

Minutes
Board of Directors
Grambling High Foundation
Regular Meeting
November 20, 2017 - 7:00 PM

- **Call to order** – The meeting was called to order at 7:00 PM by Dr. Copeland.
- **Adoption of Agenda** – A motion was made by Mrs. Stewart and seconded by Mr. Tatum to adopt the agenda. The agenda was adopted without opposition.
- **Adoption of Previous Minutes** – Previous minutes are not completed at this time and will be adopted at the next meeting.
- **Roll Call**
 - **Present**
 - Dr. Birdex Copeland
 - Hollis Downs
 - Don Tatum
 - Katrina Boden
 - Rhonda Pruitt
 - Pamela Stewart
 - **Absent**
 - Robert Wiley
 - Rachel Johnson
 - Eddie Robinson III
- **Lincoln Prep “Showcase”** – Nothing to report at this time.
- **Public Comments** – Dr. Copeland announced that the meeting was open to the public but no members of the public were present.
- **Report of the Executive Director** –
 - Lincoln Prep currently has 421 students enrolled.
 - The Department of Education visit was completed recently and we have not been informed of any write ups. The Cafeteria audit was also completed and more information is forthcoming.
 - The Department of Justice also did a site visit recently. We were not informed of any write ups but they did inquire as to why we are not holding recruiting activities in an effort to recruit more Caucasian students. Staff stated that, although we are not holding formal recruiting events, we do advertise and communicate with the public. We are currently at 7.6% of Caucasian students and believe that we will hit our 8% mark with the February count.
 - Football season has ended. Unfortunately, we did not make it past the 2nd round. Basketball has started but we will not have a home game until December.
 - The 2nd round of Leap 360 has been completed but we have not received the results yet. This is a new system that helps to compare each student’s progress from the beginning of the school year to current.

- Dr. Pruitt inquired about the F grade that the school received and was informed by Mr. Ford that there are a few categories that were not used when calculating our grade, since we were considered Charter school, regardless of us being a conversion school. However, we did improve in 5 of the categories; the only area that we did not improve in was 3-8th grade Leap Assessments. This year, we will be graded on 3-8th grade Leap Assessment, EOC, and ACT for High School. The Graduation Rate score will not count towards our calculation until the year after next. At this time, our Quality of Diploma index will count towards our calculation, also. This will help our grade, as well as our planned improvement in 3-8th grade Leap Assessments. In the future, 25% of our Achievement score will be measured by monitoring the growth of the students. Mr. Downs asked what our grade would have been had we been able to use all 6 measurements this year. Mr. Ford stated that he believes it would have been a high D or a low C. He also stated that when we took over the school, the score was right around 61, so it has not varied too much apart from lowering scores in 3-8th grade. A full analysis has not been completed to find out why. Mr. Ford stated that Ms. Burkes has experience in improving scores in those grades. Also, some grades with lower Math scores are being given 2 hours of Math this year and cutting out an elective. Mr. Ford stated that parents can also help their children by encouraging them to study and learn on their own outside of the classroom. Ms. Boden stated that, although some children are able to learn independently, it would be beneficial to some students if the parents knew what the child was supposed to be working on. Also, once a student has mastered the current lesson, it would be beneficial to briefly teach a more advanced lesson, as they will be more prepared for it the next year. Mr. Tatum stated that his grandchild improved from a D student to an A student when his teachers got his parents more involved in the lesson plans. He suggested uploading the lesson plans and agendas into the Parent Center. Ms. Boden suggested that, in an effort to teach the children responsibility, the older students should be able to take their notes from the day home to the parents to show them what is being worked on in class. Ms. Boden stated that all of Mr. Tatum's suggestions are being taken into consideration and will be discussed in more detail in the Education Committee meeting.
- Committee Structure and Meeting Schedules** – No discussion on current structure or schedules.
- Reports and/or Issues**

 - Education and Personnel** – Ms. Boden stated that there is a Charter School Conference coming up that they will be attending. Teachers sent in responses regarding what would be done to improve their grades. The Executive Director Evaluation will be completed soon. By the end of December 2017, surveys will be sent to teachers, parents, and students regarding the Executive Director. He will get those results by February so he will know what areas need improvement. Mr. Ford confirmed the members that will be attended the conference. Mr. Downs stated that he is hoping to have a Personnel Committee conference soon to create the evaluation form for the Executive Director. He also stated that in preparation for the evaluation, he had a call with the Louisiana Association of Charter Schools in which someone offered their services for extensive training for Boards. They

have offered to come and conduct a Board seminar for the Lincoln Prep Board. Normally, it is broken into a 2 day session totaling approximately 6 hours and the cost would be approximately \$1500 if they do not have to travel or stay overnight. Mr. Downs feels as though the Board would benefit from this retreat and it should be considered.

- **Finance / Financial Report** – Ms. Stewart stated that the Finance Committee by conference call with Fourth Sector to request more information on certain expenses as well as comparisons by quarter. The representative for Fourth Sector addressed the Financial Policies and Procedures and stated that they abide by all State procedures. He stated that this is the first year that things have been done this way, so it is all new. The auditors have stated that our Policies and Procedures are better than most that they have seen but they do still require some improvements. He wishes to adopt a new set of Policies and Procedures soon. The Financial Report that was reviewed with the Financial Committee was discussed in detail. In the financial narrative, there were a few changes such as changes to the average enrollment, per person funding, personnel, and increased forecasted amounts in Education Consultants. A food service summary was provided to members of the Board. Key ratios were provided to track and trend the funds which shows that we are moving more into the positive. Our available cash shows that our cash trend is on a downward slope and needs to be monitored. The budget forecast was discussed and we are expecting an increase due to increase in enrollment. We are forecasted to break even at this time. The Year-to-date numbers in comparison to our forecasted numbers show that we are on target in most areas. A more detailed report by quarter will be provided as requested. A motion was made by Director Stewart to adopt the Financial Report and seconded by Director Boden. The report was adopted with no opposition.
- **Facilities and Transportation** – Nothing to report at this time.
- **Alumni and Community Relations** – No official report was given but Dr. Pruitt asked for Mr. Ford to elaborate on a recent incident involving students and their guardians. An incident occurred and one of the students contacted their parents before the school staff was able to investigate and find out what happened. The parent came to the school and attempted to investigate on their own and became angry with school staff when they were told that they could not do that. One parent demanded that the student be removed from the school and has since gone to another school. The other student was alleged to have been sexually assaulted while sleeping in the locker room but it has since been discovered to be untrue. The locker room is open and the 18 other students in the room stated that it did not happen as well as the student who made the allegation confirmed that it did not happen. This student has changed schools due to unrelated events but still has family members attending the school. Mr. Ford was encouraged to keep well documented notes on this situation. Mr. Downs inquired what options we have for removing a student from the school or not accepting them due to situations like this. Mr. Ford stated that we do not have the option to not accept them, and in order to remove the student from the school, we are responsible for finding alternate education for them after holding an expulsion hearing. The parents may then be given the option of willingly removing their children

before expulsion to keep it from showing on their permanent record. Even if a child is willingly removed or expelled and reapplies, we are not allowed to deny them acceptance. Ms. Boden asked if a response was given regarding the allegation previously stated being discussed on Facebook and was informed by Mr. Ford that he and the Attorney submitted a response to the administrator of the specific group on Facebook. Dr. Pruitt also asked for more details on a faculty member allegedly fighting a student and was informed that it is being investigated and more details may be provided at the next Board meeting. Dr. Pruitt voiced her concern about pictures circulating of a teacher sleeping in class. Mr. Ford stated that he is aware of a teacher caught sleeping in class and has been reprimanded. This teacher allegedly has a medical diagnosis that may cause this and will be asked to provide a doctor's note stating this. Dr. Pruitt stated that the Meet and Greet will need to be held around Christmas due to unforeseen circumstances. Following Dr. Copeland's suggestion, it was agreed that the Meet and Greet will be held on 12/18 at 7:00 PM at the school immediately following the Board meeting.

- **Old Business**
 - **Update on Evaluation Procedures and Plans for Evaluating Executive Director** – Nothing to report at this time.
 - **MOU between Grambling High Foundation and Grambling State University** – Nothing to report at this time.
- **New Business –**
 - **Policy for Athletic Participation** – Mr. Ford discussed the process for earning a Letterman jacket. The policy we have been using was that students would receive their jacket in their senior year, provided that they had participated in a sport for 3 years. In the previous policy, the student would not receive their jacket until the end of the year but this has been amended. If the student joins a sport at the beginning of their senior year, they will receive their jacket. One parent was upset because their child did not receive their jacket. This student played 2 seasons of football and 1.5 seasons of baseball, therefore has not completed 3 seasons of a sport and has not earned it. When asked, the Board confirmed that we should have a written policy regarding obtaining Letterman jackets.
 - **Next Meeting** – The next meeting will be held on December 18, 2017 at 6:00 PM.
 - **Announcements** – Nothing more to discuss.
 - **Executive Session** – No session.
 - **Adjournment** – With nothing further to discuss, the meeting was adjourned at 8:25 PM.