso, Executive Secretary Ken Roebuck, Principal, Lake Charles College Prep Kim Lewis, Principal, Southwest Louisiana Charter Academy Stacey Brunet, Governing Board Manager, CSUSA Jackie Smith, Parent Liaison Alayna Guillory, Director of Marketing and Outreach, SWLA Dr. Mary Deveaux, Lake Charles College Prep  <b>Phone:</b> Penny Walcott, Finance, CSUSA LeChyana Knight, Finance, CSUSA Deborah Leitch, Finance, CSUSA Tamekia McGibbon, Finance, CSUSA Dr. Sabrah Kingham, CSUSA

### **CALL TO ORDER**

Pursuant to public notice, the board meeting commenced at 5:10 PM CST with a Call to Order by Board Vice President Honore. Roll call was taken and quorum was established at the time of roll call.

#### **I. ADMINISTRATIVE**

##### Approval of the May 15, 2018 Board Meeting Minutes

- Vice President Honore asked the board to review minutes and asked if there were any corrections. No corrections voiced.

**MOTION: Motion was made by Phyllis Kittling and seconded by Nicole Simien to approve the May 15, 2018 Board Meeting Minutes. The motion passed unanimously.**

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

- Vice President Honore asked the board to review minutes and asked if there were any corrections. No corrections were voiced.

**MOTION: Motion was made by Phyllis Kittling and seconded by Nicole Simien to approve the 2018-19 Annual Budget Hearing Minutes. The motion passed unanimously.**

## II. FINANCIALS

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

- Tamekia McGibbon reviewed the April 2018 Financial Reports.
- Chairman Thibodeaux discussed travel expenses and Ms. McGibbon will follow up with action items for research.
- Ms. McGibbon will research June 2018 bond payment source.

**MOTION: Motion was made by Sylvia Stelly and seconded by Phyllis Kittling to approve the April 2018 Financial Report for Southwest Louisiana Charter Academy and Lake Charles College Prep with questions and updates pending. The motion passed unanimously.**

## III. CSUSA REPORTS

### End of the Year School Reports

- Kim Lewis reviewed the enrollment update and school activities of the Southwest Louisiana Charter Academy to include:
  - 560 student current enrollment, with a target of 605
  - Uniform sale will begin next week
  - Teacher Leader conference
  - Summer Professional Development
  - Summer school is coming to an end
  - 8<sup>th</sup> Grade science teacher interviews are ongoing
  - Marketing is ongoing; word of mouth is proving most effective
  - Survey Results:
    - Focus is on Character Education
    - Increase in survey participation numbers will be a focus
- Ken Roebuck reviewed the enrollment update and school activities of the Lake Charles College Prep to include:
  - Graduation was successful. Estimated to have 79 of 83 graduates by end of summer school.
  - 450 is the Enrollment Target. Current enrollment is 353.
  - Workshop with Johns Hopkins and TDS
  - Fully staffed
  - Transcript and EOC documents are under review to ensure graduation paths for students
  - Survey Results
    - Increase in survey participation numbers will be a focus

## IV. EXECUTIVE SECRETARY'S REPORT

- Mr. Mancuso gave a verbal report to the board to include:
  - Introduction of new Director of Marketing and Outreach
  - LCCP Planning and Transition
  - Lunch Program

## V. NEW BUSINESS

### Authorize CSUSA to Support Charter Contract Renewals

- Stacey Brunet reviewed the matter with the board.

**MOTION: Motion was made by Michael Kurth and seconded by Nicole Simien to authorize CSUSA to support charter contract renewals and extensions for 2018-19. The motion passed unanimously.**

**VI. OLD BUSINESS**

Lake Charles College Prep Transition Update

- Budget Hearing for Lake Charles College Prep
  - Special meeting will be necessary to have budget hearing once it is ready for submission to the state.
  - Employee Handbook

**MOTION: Motion was made by Michael Kurth and seconded by Nicole Simien to approve the Employee Handbook. The motion passed unanimously.**

Pre-K Update

- Jackie Smith gave an update to the board
- 98 students have applied

**VII. PUBLIC COMMENTS**

- There were no public comments

**VIII. TRUSTEE COMMENTS**

- Mr. Thibodeaux stated Xavier University received a grant to train teachers. The Foundation would like to research if they can hire these teachers after training

**IX. ADJOURNMENT**

**MOTION: Motion was made by Nicole Simien and seconded by Phyllis Kittling to adjourn the June 19, 2018 board meeting of the Southwest Louisiana Charter Foundation. The motion passed unanimously.**

  
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Clyde Mitchell, Secretary/Treasurer

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