

Regular Meeting of the Board of Directors
Grambling High Foundation
August 1, 2022 – 6:30 PM
Lincoln Preparatory School

- A. Call to Order** – The meeting was called to order at 6:30 PM by Robert Wiley.
- B. Prayer**
- C. Pledge of Allegiance**
- D. Approval of the Meeting Agenda** – Pamela Stewart moved to approve the Meeting Agenda. This was seconded by Mr. Robinson, and the Agenda was approved without opposition from the board.
- E. Adoption of Previous Minutes** – Elizabeth Smith moved to adopt the minutes from the previous meeting. This was seconded by Barbara McIntyre, and the minutes were adopted without opposition from the board.
- F. Roll Call**
- a) Present Members**
- Pamela Stewart
 - Elizabeth Smith
 - Barbara McIntyre
 - Eddie Robinson, III
 - Robert Wiley
- b) Absent Members**
- Ed Watley
 - Hollis Downs
 - Clara Lewis
 - Don Tatum
- G. Public Comments** – Although the meeting was open to the public, no members of the public were present to comment.
- H. Report of the Executive Director** –
- a) Enrollment** – 389 applications have been accepted, bringing enrollment to 789. Of those students, 735 are in regular placement at Lincoln Prep, and 54 are in alternative placement at New Living Word. There are only 15 seats remaining open, and 77 students on the waiting list. There is currently a waiting list for all grades except for 5th and 6th.
- b) 9-Month staff** reported to work on 8/1/11 to begin Professional Development. The first day for students is 8/11/22. Grade configuration for the first half of the school year will remain the same as the last part of the last school year. Kindergarten – 2nd grade classrooms are located in the leased space on the 2nd floor of the New Living Word Academic building. Grades 3-12 are located at Lincoln Prep’s temporary campus.
- c) Budget Highlights** – The initial budget passed last year predicted an ending balance of \$128k. The predicted ending balance for the current year is \$225k. The total of General and Special Funds is projected to have an ending balance of \$895k. This is primarily due to increased enrollment and additional ESSER II and ESSER III funds.

d) Staff and Pay Updates – Dr. Washington is the new Chief Academic Officer. She was previously a School Turnaround Specialist for the Department of Education, a school Principal in Union Parish, and an Assistant Principal, Academic Director, and high school teacher in Mississippi. She holds Bachelor’s, Master’s, Educational Specialist, and Doctor of Education degrees. Marcus Goodwin will serve as the Chief of Staff. Mr. Goodwin has served as an Administrator, Assistant Principal, and Dean of Culture at charter schools in New Orleans, as well as a Principal at a private school in New Orleans. His educational background is in Mathematics, but he has taught Math, Science, and Special Education. They have both been preparing by spending time with the staff and completing training. Board Members introduced themselves to Dr. Washington and Mr. Goodwin. Mr. Ford explained that the Board of Directors is the non-profit organization that governs the Charter School. It was started in 2006 by several Grambling High School alumni. It is a self-sustaining Board, meaning that there are no elections. If a vacancy comes available, the Board fills the vacancy with interested parties who want to serve. The salary increases given to Lincoln Prep teaching staff are based on the increase passed by the State, as well as the tax increase passed in Lincoln Parish last year. The increase depends on the staff member’s work term and where they are on the scale (Lincoln Prep uses the same pay scale as Lincoln Parish Schools for certified teachers, but have developed a scale for uncertified staff). The increase for certified teachers is approximately \$5,000. The increase for uncertified teachers is approximately \$3,000. The increase for Support Staff (paraprofessionals, bus drivers, and custodians) is approximately \$2,200. All teaching staff is paid bi-weekly. A certified teacher who recently graduated from college with a teaching certificate and a Bachelor’s Degree makes approximately \$50k annually as a first-year teacher at Lincoln Prep. A recent graduate who is uncertified makes around \$40k. Mr. Ford adds that certification is not required for a Charter School teacher, but it is highly encouraged. A large number of Lincoln Prep’s teachers started as paraprofessionals and have obtained their certification. The total time for the certification process is approximately 33 hours. Mr. Ford discussed options for grants for those pursuing their certification. Staff retention remains around 90%. Mr. Ford discussed vacancies on Lincoln Prep’s staff and the large number of applications that have been received. Mr. Ford’s daughter has begun working as a teacher at Lincoln Prep. He explained that this must be reported to the Board of Ethics within 90 days and that he has completed the necessary paperwork. He added that Dr. Washington will serve as her Senior Supervisor, and Coach Hall will handle anything that goes beyond Dr. Washington.

I. New Business

a) **Introduce 2022-23 Budget** – As part of the process to approve the 2023 budget, the Board will approve a final update to the 2021-22 budget. A comparison was given between the original budget and the proposed update. The original expected revenue was approximately \$8.7m with total expenditures of \$7.2m. Additional expenditures for Debt Service left a projected net change in fund balance of \$115k. The new General Fund Summary for this year shows the revenue is approximately \$8.8m with total expenditures of \$7.6m. This left a net change in fund balance of \$137k. The budget for the Special Revenue Fund was \$1.7m with projected expenditures of \$1.6m and a net change of \$12k. The final budget for 2021-22 shows an income of \$3m with \$2.7m expended, leaving a final net change of \$85k. The original budget projected a \$128k ending net balance, but it ended up being \$225k. Mr. Ford

explained that, in school budgeting, you cannot include revenue that you know is coming if the State has not given it to you in a written funding document. Once the funding document is received, the funds can be added to the budget. He added that some schools simply pretend that the funds are not coming, but Lincoln Prep plans for it so that adjustments can be made upon receipt. This year was expected to be an expensive year due to the funding needed for the temporary campus and the permanent campus. The 2022-23 year has a projected income of \$10.8m with expenditures of \$7.8m and \$2.4m in Debt Service. The projected net change for this year is \$698k. The Special Revenue Fund is projected to be \$2.8m with expenditures of \$2.4m and a net change of \$197k. Most of the balance in the Special Revenue Fund is cafeteria expenses. A summary was provided of all four funds for the 2022-23 fiscal year. The Debt Services Fund shows a positive number because of where it breaks and where the money gets funded in. For both of the bond offerings, over \$1m of what was borrowed went into a debt reserve fund. Those funds are held by the trustee in case something happens, and payments cannot be made. Once the bonds are either paid off or refinanced, those funds will be released to the school. Separate trustee accounts were created for Phase 1 and Phase 2 because of the way the bonds were financed. The dates for those accounts were synced in case there is ever a need to refinance. The interest rate for the first set of bonds is 4.8%, and approximately \$1m premium was received when they were sold. A premium of approximately \$400k was paid for the second set of bonds, and the interest rate is about 6.3%. Mr. Ford explained that a similar Charter School was unable to sell all of its bonds, but Lincoln Prep ended up with \$54m in orders for the \$15m in bonds. Mr. Ford has been made aware of a rumor that funds were running out and that the new campus may not be completed, but he assured the Board that the campus is fully funded. He explained that the bills are paid by the trustee directly. Elizabeth Smith moved, and Barbara McIntyre seconded the introduction of the 2022-23 Budget. It will be posted for public review and adopted at the next meeting.

- b) Approve Executive Director 2022-23 Salary** – Members were given a copy of the proposed offer letter for the current year, as well as a copy of last year’s offer letter for comparison. He explained that the bonus amounts on the letter total what was given to certified teachers in the Lincoln Parish School System. No adjustments were made other than the bonuses. Mr. Wiley signed a preliminary offer letter to get things started while awaiting the official pay scale from Lincoln Parish. This is done for all 12-month staff. The pay scale was received last week, and Lincoln Prep will adjust its scale to match. Elizabeth Smith moved to approve the Executive Director’s 2022-23 salary. This was seconded by Mr. Robinson and approved without opposition from the Board.
- c) Approve 2022-23 Meeting Schedule** – Meetings will be held on the last Monday of each month with the exception of October (moved up one week due to Halloween) and December, which will be combined with the November meeting. Barbara McIntyre moved, and Elizabeth Smith seconded the approval of the 2022-23 meeting schedule. It was approved without opposition from the Board.

J. Reports

- a) Financial** – See the introduction of the 2022-23 Budget.
- b) Alumni and Community Relations** – No report.
- c) Transportation and Facilities Update** – No report.

d) Education – No report.

K. Old Business

a) Construction Update – The Administration Building, Library, 3rd grade wing, and 4th grade wing are expected to be completed by 11/18/22. This will complete the construction of the main building. The Gymnasium is expected to be completed in December. The main building should be ready for occupancy around Thanksgiving, and a formal ribbon cutting is expected around 12/27/22. Progress meetings are held every Thursday. Construction is approximately 49% complete. A school in Natchez uses the same Program Manager and architect as Lincoln Prep but a different construction company. That school began construction about 10 months before Lincoln Prep but is currently only about 1 month ahead of Lincoln Prep in progress. There is not a set date for the completion of Phase 2, which includes sports equipment. Bonds were closed on July 7, which completed the funding for the next phase and purchased the building for the temporary campus. No additional bids will have to be made due to being under a CMAR (Construction Manager at risk). The items in phase 2 will be added to that contract. The first change order has been released to AstroTurf, which will include the football field, track, goalposts, and lights. It was signed on July 8th and a timeline is forthcoming. The architect has given a 50% pricing set for the fieldhouse. Lincoln Builders is gathering the pricing for that. Updates on the football stadium, softball, and baseball fields will be given as information becomes available. Mr. Ford showed progress photos and discussed the layout of the permanent building. He explained that 125 houses will be built near the school. Lincoln Prep is working with them and the City of Grambling on the shared sewer cost, as there will be one lift station for the two properties. Lincoln Prep is also working with the City of Grambling on running the sewer line from that property to the police station. The estimated cost for this is around \$369k.

b) Relationship between Grambling High Foundation and Grambling State University – No update.

L. Future Meetings

a) Next meeting – The next meeting will be on August 29, 2022. The Public Budget Hearing will be at 6:00 PM, with the Board Meeting immediately following at 6:30 PM.

M. Announcement – Lincoln Prep will participate in Bayou Jamb this year. The game will be at 11:00 against Red River at Louisiana Tech. Tickets are \$12 in advance and \$15 at the gate.

N. Executive Session – Elizabeth Smith moved to close the General Meeting and enter Executive Session. This was seconded by Barbara McIntyre. The Board entered Executive Session at 7:41 PM.

O. Adjournment – The meeting returned to open session at 7:49 PM. Elizabeth Smith made a motion to adjourn the meeting. Mr. Robinson seconded this motion. With nothing further to discuss, the meeting was adjourned at 7:49 PM.