

**Board of Directors  
Grambling High Foundation  
Regular Meeting  
October 29, 2018 - 6:30 p.m.  
Grambling Community Center (City Hall)**

**A. Call to Order** – The meeting was called to order at 6:30 pm by Dr. Copeland.

**B. Prayer**

**C. Pledge of Allegiance**

**D. Approval of the Agenda** – A motion was made by Robert Wiley to approve the agenda and was seconded by Katrina Boden. All members voted to approve the agenda.

**E. Adoption of Previous Minutes** – A motion was made by Robert Wiley to adopt the minutes for all past meetings except for 9/10/18. This was seconded by Don Tatum. All members voted to adopt the minutes as discussed. It was stated that all minutes are needed as soon as possible for auditing purposes.

**F. Roll Call** – Dr. Copeland informed all Board Members that Pamela Stewart submitted a formal resignation letter after the last meeting. Her resignation was effective 9/10/2018 and was accepted by Dr. Copeland.

**Present Members**

- Katrina Boden
- Dr. Birdex Copeland
- Robert Wiley
- Don Tatum
- Eddie Robinson III
- Rhonda Pruitt

**Absent Members**

- Rachel Johnson
- Hollis Downs

**G. Lincoln Prep "Showcase"** - Nothing to report.

**H. Public Comments** – No members of the public were present to comment.

**I. Report of the Executive Director** -

- Mr. Ford stated that he attended a 3<sup>rd</sup> in-person meeting with the Johns Hopkins Redesign

Cohort in Baton Rouge. He was able to spend a full day with the team going over the data as well as things that are unique to Lincoln Prep for the final plan. The final application will be released around November 1<sup>st</sup> and our plan will be drafted from there. The final plan is due to the State in February 2019 for funding for the upcoming school year.

- The school was able to secure funding from insurance from Grambling State University due to flooding. This money is being used to replace the floor in the gym. The wood has come in and the first level of sanding has been completed. While the bleachers are pulled out, a group will come in to paint. Dr. Copeland asked if basketball games would be held at the school once this is finished. Mr. Ford stated that it is still being discussed due to continued concerns about security for larger games.
- The official count for October 1<sup>st</sup> was 456 students, which is 5 students higher than projected.
- The Eddie Robinson unit of the Boy's and Girl's Club is active and meeting at Lincoln Prep every day. It is open to all students who live in the community but is only serving grades K-5 right now. Other after school activities are still offered to older students. We are also able to provide a food service which provides 3 meals per day and a snack at no charge to parents. Due to this being a community based program, once we began to offer after school activities to children in the neighborhood, this allows us to offer the food service to all those children, as well.
- School Performance Scores will be released on November 8<sup>th</sup>. Mr. Ford will attend a meeting on November 7<sup>th</sup> to find out what information will be released. After the November 8<sup>th</sup> release, the State is encouraging and Lincoln Prep is planning to have parent and community meetings to discuss ways to improve these scores. Lincoln Prep is planning to offer a type of toolkit to the parents which will be customizable based on the needs of the students.
- The DOJ report for October 15<sup>th</sup> was submitted after receiving a 1 week extension due to school being closed.
- Mr. Ford stated that he serves on the Advisory Committee at ULM for Pre-K through age 16. He has been able to collaborate with other faculty members about what is going on in the classroom. He stated that he had a meeting today which focused on Math and the need to provide Math teachers with more training. He stated that the level of expertise when the teachers start out should be greater than it is currently.
- Lincoln Prep self-nominated for the Community Roots Award which is for Charter schools who engage in community partnerships to improve student education. A packet was submitted discussing the schools Dual Enrollment program, as well as the program with the Methodist Children's Home and Delta Community College. A cash reward is given to the winner.

- Ms. Burks discussed the happenings at the Elementary school recently. This week is Red Ribbon Week which focuses on DARE and anti-bullying. There are dress up days during the week and today, students were asked to wear Red for "RED-y To Be Drug Free". She stated that November 1<sup>st</sup> is National Literacy Day and the students have been asked to dress up as a book character. She also stated that the widow of the founder of Louisiana A+ Schools, George Rodrigue, is on tour and will be making a stop at Lincoln Prep. She will meet with the students and read one of George's original children's books. An assembly will conclude her time at the school and she will donate one of George's original artworks to be hung in the facility. Mrs. Rodrigue is meeting with the 2 other Louisiana A+ Schools, as well. She plans to arrive at Lincoln prep around 10:00 am and the unveiling of the artwork is planned for 11:45 am. Ms. Burks also stated that the Fall Fest has been rescheduled to November 8<sup>th</sup> to combine it with the Math and Literacy Carnival. This carnival will include fall activities as well as Math and Literacy games and strategies.
- Ms. Colvin discussed what has been going on with the Secondary Education portion. Students are preparing to take the Work Keys test soon. Dual enrollment is also going well. All students in the CNA program are on track to receiving their certification. FASFA forms have all been completed as well as having LOSFA in the facility several times. Christopher Hobbs and Nicholas Cobb have been doing mentoring for students with truancy issues and teachers have reported significant improvement in those students. She stated that Katrina Boden and Don Tatum participated in the Report Card Mentoring program recently. Ms. Boden stated that she enjoyed being able to meet the students and discuss school expectations as well as life after graduation. She spoke to them about what track they should be on, how to communicate and network effectively with adults and how to build relationships with them to benefit you personally and professionally. Ms. Boden plans to follow the students' academic progress. Mr. Tatum stated that he felt like he learned a lot from the students he mentored. He stated that the students were very candid and honest in what they wanted to do and all stated that they just want to go to college and be successful. Mr. Ford elaborated on this program and stated that the students got their report cards and were given the opportunity to discuss their grades and their future with the adults. Ms. Colvin added that students were not required to show their report cards. She stated that people told her they thought Lincoln Prep was an alternative school, but after seeing the effect of the Report Card Mentoring program, they were excited to see the great things that both faculty and students were doing. Dr. Pruitt asked if this program is going to be continual and was informed by Ms. Colvin that it is planned to keep going and that she wants to get more people from the community involved. Ms. Colvin posted it to the Chamber of Commerce website. She stated that Lincoln Prep brings a lot of students from surrounding areas into Lincoln Parish and that some of these students may not have come otherwise. Ms. Colvin stated that the participants were able to build rapport quickly with the students and that the next event is planned for the 2<sup>nd</sup> week of January. Mr. Ford added that an Academic Pep Rally is being planned for students who excelled academically in the 1<sup>st</sup> 9 weeks. This will be held once the gym is completed.

- Mr. Ford stated that Lincoln Prep received some positive coverage in the Ruston Daily Leader. An article was included which discussed the CNA and Methodist Children's Home programs.
- Mr. Ford stated that he had a chance to talk with Dr. Eric Davis, Principal at Wossman and Louisiana's Principal of the Year. During this time, they discussed different ways to improve the school's test scores.
- Ms. Boden asked if the portable buildings were functioning yet and Mr. Ford responded that the electrical work was just completed and plumbing has been started. Ms. Boden inquired about any additional costs for the buildings and was informed by Mr. Ford that there is no cost outside of the budgeted amount. Mr. Ford also informed Ms. Boden that the buildings are projected to be fully functional by the end of next week.

**J. Committee Structure and Meeting Schedules** - Dr. Copeland asked for Board Members to comment on Committee structure and the meeting schedule. He suggested combining the committees into 2 instead of 4 separate ones. Dr. Pruitt stated that she likes the committees being separate and suggested that some committees may only need to meet quarterly. Mr. Wiley stated that the new meeting schedule works well with the committee meeting at 6:00 pm and the Board meeting immediately following at 6:30. He stated that this provides a reason to be expedient in the committee meeting. Ms. Boden asked if the Board is required to meet monthly because quarterly may be more appropriate. Dr. Copeland informed her that there is no law specifying frequency of meetings. It has been discussed in the past that the Board could meet quarterly and asked for feedback. Mr. Tatum would like to keep meetings as they are until after school reports come out. Dr. Pruitt stated that she wants to continue monthly meetings because she cannot always make it to the school to stay informed on what is going on. Dr. Copeland stated that no changes will be made until after January 1<sup>st</sup>, should the board decide to change the schedule. Mr. Wiley reminded members to take into consideration that some people have to drive long distances to attend the meetings. Mr. Tatum added that if the distance becomes an issue and the Board is at risk of losing members, the Board should revisit changing the frequency; otherwise, he would like to keep it monthly. He stated that the school is headed in the right direction right now and he is concerned about changing anything at this point. Dr. Copeland stated that this will be revisited and discussed after the school scores have been released in early 2019.

**K. Reports and/or Issues -**

1. **Education and Personnel** - Board members were informed that Mr. Tatum is now Chairman of the Education and Personnel committee. Mr. Tatum stated that he attended a Language and Math event for the middle school last week and that the teachers are committed and excited about the program. He stated that he would like more parental involvement in the program. He discussed problems in the computer system that is used for parents to monitor their child's progress. He stated that one particular teacher tried to upload the lesson plan into the computer system but it was still loading after 1 hour due to slow network. He would like to speak to parents at the

PTA meeting and get feedback on how to improve in this area. Mr. Tatum also stated that parents are notified if their child has a failing grade and are then instructed to go to the Parent Center to see what lesson they failed. He stated that the Parent Center does not show the lesson plan or the information needed for the parent to know what the child received a failing grade on. Ms. Colvin stated that the networking is slow in the middle school, as well but that parents are able to use the Remind app to access the information done in the classroom for free and Ms. Burks concurred. Mr. Tatum continued to voice his concern that the Remind app is a work-around and the computer system should function properly so that parents do not have to use the app. Mr. Ford stated that the majority of the time spent with the computer company has been trying to get the Elementary school functioning at all but he will check into the other issues at a later date. Mr. Ford stated that added the lesson plans individually to the computer system is very time consuming especially considering that the information is available elsewhere for the parents to access. Also, the Remind app can be updated daily to accommodate changing schedules due to weather or school events. This app also allows for 2 way communication between teachers and parents. Dr. Copeland asked Mr. Tatum to provide a list of new committee members at the next Board Meeting.

2. **Finance / Financial Report** - Robert Wiley is now the Chairman of this Committee following Mrs. Stewart's resignation last month. Mr. Wiley will be asked to provide a list of committee members at the next Board Meeting. Mrs. Kenley provided all members with the budget report. She stated that revenue total for the 1<sup>st</sup> quarter should be about 25% and Lincoln Prep is at 21.4%. This is expected to increase once the Federal Grant Reimbursement is received which totals about \$75,000. She also stated that the MFP is based on enrollment from last year and that updated numbers will be calculated and is expected to increase. She then discussed budget items which were higher than expected. The school food service had a net income of about \$11,000 after cost and reimbursements. Mr. Ford added that more students are not eating breakfast at school after some scheduling changes. The middle school and high school now eat in the morning after their first class. He also informed members that time is built into the schedule to accommodate this; much like time is built in for a lunch period. Mrs. Kenley stated Expenses are below the 25% mark and are currently at 23.3%. She stated that salaries and benefits are also just below the projected amount at 23%. She stated that line items that are higher than 25% are expenses that would normally occur towards the beginning of the year. Curriculum, supplies, and repair are included amongst other things. She stated that "Other Purchased Services" is also slightly higher than expected and this includes security guards, recruitment expenses, dual enrollment, etc. Mr. Ford added that the reimbursement form for Dual Enrollment has been submitted to the State. Mrs. Kenley stated that the line of credit has been used twice and the details are included in the report. Each time it was used was repaid on the 24<sup>th</sup> when the MFP came. Mr. Wiley suggested included the balance on the line of credit in future reports. Dr. Pruitt inquired about the man that previously assisted Mrs. Kenley with Financial reports no longer being present at meetings. Mrs. Kenley stated that he is currently

working on auditing from the past year and the transition has begun for her to take over the financial reports. Ms. Boden asked if this has decreased the amount that the school pays for those services and was informed by Mr. Ford that there is a contract in place that is being negotiated at this time. Dr. Pruitt asked about the budget for athletics and was informed that it is in a separate fund but the board could be provided with a breakdown of spending next time. Ms. Boden requested for a balance sheet to be provided with the budget. Mrs. Kenley stated that the State only requires a balance sheet annually but she would prepare a monthly sheet for the Board. Ms. Boden asked if we were on target for State requirements with the last budget and was informed that we were. Mrs. Kenley added that this information is provided in the "Fund Balance" section of the report. Mr. Ford suggested listed a percentage of revenue in there for ease of understanding. Mrs. Kenley stated that this information is examined quarterly and annually and that our ending fund balance projected does meet the guidelines for the state. She will create a report to show details. Dr. Pruitt inquired about the travel information on the budget and Mrs. Kenley stated that most of that will be reimbursed from grant related expenses as part of the Title 2 Reimbursement.

3. **Facilities and Transportation** – Board members were informed that Hollis Downs is the Chairman of this committee and that he will be asked to provide a list of committee members at the next Board meeting.
4. **Alumni and Community Relations** - Board members were informed that Dr. Pruitt is the Chairman of this committee and that she will be asked to provide a list of committee members at the next Board meeting.

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

1. **MOU between Grambling High Foundation and PHSC (Update)** - Dr. Copeland stated that the MOU with PHSC has been signed. He plans to hold a press release to announce this information. Mr. Ford stated that some of the delay was caused by confusion on what services will be provided on campus versus off campus. Everything in the agreement will be done on campus. A higher level of care is not included in the MOU. PHSC is currently seeking a nurse for these services and Lincoln Prep is still determining what space will be used. Ms. Boden asked if the paperwork for Special Education students is being completed by PHSC. Mr. Ford stated that the school's RN has been completing them. She teaches at La. Delta Community College and uses this as training with some of her students. Mr. Ford also stated that the process was completed and the school should be able to start getting Medicaid reimbursement for services provided to students with Medicaid coverage.
2. **MOU between Grambling High Foundation and Grambling State University** - Nothing to report at this time, as Mr. Ford is still waiting to hear back from the University's attorney.

**M. New Business** - Nothing to report.

**N. Next Meeting Date** – Dr. Pruitt stated that she would like for the next meeting to be changed as school will be out for fall break at this time. After discussion, it was agreed upon by all members to combine November and December’s meetings and hold it on December 3<sup>rd</sup> with the committee meeting at 6:00 PM and the Board meeting at 6:30 PM. All were in favor and none opposed.

**O. Announcements** – Dr. Pruitt stated that the Junior Auxiliary of Ruston is holding their 3<sup>rd</sup> annual Pediatric Health Fair. This is a free event that focuses on children and health. It will be at the Library Events Center from 9:00 am – 12:00 pm on November 10. The theme is “Hiking into Health” and participants will be given a map and asked to hike through all of the spots. Once this is completed, their name will be entered into a drawing for a \$50 gift certificate. Dr. Pruitt also stated that the Grambling Chamber of Commerce is hosting the 11<sup>th</sup> annual Community Awards on November 16<sup>th</sup> in the Black and Gold Room. A wine and cheese event will be held at 6:00 pm and the banquet will start at 7:00 pm. Dr. Pruitt also reminded everyone to vote before early voting ends on 10/30/18 at 6:00 PM.

**P. Executive Session (Legal Update)** - Nothing to report.

**Q. Adjournment** – With nothing further to discuss, Dr. Pruitt moved to adjourn the meeting. This was seconded by Katrina Boden and the meeting was adjourned at 7:52 PM.