

**Minutes for Board of Directors
Grambling High Foundation
Regular Meeting
September 25, 2017, 6:00 P.M.
Grambling City Hall**

A. Call to Order

B. Prayer

C. Pledge of Allegiance

D. Approval of the Agenda—Motion made by H Downs to accept the agenda. R Wiley seconded the motion to approve the agenda. All were in favor; none opposed.

E. Adoption of Previous Minutes—Motion made by Dr. R Pruitt to accept the minutes as corrected. D Tatum seconded the motion to adopt minutes of the last meeting with corrections. All were in favor; none opposed.

F. Roll Call

a. Present Members

Dr. Birdex Copeland

Robert Wiley

Don Tatum

Attorney Pamela Stewart

Dr. Rhonda Pruitt

Katrina Boden

Hollis Downs

b. Absent Members

Rachael Johnson

Eddie Robinson, III

G. Lincoln Prep “Showcase—No report was made.

H. Public Comments—Dr. Copeland announced the meeting was open to the public. No one from the community was present and no comments were made.

I. Report of the Executive Director—*Refer to The Executive Director Dashboard*

- a. Mr. G Ford listed the current total enrollment, at the last board meeting, reported at 394. The current enrollment, at the close of business yesterday, was 402. There are 344 black students. We are in the process of pushing that number back up to the court limit of 360. We’ve had some students accepted today. Some names have been pulled from the waiting list, and we’re awaiting a response. The numbers below the budget—that was adopted—was based on a program enrollment of 406. At this moment we’re projecting enrollment to be at least 418 for October 1st count. The official first semester count is established on that day. That count will hold until February 1, 2018, which starts the beginning of the 2nd semester. The first-half of the year, is based on the October 1st count. The second-half is

based on the February 1st count. The number averages out to about 11,000+. At this moment, we're pulling kids from eight (8) different parishes, and the number varies with the parish the child is from. From a low, Union Parish, about 9,000 to a high in Bienville Parish about 15,000 per student. K Boden asked how many white students are needed to obtain the maximum of 360. G Ford answered to get to the 8% core target, we need about 33 or 34. That number is currently 28, but he expects it to be 30 tomorrow. Two (2) kids have enrolled and two (2) more kids have accepted a slot, but aren't planning to enroll until after October 1st. They have cross-country at the elementary school they're currently attending. Their parents want them to complete the season before they crossed over. They will be in the February count but not the October count. The number of white students is no longer based on number of black students, like the old count. We have a hard limit of 360 for black students. The number of white students or students of other races is not capped in any way. We have a court target of 8% of the total, for white students. At this moment we're at about 6.5% target. This time last year, we we're about 3%.

- b. G Ford narrated the food service contract has remained on the agenda because the number is continuously growing past the projected number of students that were projected to participate in the lunch program. The food service contract, as adopted, is projected a \$39,000 per year surplus. The numbers this year could possibly exceed \$50,000. Some of those dollars will flow back into the Operating budget to cover salaries of personnel that spends a portion of their time doing the food service.
- c. The CSP Grant will be completed by the end of the week; there a bit of accounting and paperwork to do.
- d. We are in the midst of football season, and we won our first game this past Friday. The game was stopped during the second quarter because the lights went out in the stadium. At that time, we were leading 50 to 7. Middle school football starts this week. We currently have more students on our middle school team than the high school team. There are a few 8th graders that dress as varsity. The 8th grade football schedule hasn't been completed yet. We got off to a late start, and everyone else completed their schedule last spring. Coaches are working with other coaches to get them added to the schedule.
- e. This week we had "Home Schooled" students to sign up to participate for extra-curricular club activities. A couple of students were interested in athletics and band. Today was the first day Home Schooled
- f. students came to the school and actually participate in the book club and other clubs as well. We did have an interest meeting for middle school softball. There's going to be a 5th/6th grade team and a 7th/8th grade team. Those teams will be populated almost 50% with home school students. They will play along with kids currently at our school.
- g. We are no longer eligible for the Turn Around Grant. Our eligibility was based upon the schools we've converted, that are apart of Lincoln Prep now. Under the latest rules, they determined that if your school has a different site code from those schools then your school is not eligible. You will have to have two (2) years of grades as a brand new school before you can be eligible for any Turn Around Grant under ESA. These are the final rules the government approved; therefore, we are not eligible for this grant at this point.

- h. We terminated a bus driver. He was pulled over by police in Union parish. He had an outstanding ticket in another jurisdiction, and therefore, his license was suspended. We were notified of that and sent the Transportation Director to retrieve the bus. After meeting with the individual and going over the details, it was recommended to terminate him. Those actions were taken. If you want more details, I have the file present. The bus driver has been replaced. In addition, we have added a sixth bus. As a result on increase of students in Arcadia, the bus was over capacity. We divided that bus. We anticipated the increase of students, and we added the funds we did not spend in transportation last year. We did not reduce the budget and kept it as it was last year with the anticipation that we would have to increase transportation this year. Most of our buses are full. There are three (3) buses that transport inside Lincoln parish. All of our buses pick up kids inside of the parish depending on the direction they're coming from. K Boden asked if driving records are obtained from the Louisiana Dept. of Motor Vehicles for drivers. She suggested the use of Southern Research to obtain this information if not retrieve by the state. G Ford said all background checks are obtained through Lincoln Sheriff's Office. He would check into this.
- i. Ms. Price, from the Dept. of Education, came by today for a visit. She asked a few questions and obtained some information. An updated board roster is needed to send to her. She walked the school and there were no problems. A few weeks ago, she asked questions about the Health and Safety tech. There were no major issues, but we received a write-up for a few minor things. There were some plumbing issues that will be taken care of during the break in October. There are no shutoffs for the school plumbing. In order to replace any plumbing fixtures, you have to wait until school is out because all water has to be turned off. We have those things scheduled to be repaired.
- j. We finally received the credit cards. The debit cards have been terminated; however, the week before they terminated, one of them was compromised possibly during a Sam's purchase. We're working with the bank to have all fraudulent purchases reversed. The debit cards only had the school name on them, and were keyed to the school. The credit cards are keyed to the following individuals: G Ford; Ms. Woods, as the Business Manager; and Mr. Norman, as the Operations Manager. They are subject to regular and normal procedures. They aren't used unless there's an approved purchase order signed by someone other than the cardholder before the purchase is made. The only possible exception to that is if the Athletic Director has to make an emergency purchase for students/team and Mr. Norman is with him, he can authorize it and do so. The paperwork will be completed afterwards. K Boden asked about the procedure to obtain receipts for credit card purchases. G Ford voiced purchase orders and receipts are turned in to Ms. Woods. She has someone working with 4th Sector backing up it. K Boden asked if there's a timeline in place to have that paperwork turned in to Ms. Woods. G Ford replied by saying all receipts should be turned in immediately.
- k. Ms. Collier informed a big article will be released on Thursday. We're having a PTA meeting on Thursday. We're also having a big event this weekend for FASA and TOPS. A Spanish Cook-off will take place this weekend as well. We have 63 students—seniors and juniors—in dual enrollment. The breakdown is as following: 39 students in Southern-Shreveport, 13 in Northwestern State, and 16 in Grambling State. We will add more students during the winter for Louisiana Tech University. Southern will be visiting our campus on Thursday at 10:30 a.m. They're going to give the students an overview of how to use MOODLE. The

Grambling State University students go on Mondays and Wednesdays. There's a bus that picks them up, and they go to lunch early. They're on campus to take Math 099 and, if successful, will take Math 135 in the spring. Ms. V Leonard-Davis goes with the students. The class is actually Monday – Thursday, but the instructor gives Ms. Leonard-Davis material to work with them on Tuesdays, Thursdays, and Fridays. Northwestern State is completely online. We paid a lot of money for books. A lot of students have to use MyMathLab, which is totally online. It costs about \$100 per subscription. We've had to purchase them for the semester, and parents will receive them at the PTA meeting. Mr. Tatum inquired about staff knowing the students' progress. Ms. Collier related Ms. Leonard-Davis is the liaison for Lincoln Prep and GSU. She will report back on the progress or lack thereof. In the past, we've had a great relationship with staff at GSU. We have a high success rate at GSU. Southern University has given all teachers login credentials; so, the teachers can monitor that. Occasionally, Ms. Collier will stop in and ask to see grades. She has had to drop a few students from Sociology class because their schedules didn't provide them a time period to devote themselves totally to that class. She has all contact numbers for the SU professors, and they communicate on a constant basis. G Ford sounded the relationship with SU—Shreveport is a new relationship, and they're very excited about it. It will be very beneficial for us. We've already looked at the probability of having students graduate from Lincoln Prep with an Associate's degree in General Studies from SU—Shreveport. To achieve that, students must score an 18 on the ACT entering their junior year. We've had some students that have met the criteria, but we hadn't established a relationship with SU.

- i. Ms. Burks articulated everything is good at the elementary school, and they are off to a good start. Mr. Fred Hearn has been hired as the Asst. Dean of Students. He's a great help in dealing with behavior issues, PBIS and truancy, with elementary and high school students. We've had a "Take a Stand against Bullying" workshop. Deputy Hardison, from Lincoln Parish Sheriff's Office, came to discuss details with the 3rd through 5th grade students on how to stop bullying. We've started the PBIS Rewards Program (Positive Behaviors Incentive Support) where we reward them for positive behavior in class. Every student has an ID card they wear around their necks while at school. If teachers notice a student's positive behavior, they use their smartphone to scan the ID card, and the student receives reward points. So whereas other schools distribute tickets to the students, ours is completely electronic. As students accumulate points, they can buy tickets to events. Our most recent event was "Chill & Grill" on this past Friday. We grilled hot dogs, played music and allowed the kids to play on the playground. Students knew at least two (2) weeks in advance, they had to have 50 points in order to attend. Students attend the event, points are deducted and they start over accumulating points. We had a generous donation this summer; someone bought the entire toy section at the Family Dollar in Grambling while it was going out of business. They donated those items to the school. They started the PBIS Store. This Wednesday, kids with leftover points will be able to redeem items from the store. Teachers are also able to accumulate points for coming to work on time or the like. Staff can receive duty-free lunch or have lunch off-campus with a friend and someone takes care of their class. There were about 150 kids that attended Chill & Grill. Dr. Pruitt inquired about future rewards for the students. Ms. Burks replied that information was received from the students on things they would like to do. Coach Hearn has allowed staff

to borrow a TV and a Playstation 3, and staff rewards them with 30 minutes at the end-of-the-day. Kids can also obtain Free Dress Passes. The middle school and high school uses the PBIS system; their points are accumulated by academics and behavior. Students can keep up with this information through JPAM. Points can also be deducted when a student receives a tardy or a disciplinary report.

- m. Ms. Burks told attendees a new kindergarten class started on Monday and will be taught by Ms. Tawanna Statton. Several new kindergarten students have recently been enrolled from the awaiting list. We're working on getting the class sizes down so we can effectively teach them.
- n. K Boden complimented everyone on great communication. She's received many text messages about what's going on at the schools.
- o. Mr. Tatum voiced that if staff is sick, they should take days off until they recover. It is important not to contaminate students and other faculty.
- p. G Ford introduced Mr. Hearn to all attendees. He came from Claiborne Parish. Mr. Hearn is the Asst. Dean of Students at the elementary campus. The hallways are much calmer. His presence among the students makes a difference. Mr. Hearn briefly introduced himself to those present. He voices he's happy to be back and looks for to serving the community, students, and staff.

J. Committee Reports

- a. **Education and Personnel**—No report was made.
- b. **Finance/Financial Report**—R Wiley announced there was a conference call on last Thursday, and they discussed a draft financial statement and other items. Kevin, from 4th Sector was present. He instructed attendees to review the August finance report. This report contains information through August 31st of the current fiscal year. Financial narratives are listed on page 1. Page 3 begins the financial reporting; it lists the annual budget that was adopted by the board. We tried to compare the budget on where we thought it would be year-to-date to where we actually are to-date. We tried to point out any trends; if we are ahead in some areas or behind in others. In the Revenue section, budget year-to-date estimated around \$490k; the actual \$494k; a bit of positive variance there due to the timing of Athletic Revenue. Salary & Benefits section, budget year-to-date is anticipated around \$463k. We came in around \$470k. A little bit of variance there. We have a little more us of substitute year-to-date than where we actually thought we'd be. G Ford verbalized we had two (2) bus drivers out. Mrs. Smith had to spend some time with her husband because he was sick. Mr. Wilson's son died suddenly. They believed he had a seizure in his sleep. He spent some time away also. We've had one (1) teacher and one (1) administrative staff member out. One has been ill and the other had a child that was ill. Substitute cost for those were a little bit higher for those than predicted. The Other Personnel section has been hard to track due to due to us being in August. Some of the area, like curriculum there's a negative variance but that is expected due to front-end spending. That would cover the textbooks costs and the software licensing Ms. Collier talked about. Custodial Maintenance & Legal section has a bit of variance due to cost before school started. G Ford implied a lot of maintenance cost was due to air conditioning, ceiling tiles, and repairs that must be done at the beginning of the year. With the legal we had a lot to get the court order to get things going in August; that number should be coming down.

Kevin announced overall there's a negative trend in Other Personnel, but that is common in this stage. There's nothing to be concerned about at this point. On page 4, you can compare columns. The budget will not change, but the forecast will. After the October count, we will include the new enrollment numbers. As the enrollment numbers increase so will some of the expenses related to that enrollment. The Transportation budget hasn't been adjusted, but it needs to be recalculated in the forecast. Once we up those numbers, and get the additional Revenue figures from increasing that October count, there will be changes in the expenses as well. Overall it still should have a positive impact on the budget. So far, our forecast and budget are the same for Revenue. That will change after the October 1st count. Ms. K Boden asked what Other Administration is. Kevin replied by saying it is a catch-all of expenses not related to instructional things: bank fees, payroll processing fees; a lot of the athletic expenses are in that area. K Boden asked if that figure can be broken down because if they're fees, they probably should be in different account or category. Kevin replied he would get that information to her. K Boden said we also need to know athletic materials are purchased and by the sport. For example, if we created a new softball team, we need to know what expenses we are going to use. We need to know this information for the budget for this year and next year. Kevin stated he would create a sub-account. There also needs to be a sub-account for Food Service. H Downs asked to breakdown line items to under when funds are coming from and what they may be. K Boden inquired where is grant money categorized. Kevin replied in Federal Entitlement Funding. K Boden suggested it would help if it was accounted for separately. G Ford voiced Uniform Sales is in the Revenue account along with Athletics and Other Income. Uniform Sales in the primary source. Student fees and other small things may be added as well. Kevin is to report to attendees at the next meeting on where the Uniform Expense is categorized. He stated an estimate was made on polo shirts, at the beginning of the year. Most sizes were sold out and an additional order was made. Sweatshirts and jackets are prepaid orders. Kevin recounted the financial reports are very detailed. These are used for the general public. G Ford stated we use a page report for public use, but for board meetings we should have more detailed reports. Kevin narrated the Balance Sheets shows how the last fiscal year ended. R Wiley moved to approve the financial report as presented. H Downs seconded the motion. The financial report for August was approved as presented. All were in favor; none opposed.

- c. **Facilities and Transportation**—G Ford verbalized there are problems with repairs done to the back walkway at the school. He spoke with the contractor and additional work will be done while school is out in October. The siding on the outside was not done well cosmetically, and water is still leaking from the gutters. There are no transportation issues at this time.
- d. **Alumni and Community Relations**—G Ford articulated an issue that recently presented itself. Grambling has the new Jumbotron at the stadium. It takes approximately seven (7) people to operate it. We now have a cost of \$1300 per game. He reached out to Josh Perot regarding advertising during the games. Mr. Perot suggested meeting with Mark Newman, at Grambling, to see if our five (5) games can be added to their four (4) game home package. We can see if their sponsors will do a tack-on for the additional five (5) games and 500 to 1000 people in the stands. Beyond that, there is an opportunity for us to speak with local businesses about doing sponsorship and adding their logos or information on the Jumbotron. It may be too late to do that now, but definitely a possibility for the future. R

Pruitt informed she's attended a meeting with Mr. Newman, and the cost is very expensive. K Boden sounded we would need only to have enough advertisement for the games to recover the \$1300 expense. Mr. Form implied the \$1300 expense is for personnel cost. It takes all those people to effectively operate the Jumbotron. We would agree upon the price per ad. Grambling presented this for us to sell advertisement of some part to recoup the cost. Mr. Newman thought it was a great idea, and it was doable.

K. Old Business

- a. Update on Current Location Improvements—No report was made.
- b. Update on Food Services—Mr. Ford stated everything is going well.
- c. MOU between Grambling High Foundation and Grambling State University—G Ford explained he, along with R. Wiley and B. Copeland met with officials to discuss the MOU. After some discussion, it was put into the hands of the attorneys. Attorney Storms and Attorney Deceir have been negotiating. We have a final document that has been sent to GSU for administration to give their final approval. We were hoping to have it for tonight, but you'll see it this month and vote on it in the October meeting. Mr. Dequeuer has briefed President Gallot. President Gallot mentioned it looked good, and we're on the right track.
- d. Faculty, Staff, and Board Gathering—Dr. R Pruitt asked three (3) staff members that were present if they would be opposed to having a Faculty, Staff & Board gathering if it's not a Staff Development Day. It could possibly be after school or maybe on a Saturday. None present opposed. Dr. Pruitt inquired about potentially meeting on Saturday, October 14th or any other Saturday to gather. Mr. D Tatum uttered that having teachers to come in on a Saturday to meet the Board may not be well received, unless it's mandatory. An after school meeting may be more conducive and well receptive. Dr. Pruitt stated she will get with Mr. Ford, and they will discuss tentative dates to gather with faculty and staff an evening from 3:30 – 4:30 pm. Her plan is to have food while meeting. One staff member suggested Thursday evening as a good day for high school staff. A lot of them are coaches, and they have an option of meeting Thursday evening or Friday morning at 7 am. Dr. Pruitt hopes to have this gathering before the month of November.

L. New Business—H Downs inquired about short-term/long-term disability for employees. Kevin, from 4th Sector, will ask Brandi, with Human Resources, and will update. G Ford informed the regular 9 ½, 10 month employees have 10 sick days available during the year they're paid for. If those days are exceeded, they will be unpaid leave.

M. Next Board Meeting—October 30, 2017

N. Election of Officers—We currently have the Vice President position vacant. We need to set a date to re-elect all of our officers. The fiscal year is from July 1 to June 31. The bylaws have been recently revised, and officers must be elected annually. Atty. P Steward proposed to have the slate of candidates that are interested, willing and able to serve in the positions for the next Board meeting, and we elect the entire slate of officers. Dr. B Copeland will have Atty. Stewart to nominate a committee. She announced those elected at the October meeting will serve until June 30, 2018. In June we will conduct an election for the full year. This election will only be for a partial year. We also need to address the directors and stagger those terms. Dr. B Copeland voiced lots would be pulled on that. G Ford informed attendees he can do that electronically in Excel. A random number would be generated, and he would send that information to her. Atty. P Steward

made an amendment to include the selection at the next meeting of number of years each board member will serve. H Downs seconded the motion to select officers at the October meeting. We will also randomly numbers so board members terms will be staggered. All were in favor; none opposed.

O. Announcements—G Ford related Homecoming will be celebrated for Lincoln Prep School on October 20th against Ringgold. The coronation for Miss Lincoln Prep School is October 12th at the T.H. Harris Auditorium at GSU. Next week’s game against Homer has been moved to Thursday, October 5th to assist Grambling with transportation to Dallas. Ms. Burks informed Fall Carnival will be on Monday, October 30th at 4:30 pm.

P. Executive Session (Legal Update)—No Executive Session

Q. Adjournment—Motion to adjourn was made by Atty. P Stewart. R Wiley seconded the motion. All were in favor; none opposed. Meeting was adjourned at 7:38 pm

President

Date

Secretary

Date