

**Regular Meeting of the Board of Directors**  
**May 26, 2020 at 6:30 pm**  
**Via Teleconference**

- A. Call to Order** – The meeting was called to order by Robert Wiley at 6:34 PM.
- B. Prayer**
- C. Pledge of Allegiance**
- D. Approval of the Agenda** – Mr. Tatum moved and Mrs. Gallot seconded to approve the agenda. The agenda was approved without opposition of the board.
- E. Adoption of Previous Minutes** – Daphne Gallot moved to adopt the minutes from the previous meeting. This was seconded by Mr. Tatum and adopted without opposition.
- F. Roll Call**
  - a. Present Members**
    - Robert Wiley
    - Clara Lewis
    - Daphne Gallot
    - Don Tatum
    - Forrest Moegle
    - Eddie Robinson III
    - Hollis Downs
  - b. Absent Members**
    - Dr. Birdex Copeland
- G. Lincoln Prep “Showcase”** – No showcase.
- H. Public Comments** – Although the meeting was open to the public, no members of the public were present.
- I. Report of the Executive Director** –
  - a.** Currently, there are 144 new applicants. Enrollment for next year could possibly reach 590. The application deadline is 6/1 and there are currently more applications than seats available in every grade except 2<sup>nd</sup> and 7<sup>th</sup>. This is the first time to ever have waiting list from the beginning of the enrollment period. Lincoln Prep is looking to expand 9<sup>th</sup> and 10<sup>th</sup> grade classes to accept all applicants. Lincoln Prep faculty put signs in the yard of every 2020 Senior, as well as recognized each student and the college they have been admitted to on Facebook. The graduation program is posted online with names and honors, etc. Graduation will be held 6/4/2020. It was pushed back from the original date because ACT testing is 6/2 and there was concern that some students would think they were “done” and did not have to try as hard, show up, etc. Several students are currently within 1-2 points of earning TOPS and need to do their best on the ACT in order to earn this scholarship. The school year is officially over, and the seniors’ grades have been computed. A letter was sent explaining how the grades have been computed. The largest high school in the parish took the student’s highest grade for the year and gave it to students as a 4<sup>th</sup> quarter grade. The formula in the letter provided to Lincoln Prep students baselines kids to match largest high school in parish, then took work done during the school closure and added to it. Final grades for students in 9-11 will be computed this week. The focus for K-8 is determining if the students are

ready for the next grade. This was done as a tiered release; students who are ready for the next grade didn't have to complete any more work, giving students who are not quite ready extra time to work with teachers. Although the state is allowing students to be passed to the next grade regardless of readiness, Lincoln Prep faculty expressed that it does no good to pass students who are not ready. Faculty has been communicating with parents every step of the way and letting them know where their kids are. Some students may need to attend summer school. Lincoln Prep has received guidelines from the state for phase 1 of summer school, which is expected to begin on 6/19. Students will be allowed on campus based on guidelines. Lincoln Prep received some funding from CARES act and must submit documentation showing how funds will be spent. Megan got the initial request last week and gave feedback. She provided the updated version today. Daily task force meetings are still being held at 9AM and faculty continues to meet with the Department of Education online weekly. The food service continues to serve an average of over 300 students per day. 28000+ meals have been provided since COVID-19 started. Ms. Colvin and Mr. Ford have conducted faculty/staff exit interviews, as well as requested that all Faculty/Staff complete letters of intent. They are still awaiting a few letters to know if staff intend to return to Lincoln Prep next year. When asked, Mr. Ford stated that 1 administrative staff member, 1 paraprofessional and 1 teacher have been let go.

#### **J. New Business**

- a. Election of Board Secretary/Treasurer** – The Board is currently accepting nominations for a Secretary/Treasurer and Mrs. McIntyre has expressed interest in filling that position. Mr. Ford stated that another officer is needed on the Board because the only members authorized to use the line of credit are Mr. Wiley and Dr. Copeland. Another contingent authorized person would be beneficial. Mrs. Gallot nominated Mrs. McIntyre. This nomination was seconded by Mr. Downs. The Board unanimously voted Mrs. McIntyre as the Board Secretary/Treasurer.
- b. Resolution Approving Authorized Signers for Foundation** – A request was made to approve Mr. Ford and Mrs. McIntyre to sign/access the line of credit as needed. It was explained that the line of credit must sometimes be used due to lag time with federal funds. Mr. Ford expressed that he would like to use this resolution for multiple uses. Dr. Copeland and Mrs. McIntyre will be approved on the school side as a backup for Mr. Wiley but would like to have an alternate for himself in case they are not accessible. Glenn Hall was nominated as this authorized user, moved by Mr. Downs and seconded by Ms. Lewis. The vote was a unanimous approval by the Board.

#### **K. Reports**

- a. Financial** – The line of credit was not used during this school year, but it is important to have right now due to the upcoming one-time charges related to the move. Monthly obligations are covered with no issues currently. Revenues are at 81.2%, which will change next month. \$17k has been received for Education Excellence fund this month. The meal count for the food service more than doubled in the month of April following school breaks in February and school letting out in March. More kids are being fed due to grab and go meals and a higher number is expected for the month of May. This is accounted for in the Special Revenue Food Service Fund. Expenses are at 76.8% and will

level off more this month when salary bonus pay out is done. The bonus will include the raise from the state. Mr. Ford explained that as mandated raises are given, they are applied as a bonus. When this first started, teachers asked for bonus funds to be put into their normal paycheck. Teachers then asked for bonuses instead, after seeing others getting extra checks during the year. Funds are put into lump sum raises at the end of the year. For comparison, a teacher at Lincoln Prep and a teacher in the Lincoln Parish system receive same amount of pay but the Lincoln Prep teacher receives \$1700 as a bonus check and the rest is included in their normal paycheck. Megan explained that the amount the school system pays is usually tied to sales tax collection and may vary year to year. It often makes a bigger impact when a one-time payout is given. The focus for the next month is closing out remaining invoices, accrued payroll, retirement report, and the annual report. A draft budget will likely be provided for the next Board meeting.

- b. **Alumni and Community Relations** – No report.
- c. **Transportation and Facilities Update** – The buildings have been cleared for GSU to use. The storage units will be picked up and moved on 6/1. The plan is to have the entire school at the old Fred's building. The land to the left of the building is currently being cleared. 4 acres total will be cleared for modular buildings and football practice, which will likely be more room than what Lincoln Prep currently has. Braintree is working with Lincoln Builders regarding the permanent building to come up with an estimate of what Lincoln Prep would actually be paying. Estimates have been obtained for a few other companies, as well. Mr. Storms and his father have been working jointly and say they have enough information to clear the title and obtain the desired land to build permanent building.
- d. **Education** – No report.

#### L. **Old Business**

- a. **MOU between Grambling High Foundation and Grambling State University** – Discussion has been ongoing with GSU over the utility bill for a few years. Although the bill was not adjusted the way it was expected, the overall number was close so, in the spirit of compromise, Lincoln Prep agreed to pay based on the invoices provided. This payment will be a lump sum of \$58k on last years bill, which will be covered by this MFP payment. This year's payment will be made once the June MFP has been received. A modular space has been obtained to serve as a dining area for the students, as Lincoln Prep has been approved to use the GSU cafeteria for preparing the food only. This was done in the past, before the elementary school changed buildings. A plan is in place for storage, equipment, etc. Mr. Ford is looking at partnering with organizations in the community and put in a request with La. Tech to use athletic facilities. More information is forthcoming for basketball season. Lincoln Prep has come to an agreement with some other schools, who will pay Lincoln Prep to come to their school and play.
- b. **Legal Update re: U.S. Department of Justice** – See above. Lincoln Prep is complying with the court order. The Department of Justice requested a telephone conference with the attorney, which should be nothing more than checking on the compliance. If all options are exhausted regarding finding a gym/basketball court, a request may need to go into the Dept. of Justice requesting that an exception be made for this.

- M. Next Meeting Date** – The next meeting will be June 23, 2020 at 6:30 PM with committees meeting at 6:00 PM, if necessary.
- N. Announcements** – Graduation will be held on 6/4. Students will meet at city park and parade through the village, around the baseball field, and in front of the school. They will then get out of the car 1 by 1 to be presented with their diploma and have photos taken. These photos will be photoshopped into a collage photo so they can have a photo of the entire class. A videographer will be covering footage there and get drone coverage of the parade. Lincoln Prep faculty participated in a Zoom forum to give input regarding what they wanted to do for graduation. Updates were given regarding Dr. Copeland’s health; all vitals have been good, but they are still working on getting his breathing back to normal. He tested COVID-19 negative. Mr. Downs had heart bypass surgery since the last meeting but is healing well.
- O. Executive Session** – No session.
- P. Adjournment** – A motion was made by Mr. Downs and seconded by Mr. Moegle to adjourn. With nothing further to discuss, the meeting was adjourned at 7:30 pm.