

Minutes of the Board of Directors Meeting
Grambling High Foundation

February 2, 2018

Regular Meeting

Grambling City Hall

Grambling, Louisiana

- A. Call to Order:** President Birdex Copeland at 6:00pm CST.
- B. Prayer:** President Birdex Copeland
- C. Pledge of Allegiance:** All
- D. Approval of Agenda:** Motion to approve agenda made by Stewart seconded by Wiley. All in favor-non opposed. Agenda adopted.
- E. Adoption of Previous Minutes:** Decision to forego reading of minutes with follow up by Boden.
- F. Roll Call**
- a. Present:
 - i. Dr. Birdex Copeland
 - ii. Donald Tatum
 - iii. Katrina Bowden
 - iv. Robert Wiley
 - v. Rachel Johnson
 - b. Absent:
 - i. Eddie Robinson, III.
 - ii. Dr. Rhonda Pruitt
- G. Lincoln Prep Showcase:** None available.
- H. Public Comments:** None available.
- I. Report of the Executive Director:** Gordan Ford
Spreadsheet presented by Ford. Enrollment to date: 423 students. Met target of 8% white students per court order. However, with loss of one student, current white enrollment at 7.8%. Adjustments in black enrollment made due to availability in class and siblings allowed after approval of the student for the available class.
Inquiry by Tatum: What are the requirements for evaluation of a prospective student?
Answer (Ford): We do not inquire about race on submission. Consideration is based on the info submitted by the parent. The only other consideration is if a child has been expelled from another school in which that child is not eligible except by approval of the GH Foundation Board. Spreadsheet was a part of an informational package sent to the DOJ with personable identifiable info. Spreadsheet includes

types of classes available junior year including college courses through dual enrollment. United Way Campaign started with Ford/Copeland to receive the Going the Extra Mile Award for the staff's participation. An agreement has been made with United Way to run the campaign from Aug to July to concur with the school's payroll.

Inquiry from Johnson: Does the United way restrict their funds to come back?

Answer (Ford): Monies are not restricted donations and are used at United Way's discretion unless there is a specification on the pledge form.

LPS will participate in La. Gear Up in Baton Rouge. A grant is made available for their participation.

The DOJ Supplement was disseminated. Ford spent time together making sure all info was sent. Ford to have a teleconference today or tomorrow for follow up.

Initially the request was pics from all white kids but instead changed that request to data only.

Consulted with Primary Health Services Center regarding proposal to be a part of one of their grant programs in lieu of hiring a school nurse. They would set up a mini clinic and provide a school nurse free of charge.

Consulted with the Boys & Girls Club-Eldonte Osborne regarding establishing a unit on the elementary campus. They currently have people available for the site on campus. It would cover K-5 right now on the school grounds. Food can be served for no additional costs through the community funding program.

Met with Mr. Dale from the N. La. Arts Council on the possibility of having an arts-integrated school in Lincoln Parish.

Met with Mr. Down from The Exchange which is a group that brings together non-profits. There is one major grant list and subscription costs lists at \$3500.

Membership fee is \$300-\$400. Full disclosure: The Executive Director of The Exchange is Board Member Hollis Down's sister.

J. **Committee Reports:**

a. Education & Personnel Committee:

No Report but comment by Boden:

Working on shooter training for students/faculty.

Additional Info (Ford): Incident of skipping class at school was reported that resulted in a termination as "he really didn't want to be a part of this team".

Inquiry from Boden: Are staff meetings documented with discussion.

Answer (Ford): No, they are not.

Boden: Request shooters drill in place by next meeting. Ford will email Jennifer (Operations Manager) to handle.

Inquiry from Tatum: Is the school resource officer on site all the time.

Answer (Ford): No he is not because he is not trained as a resource officer but he does do personnel security. We do not have budget for a full time SO.

Inquiry from Boden: Should full time be considered?

Answer (Ford): We can talk about it.

Boden: Need discussion by next Tuesday.

b. Finance Committee:

Johnson: Have had two meetings and no 4th Sector rep here tonight but they did provide copies of Jan financial report. Finance committee met on 2/17 with specific discussions regarding fiscal policies and procedure manual and the need to address changes in that manual. Clarified that the one being used now was from 4th Sector. It is not a state approved format nor a standard state require formant but we can make those amendments through board vote here.

Board member Rachel Johnson is now treasurer. Committee will have a review of the policy and procedures completed by March meeting. Also, there will be a review of the accounting thresholds along with recommendations.

Discussion for the need of presentment of a summary of contracts annually to the board for adoption and/or ratification as well as issuance of related standard purchase ordered for the committee review and approval. Discussed need to discontinue debit card and the ongoing credit card documentation issues.

We did a second meeting on February the 23rd. We followed up on the procedures that are in place for training and documentation and understand there are now weekly phone calls related to that. Having reviewed the preliminary January financial report, we asked specific questions regarding business supplies, because the budget amount was rather dramatically different from the year-to-date actual. And we discovered that there are fees and expenses that are also included in business supplies, things that most of us don't normally consider supplies. So we are requesting additional information on that.

Also, the majority of the other expenditures, which you see on our report, \$16,233 is actual year-to-date, this is on page four, other expenditures, and the majority of that amount is the credit card balances. So we are continuing to monitor our progress on documentation on those. The use of debit cards had appeared to cease, as of that meeting. We discussed the need to track the PayPal accounts and the activity accounts monthly and a new procedure for checking out credit cards.

The committee also made some suggestions regarding the credit card payments to avoid late fees and interest. We also had discussion regarding the substitute expense and what appeared to be increases in those expenses that we asked for some additional information on. We are still awaiting information on the GSU billing, but I believe that's forthcoming, and perhaps Gordon can give us an update on that.

Other short-term liabilities, we questioned the amounts there. And some of those we were told related to activity accounts, so there was discussion for the need for information regarding the make-up of those activity accounts. And I believe that report was also provided by 4th Sector. If not, I know our committee has that.

And further, the activity accounts appeared to have in some cases been commingled, so we will be looking for recommendations on how to handle

those if they need to be closed and new activity accounts opened. Or if there is some other way to address that, but all dependent upon the restricted funds that may be in those accounts.

I do note that on page one of the report, the forecasted revenue projections for the end of the fiscal year are 5.11 million versus budgeted a 4.9, favorable variance of 208, says that the pupil count is based on, well, it was 415 in October, 424 in February. I know that the numbers we looked at tonight said 423. And the original budget was based on enrollment of 406. So that is why we have the favorable variance, we're obviously up from the 406.

Personnel has been on the rise as well, and so I guess I would have a question and Gordon, this might be putting you on the spot, but as to the substitute expenses, have we had an increase in absentee due to flu or do you know what may have led to that? Did we just simply underestimate the number of hours?

Answer (Ford): Forecast of 336 but we are at 273 now. Absenteeism is higher than expected.

Johnson: Understand, and that was something that we are to have the follow-up on that next call, which is I believe March 16th. But that was like I said, one of the issues there, other than personnel, we can see we have an unfavorable variance of 68,000. Part of that related to athletic expenses, but we also have a breakdown of those particular expenses. And I know everything it could be in the positive with the exception of the cheer and dance, but did everyone get a copy of that? If not, we can provide that additional information.

For summary purposes, the football netted \$148, basketball netted \$3,025, baseball, my apologies. Baseball did lose 220 but there's been no income yet, so I wouldn't consider that a bad sign. Cheer and dance.

Answer (Ford): Majority of basketball income to come in Feb. Some of that is also crossing fiscal years, where the girls went to camp in July and that 4,000 was booked in July and they paid their camp expenses in June. But that's where the majority of cost is. We have talked about increasing the cost for some of those. I went into the year, trying to keep the cost low as possible on the kids, to try to encourage more kids to participate. However, we kind of determinately think our costs are a little low just because the parents aren't fully invested, based upon the cost they're paying. And we're seeing a lot of kids start things, then we've invested, and then they quit.

And so we want to get parents a little bit more financially vested and that'll help with some of those numbers. The general way we look at those types of things is, items that are going to belong to the school that are going to remain with the school in terms of uniforms, the school typically pays for those things. Those things that are individual to the kid, like tennis shoes or dance tights or those kinds of things, they pay for. And that's kind of a general of that, but there's some others as we're looking at and enrolling some expenses that we didn't know that those teams had.

As we're getting better representation, coaches with more experience and that kind of thing, we're learning how some of those things work on the margin level.

Johnson: Band expense, band is \$14 to the good. Concession bending, \$1,929, and then we have another, 6,296 in the negative. You have a little information on that other? I think part of that is the Letterman jackets, which was \$2,900, actually that's a deposit, but that may be part of the other revenue. How are we doing on the Letterman jackets? Let me go back and ask that, because it looks like we received revenue was 29, basically, \$3,000, and then here's an expense for 8,000.

Answer (Ford): There were multiple deposits for the jackets. As the parents paid for them, we deposited the money. The thing that was done last year, that will not happen this time is, the jackets guy comes in, they size their jacket, they talk about all these great things they can add, so the base price is \$85. By the time the kids get through with the jackets, it's \$400. The school will not front the money, and/or have a collection of jackets at the school.

Johnson: All right, non-operating expenses, annual forecast versus budget, forecasted for 197,000 versus 151,000 budgeted, unfavorable variance of 45,000 to the end of the fiscal year. Actual versus budget revenue was 3.09, which is 61% of the annual forecast, this is all on page one. Since y'all are flipping, page one. Salaries and benefit expenses, 2.18, which is 59% of annual forecast. This is on target.

Other personnel expenses through the period were \$798,000, which is 65% of the annual forecast. Curriculum has 35% of the annual budget remaining, which we know curriculum is usually top loaded, front loaded. So that would be standard. Athletic expenditures were high through January due to the timing of the football season in fall.

Net surplus through January 31st was 72,000 and we are forecasted to, in the fiscal year, at break even. We do have more details on our balance sheet information now. We have included the individual accounts, which included ... we have three activity accounts there, and that was something that, like I said, we're following up on what we may need to do to clean that up. Also includes our prepaid expenses and fixed assets. Under liabilities, you will see the amounts for the credit cards by account number as well.

So we are trying to have more detail, so that we are getting all of the information to our board, to give a clear picture of where we are. Anybody have any specific questions? Not that I can answer, but I can certainly take notes if need be, to get those answers from 4th Sector. Or comments? I must have done it as well as Kevin.

Copeland: Move to accept report from Financial Committee. All in favor- non opposed.

c. Facilities and Transportation Committee:

Boden: I actually went and visited the schools here. Our school and the three locations or the two campuses. And for facilities, we're having some issues with repairs, this needs to be done. And so there's a list there that needs to be followed up on. And Gordon addressed some of those issues earlier about the doors not closing and locking. We're having a lot of leaks, especially at the elementary location. Tile replacements at both locations, because of the rain and water damage that we had.

The roof contractor was able to get there this week. It did stop raining. He has fixed the leaks in the ceiling but with the roof, we'll continue to chase him. But there was a major area where a poor repair and been done. Above the second floor, and he was able to actually correct that and divert water away from that. So next time it rains, we'll see how well that works.

d. Alumni and Community Relations Committee:

Pruitt: No formal report. One concern is board meetings advertisement. Sending through messenger? Website?

Answer (Ford): No.

K. Old Business: Update on Evaluation procedure:

Boden: Here are your evaluations for your executive director. Take one and pass it down. We're going to try to go very quickly, very quickly. So you have all the questions, we had six people to actually participate. So one person did not participate in the executive director evaluation. Probably because you've been out for the month.

We had a 3.5, we're fine with that, and two is good with a 3.83. Items that need addressing is number Q6, executive director has a personnel manual in place, which is reviewed annually and is enforced. So we have a 3.3. I'm sure that some of those, most of them were somewhat agree and it's probably because we are not aware of it. So at some point in your executive director, put in there they reviewed personnel manual, and so then we'll be aware of it and we'll say it's good. But it has to be document it, so let's put it down. Q12, question 12, executive director enforces gap financial policies and procedures, including developing and requiring checks and balances. 3.17. I'm sure that's because of our report that we received on our audit. We couldn't have asked for a better number than that.

Question 13, executive director limits expenses in accordance with the budget, unless or until presenting and receiving board approval to adjust the budget. And we have a 3.3 there. I am believing that that is because when we look at our budget sometimes and we have our financial costs, we notice where the budget maybe you have put a little extra in one area and then you saw that we're going to have extra cash in the area, so you will delegate it to another item in the budget.

I don't know if, and this is the question for the financial people beside me, I don't know if that is permissible or do they have to ask us to make that change before they move an item from a budgeted item.

Using the state standard of 10% or greater than the aggregate on that line item, then it would have to go ...

So I guess with us knowing the information there that number may change the next time. And we'll do this again at the end year, Gordon. So we can do some placings and make sure that we're improving on the things that we see gaps in.

Question 14, executive director ensures the maintenance and monthly review of an inventory, a review of inventory of our assets. So we had a 3.0 on that. Somewhat agree on most of the answers that we received. First, what is the gap policy requirement for reviewing inventory? How often do we have to do that?

It depends on the type and amount of money invested.

So is that annually?

Best policy is to do at least some spot inventory on a monthly or quarterly basis, is what I found. But now we can do annually. What's your preference?

Usually it's done on an annual basis during the audit process. They go out and do tests and they do like a rolling list of access that they actually test and roll their asset listing, usually that's why it's once a year.

So for us, can we do it twice a year or maybe quarterly at the beginning? So that we will just have the policy in place and we're doing it and then if we're audited, we have put in a policy that says we are checking it quarterly so we can catch anything if we have a problem, just for the beginning. Or do you want to do it twice a year?

Question 16 is findings, 3.5. The question 18, we have a 4.0, but there's a question about that. Executive director ensures that there is at least one event each year in which community and members are invited to the school facilities. Can we increase the number from one? And make it at least two? At a minimum. I know you're doing more than that.

- L. New Business: None
- M. Next Meeting Date:
- N. Announcements: None
- O. Executive Session: None
- P. Motion by Pruitt to adjourn seconded by Wiley. Meeting adjourned at 8:05pm.