

Regular Meeting of the Board of Directors
July 27, 2020 at 6:30 pm
Via Teleconference

- A. Call to Order** – The meeting was called to order at 6:30 PM by Mr. Wiley.
- B. Prayer**
- C. Pledge of Allegiance**
- D. Approval of the Agenda** – A motion to approve the agenda was made by Mr. Downs and seconded by Ms. Lewis. The agenda was approved without opposition.
- E. Adoption of Previous Minutes** – Previous minutes may be adopted at the next Board meeting.
- F. Roll Call**
 - a. Present Members**
 - Robert Wiley
 - Daphne Gallot
 - Brenda McIntyre
 - Forrest Moegle
 - Clara Lewis
 - Hollis Downs
 - Don Tatum**
 - b. Absent Members**
 - Eddie Robinson III
- G. Lincoln Prep “Showcase”** – No showcase.
- H. Public Comments** – No members of the public were present to comment.
- I. Report of the Executive Director**
 - a.** 194 new students have been enrolled at Lincoln Prep for the 2020-2021 school year. 417 of 475 previously enrolled students are returning. Kindergarten, 1st, 5th, 6th, and 12th grades all have a waiting list. Summer School for 2019-2020 has ended. The Food Service has also ended for the summer. More than 47,000 meals were served during the school closure due to COVID-19. Teachers will report to school on August 3, 2020. Orientation by grade will be held August 17 – September 4. The first day for teaching is September 14. Parents will have 3 enrollment options for their children: send students to campus every day, have students participate in virtual schooling every day, or hybrid (on campus 2 days, virtual 3 days). Lincoln Prep currently has 657 Chromebooks/Laptops, 263 Desktop computers, and 87 tablets that may be used for virtual schooling. The work to be done on the Fred’s building, which will serve as a temporary campus for Lincoln Prep, was delayed but has begun. The food service will be relocated to Alma J Brown because the GSU cafeteria is not expected to be ready by Fall. All the equipment is packed up and will be moved as soon as the kitchen is cleaned out. Mr. Tatum expressed concern about the temporary campus not being ready for the first day of school and Mr. Ford informed him that everything is expected to be completed by then, but a contingency plan is in place in case of unforeseen issues.
- J. New Business**

- a. **Election of Board President** – The Board must elect a new President and nominations were requested. Mr. Tatum nominated Robert Wiley. Mr. Downs moved to elect Mr. Wiley as Board President by acclamation. Mr. Wiley was voted in as Board President with no opposition from other Board members. As Mr. Wiley was Vice President, the Board must elect a new Vice President. Mr. Wiley nominated Clara Lewis. This was seconded by Mr. Tatum. Mr. Wiley made a motion to elect Clara Lewis as Vice President of the Board by acclamation. Ms. Lewis was voted in as Vice President with no opposition from other Board Members.
- b. **Election of New Board Member** – Mr. Ford stated that, while it is not urgent, the Board members should begin seeking out an additional member. There have been no candidates recently, but someone did reach out to Mr. Ford and stated that he would contact Mr. Wiley. Mr. Downs urged members to ensure that a productive member would be selected.
- c. **Adoption of COVID-19 Policies** – Mr. Ford discussed adopting the BESE COVID-19 policies and procedures. Mrs. Gallot moved and Mr. Downs seconded adopting the policies. The policies were adopted without opposition from the Board.
- d. **Personnel Actions Report** – As requested by a Board member, Mr. Ford discussed staff departures for the upcoming school year, which included some staff who resigned, some contracts that were not renewed, and some who were terminated. Mr. Tatum expressed the desire to go into an Executive session following the meeting to discuss his concerns regarding staff departures.
- e. **Succession Plan** – Mr. Downs stated that investors have mentioned the need to have a Succession Plan and a successor to Mr. Ford. Mr. Wiley agreed that a plan will be discussed and voted on later.

K. Reports

- a. **Financial** – Mrs. Kenley presented the Board with the proposed Operating Budget for the upcoming school year. The Budget will not be adopted until August 31, 2020, so changes can be made until then as needed. The budget is created in compliance with the Government Budget Act. Total salaries and employee benefits for the upcoming school year are expected to exceed \$5.4 million. This includes 88.35 Full-Time Equivalent employees, which is an increase of 19.24 from last school year. These additional staff members include 4 teachers, 10 paraprofessionals, 3 custodians, and 2 bus drivers. Mr. Ford explained that only 4 additional teachers were being added with an increase of 194 students. He also explained that in the past, custodial work was an additional expense through GSU, so the added custodians will simply replace that cost. He stated that not all of these positions have been filled yet, but the budget is able to handle the expected numbers, plus more if needed. Ms. Kenley stated that all funds used by Lincoln Prep currently fall under the Governmental Fund bracket, with 1 being General fund and 11 being Special Revenue Funds. After meeting with other bonding agencies and advisors, it was encouraged that Lincoln Prep increase the fund balance to be attractive to potential investors. This is expected to increase with the additional students enrolled. The general fund shows a deficiency due to budgeting for nearly \$1.3 million in additional lease costs, mostly due to the temporary campus, which will be a 1-time expense. Mr. Ford explained the setting up the modular buildings was

approximately \$400,000, including the 2-year lease. Renovations on the Fred's building were approximately \$600,000. Mrs. Kenley stated that a COVID-19 Budget Impact statement has been added, which states that Lincoln Prep is committed to providing a safe and healthy learning environment for students and agrees to provide information to parents, students, faculty, and Board members as it becomes available. Mr. Downs requested that Mrs. Kenley do a Budget orientation for new Board members. Mrs. Kenley agrees and Mr. Ford states that he will ensure that all Board Members have a copy of the LAPCS Handbook, as it should answer a lot of these questions. Mr. Tatum moved to introduce the proposed Operating Budget. This was seconded by Mr. Downs. The Resolution will be voted on and approved at the next Board meeting in August.

b. Alumni and Community Relations – no report.

i. Transportation and Facilities Update – The physical address for the temporary school site is 7616 highway 80 Grambling, La. 71245 but the mailing address is 7616 highway 80 Ruston, La. 71270, which has caused some confusion with utilities. Meals will be transported about 1.5 miles from Alma J. Brown to the temporary campus location, which is about the same distance as if they were being transported from the GSU cafeteria. Mr. Tatum inquired as to what is being done with the logs that are currently sitting on the property. Mr. Ford explained that when the Board approved the location, they agreed that any proceeds from selling those logs would go to the city. Unfortunately, there is not much marketable timber to do anything with. One person has stated that they may be interested in them but there have been no other inquiries. If nobody wants them, they will be burned on site via a controlled burn. Board members were presented with a layout of the modular buildings and classes. The former Fred's building will hold high school classes. There will be a modular building used as a multipurpose building, special services building, art and band building, etc. To limit student movement during the day, students will be assigned to a classroom and the teachers will move amongst them. Some students may move around in the last few hours of the day, depending on electives but those areas will be sanitized, and all safety protocols will be followed. K-8th grade students will eat meals in their classrooms. High school students will eat in the cafeteria in groups of 25 people placed 6 feet apart with partitions put up. All CDC requirements are being followed so that if 1 person does get sick, it will not require a large shut down. All modular buildings will be connected by a wrap-around deck leading to the doorway of each building. This will keep people from tracking in dirt. It was also more cost effective and safer than concrete or rocks. The former Fred's parking lot will serve as the school parking lot and all modular buildings will be on the grass. A survey was sent to all parents and around 400 responses were received. Based on these answers, at least 50% of the student body is expected to attend physical classes on campus. Around 25% of parents wished for their children to be exclusively virtual. It was reported that other schools had earlier deadlines to register for virtual because they will have separate virtual classes with different teachers than on campus classes. Lincoln prep students will follow the same classroom

and teacher(s) as students attending class on campus. Parents will be able to log into Google Classroom via the On-Demand feature and watch the lesson to help with homework, etc. Mrs. McIntyre inquired about the timeframe in which teachers will be allowed on campus to decorate their classrooms and begin setting things up. She also expressed concern about teacher's spending their own money to buy things for their classroom (decorations, etc.). Mr. Ford stated that there is not a set date for them to be allowed in the classrooms yet, but more information will be given as soon as possible. He also stated that Lincoln Prep works to minimize the need for teachers to purchase items out of pocket. Teachers are asked what they need for the classroom and items may be purchased for them within reason. Also, the government provides a \$250 tax credit to those teachers who purchase items for their room. If anyone knows of an individual or company that wishes to help provide teachers with items for their classroom, please get in contact with Mr. Ford and/or Mrs. Colvin to discuss. Every student will have a temperature check every morning using infrared forehead thermometer. If their temperature is above 100.4, the student is isolated. 10 minutes after the initial check, the school nurse provided by PHSC will check the temperature again using medical grade equipment. Lincoln Prep will follow all CDC requirements, including keeping students 6 feet apart at all times, including in the classrooms. Parents are asked to provide reusable cloth masks for their children each day. Disposable masks will be available to students ages 8 and up who show up without a mask.

c. Education – no report.

L. Old Business

a. Relationship between Grambling High Foundation and Grambling State University

i. Moving Food Service Kitchen to Alma J. Brown cafeteria – As previously stated, the Food Service will be in the Alma J. Brown cafeteria because the GSU cafeteria would not be completed in time for the start of school. The distance that meals will be transported was not much different from either location.

ii. Final move out of Grambling High Campus – The elementary school, middle school, and library have been emptied. PODS were used because it offered both a moving and a temporary storage solution. GSU allowed Lincoln prep to continue using the room to store student files dating back to the 1940s and all Grambling High trophies. Mr. Tatum inquired about the use of GSU athletic facilities but was informed that, per the court order, no students may perform any activities on GSU campus. Prior to the COVID-19 pandemic, Lincoln Prep was in discussion with other schools to work out an agreement for athletics but was unable to finalize anything. More information on this is forthcoming.

b. Legal Update re: U.S. Department of Justice – Lincoln Prep has continued to comply with the court order and has been released from any additional restrictions.

M. Executive session – The Board moved to enter an executive session at 8:04 pm. At 8:35 pm, the Board returned to a regular session.

N. Announcements – No announcements.

- O. Next meeting** – The next meeting will be August 31. A public hearing will be held at 6:00 pm with the Board Meeting following at 6:30 PM.
- P. Adjournment** – With nothing further to discuss, the meeting was adjourned at 8:36 pm.