

Grambling High Foundation
Regular Meeting of the Board of Directors
June 24, 2019 - 6:30 PM

A. Call to Order – The meeting was called to order by Dr. Copeland at 6:48 PM.

B. Prayer

C. Pledge of Allegiance

D. Approval of the Agenda – A motion was made by Mr. Wiley and seconded by Mr. Tatum to approve the agenda. The agenda was adopted without opposition.

E. Adoption of Previous Minutes – A motion was made by Mr. Wiley and second by Mr. Robinson to adopt the previous minutes with the stated correction. The minutes were adopted with no opposition.

F. Roll Call

Present Members

Dr. Birdex Copeland

Don Tatum

Robert Wiley

Eddie Robinson III

Absent Members

Hollis Downs

Rhonda Pruitt

Forrest Moegul

G. Lincoln Prep "Showcase" – No showcase.

H. Public Comments – Although Dr. Copeland announced that the meeting was open to the public, no members of the public were present to comment.

I. Report of the Executive Director -

- 581 applications have been submitted for perspective students. This is almost 100 more than this time last year. There are currently 102 students on waiting list. Each grade has students on the waiting list. There are several grades with 10+ students waiting. Mr. Ford explained the application process. There is an enrollment period of at least 30 days in which time all applicants are eligible for the lottery. Lotto exempt students (returning students, siblings of returning students, and Caucasian students, per the desegregation order) are then removed from the list. The number of available seats are determined and potential students are assigned a number at random and the lottery is run electronically. Students are pulled from the list in that order until all seats are filled. Any additional applicants are added based on the date that they apply. The projected enrollment for the 2019-2020 year is 480, which is an increase of 24 from last year. This increase is made up of Caucasian/Mixed Race students.
- The Oil and Gas portion of the Jump Start Summer program has been completed. A test score of 70 was required to pass, but all participants passed with an 80 or higher. The Adobe Certification course will finish up this week. Summer enrichment is ongoing for the Elementary school. Fall sports teams are practicing for beginning of school. Mr. Tatum expressed concern about students who, similar to his grandson, may participate in 2 activities that are held on the same day/time. He asked if his grandson would be able to play on the field with the band during

the football game's half time segment. After discussion, it was determined that this request may not be feasible because the coaches use half time to regroup and plan for the remainder of the game. Mr. Ford stated that no policy is in place for this, but other students who participate in multiple activities simply choose which to participate in at which time.

- An MOU will soon be signed with Southern University in Shreveport to make Lincoln Prep a K-14 school. A formal announcement will follow. Lincoln Prep will serve as the first Early College Academy, starting with 15 students who take Dual Enrollment courses through the University. 8 initially qualified for Dual Enrollment and the remaining students will enroll upon completion of remedial courses, as there were 5-10 below the required test score. The students who successfully complete these courses will graduate high school with their Associate's Degree from Southern University. Upon being asked why local Universities do not offer this program, Mr. Ford stated that Louisiana Tech has an ACT score requirement which would hinder acceptance because most 11th grade students have not taken the ACT yet. Grambling State does not offer online classes. In the past, students were transported to GSU for classes but it took away from other educational time. While utilizing the online courses with Southern University, Lincoln Prep's teachers are able to match their curriculum directly to the professors at Southern. This will maximize the educational time of the students. Students will also have access to other certification offerings, such as healthcare, dental, computer, etc. Southern is currently working to restructure some of their courses to match the High School Jump Start curriculum in an effort to make them more high school friendly.
- 55 new computers have been acquired for the high school using state funds. 159 laptops and Chrome Books were also purchased, with 45 of them specifically to be used by the Dual Enrollment students. 90 were purchased with last year's excess LOSFA funds, 7 were purchased using a tech grant from LSU, and 17 were purchased using Perkins Grant funding. Mini computers were purchased to be paired with monitors that Lincoln Prep already had to create a lab for the Elementary school. This is part of a new Math program recommended by the State. These courses will be in 75 minute intervals. Students will be put into 2 groups. One group will spend 15 minutes with teacher while the other group starts the lesson on the computer, then the groups will switch. Mr. Ford asked if this program has been proven to be effective. Mr. Ford stated that the State Department of Education has rated it as Tier 1. They have even recommended which students to be put in which group. Teachers will be trained by the course vendor to ensure that the program is being conducted properly.
- Mr. Ford provided an update on the construction project. The property next to the interstate is no longer an option, as they were asking more than \$25,000 per acre. Mr. Ford has made an initial offer of \$14,500 per acre on a 40 acre property on Old Grambling Road. The purchase of this land would give ample amount of space for all school buildings and activities. A group of local banks will be participating to complete this construction project. Brian Woodard from First National bank has agreed to assist with funds to close immediately on the property, should a contract be agreed upon.
- Mr. Ford, Mr. Wiley, and Dr. Copeland had a teleconference with Charter Schools Capitol recently. Charter School Capitol is interested in working with Lincoln Prep again and we have

provided the projected financials for the next 5 years, as requested. More information on this is forthcoming.

J. Board Membership and Committee Structure – Term rotations have expired for 2 Board Members who have chosen to not be re-elected. Dr. Copeland expressed his gratitude for the years of service and dedication by those Members. The Board is actively looking for 2 more members to regain the total of 9 members. Mr. Ford stated that potential Board Members may not be a current employee of GSU.

K. New Business -

- **Travel Policy change to utilize the Louisiana State Travel Guide** – All Board Members were provided with a copy of the proposal. This proposal is a replica of the State policy, which outlines the rules and regulations for reimbursement. The new policy includes standard meal reimbursement rates. With this policy, meals will not be reimbursed unless purchased during an overnight stay. If meals are provided as a part of a meeting or conference, it will not be reimbursed. The standard rate for reimbursement is \$10 for breakfast, \$14 for lunch, and \$29 for dinner per day. If meals are purchased in the New Orleans area, there is a slightly higher rate (\$13 for breakfast, \$18 for lunch, and \$30 for dinner). Out of state rates are \$13 for breakfast, \$19 for lunch, and \$33 for dinner. Standardized mileage rates would also apply with this policy (i.e.: staff is reimbursed for 14 miles for a round trip to Ruston). Currently, a lot of paper is involved in reimbursements (submitting receipts, MapQuest for distances, etc) and this policy will streamline things to make them easier. Mr. Tatum inquired as to whether this policy will apply to enough people for it to be worthwhile. Mr. Ford stated that almost all staff members will travel at least one time during the year and at least 20 traveled in the month of June alone. A motion was made by Mr. Tatum to adopt the proposed travel policy. This was seconded by Mr. Wiley and adopted by the Board without opposition.
- **Increase in the Capitalization Threshold from \$1,000 to \$5,000** – Mr. Ford stated that the current threshold of \$1000 is below normal State guidelines. Megan Kenley, CFO, worked with Finance committee to develop the proposed plan. Megan explained that it is required to keep up with a depreciation schedule on any items that cost more than the threshold number. Megan stated that the legal limit for equipment is \$5,000. Lincoln Prep would need to purchase very few, if any, items over \$5,000, so it would require less work all around. Mr. Ford added that when an audit is conducted, it is based on threshold and increasing the threshold would mean less audit items. A motion was made by Mr. Wiley to increase adopt the new Capital Assets Inventory Control threshold as discussed. This was seconded by Mr. Tatum. The Board voted without opposition to change the policy, which will be effective for the 2019-2020 school year.

L. Reports -

- **Financial** – Megan stated that the Finance team is still working to close last year's books and convert all of the data to Quickbooks online. This will put Lincoln Prep more in line with the Louisiana Government Accounting model that schools have to follow. Due to this conversion, finalized June financials and a new, more detailed operating budget will be provided at the next meeting. All MFP funds have been collected. Effective July 1, 2019, all Accounts Payable and Payroll functions will be performed at the school. A new time clock tracking system will be implemented for the next year to accurately determine employee attendance. Employees will

have the ability to clock in/out on their phone using a GeoFence. The food service finished the year with a net income of \$63,208.84. The cash balance shows a net change from May – June. Megan requested to move September’s meeting to September 9 in order to adopt the new budget before the September 15th deadline. A motion was made by Mr. Wiley to accept the current financial report. This was seconded by Mr. Tatum and accepted by all members of the Board.

- **Alumni and Community Relations** – No report.
- **Transportation** – No report.
- **Education** – No report.

M. Old Business -

- **MOU between Grambling High Foundation and Grambling State University** – Mr. Ford stated that all utility invoices through February have been received and paid. He has contacted GSU for remaining invoices and is expecting those within the next week. Custodial costs are fixed and have been paid. Mr. Tatum asked how utilities are calculated. Mr. Ford stated that Lincoln Prep pays a flat percentage for all utilities, which averages between \$14,000 and \$19,000.

N. Next Meeting Date - The next meeting date is August 26, 2019 at 6:30 PM with committees meeting at 6:00 PM, if necessary. Proposed meeting schedule?

O. Announcements – The Eddie Robinson Jamboree is coming up and tickets are being sold at school. Lincoln Prep keeps the revenue made from ticket sales, so members are encouraged to buy tickets from them.

P. Executive Session – No session.

Q. Adjournment – A motion was made by Mr. Wiley to adjourn the meeting. This was seconded by Mr. Tatum and voted on by all Board Members. With nothing further to discuss, the meeting was adjourned at 7:47 pm.