

AGENDA
Board of Directors
Grambling High Foundation
Regular Meeting
April 30, 2018 - 6:00 p.m.
Grambling Community Center (City Hall)

- A. Call to Order**
- B. Prayer**
- C. Pledge of Allegiance**
- D. Approval of the Agenda** – The agenda was approved by the board with no opposition.
- E. Adoption of Previous Minutes** - Previous minutes were not presented.
- F. Roll Call**
 - **Present Members**
 - Dr. Birdex Copeland
 - Pamela Stewart
 - Hollis Downs
 - Don Tatum
 - Katrina Boden
 - Rachael Johnson
 - Robert Wiley
 - Eddie Robinson III
 - **Absent Members**
 - Rhonda Pruitt
- G. Lincoln Prep "Showcase"** - Nothing to report.
- H. Public Comments** - It was stated that this is a public meeting. Although there were members of the public present, no comments were made.
- I. Report of the Executive Director** -
 - a) Mr. Ford presented members with a printed copy of the Executive Dashboard. Enrollment is down to 418 students, currently. Since the initial enrollment count in October, we've had 25 students leave but have had 28 students enroll. As of today, there are 75 on the waiting list with the largest number of applicants being in 4th, 5th, and 11th grades. After being questioned about the number of students leaving the school, Mr. Ford stated that there are several reasons that students leave, including custody changes, wanting to attend a bigger school, etc. On May 1, all students (waiting and currently enrolled) will be made inactive until the school year starts back. At the start of the next year, applicants on the waiting list will have to reapply if they still want to enroll. We have had two faculty members resign, one of which taught Middle School Math and the other taught Middle School Science. We also had a Special Education teacher terminated, which was discussed in the last meeting. One additional faculty member has been hired in the place of one of those we lost. This person holds a degree in the field and has passed the PRAXIS and is working on certification. A job fair

was held, and some promising candidates attended, two of which were offered and accepted positions for next year. Another job fair is in the works for this summer. There is some concern about changing staff during the school year affecting the students academically. Our boys' basketball team won the first-round game but were eliminated in the second round. The girls won the first and second rounds but were eliminated in the third round by the eventual state champion, Delhi. Both baseball and softball made it to and participated in the first round of the playoffs. Several kids in Track and Field placed in District and Regions, including championships and we will compete in 3 events at the state track meet on Friday. Our boys 4X4 relay team goes into the state track meet with the fastest time in the state, by almost two seconds, and are favored to win the state championship. Zach Beard goes into the state meet with the second fastest time in the 100-meter dash. Our 4x200 relay team is going in with the fourth fastest time.

- b)** We are one of only 3 schools to have been approved for Louisiana A+ schools. There will be a formal press release held at the State Capitol on May 9th. We are still unaware of any additional costs outside of the budget at this time, as fund-raising has been done to cover materials, supplies, and professional development.
- c)** We have been accepted into the Johns Hopkins School Redesign Cohort. Only about 25 schools in the state were accepted into this program. Members were provided with a copy of the acceptance email.
- d)** We have completed all ACT testing for seniors and our ACT index score is up 20 points from last year. We are up from 54% of students with scores above 18 last year to 65% this year. We have about 25% with scores above 21. EOC testing is going on right now and we should start getting information on that this week. LEAP testing is going on also, but that information usually doesn't come in until July or August. The state has once again changed how they do accountability. The ACT index for last year was 54.8 and we got points for every child that scored above 18 with incremental scores for kids that scored above that. Now, the 100-point line has been moved from 18 to 21. However, the state established a 70-point line at 18, so kids that have scores between 18 and 20 will get some number of points between 70 and 100. Kids that have a 21 get 100 points and it's graduated up. The average is taken to determine the ACT index. It also uses a combination of ACT College Test and the Work Keys test which is more of a workforce development test. All kids were tested on ACT and Work Keys, as you get points based on whichever is higher.
- e)** The entire elementary school workforce, possibly including the new hires, will be going to Atlanta to attend the Ron Clark Academy.
- f)** Teachers from both campuses, as well as a contingent from the Special Ed Department will be attending the Louisiana Teacher Leaders' Summit. Based upon the initial reading of the Johns Hopkins email, this will serve as our first meeting with the state to talk about what all is entailed.

- g) Graduation is May 14th and GSU President Rick Gallot will be our speaker. Both our valedictorian and salutatorian have been accepted into GSU with scholarships to the Tiger Marching Band.
- h) The Spring Arts Concert is scheduled for May 2nd at 6:00 in the high school gym.

J. Committee Reports

- a) **Education and Personnel** - Nothing to report currently.
- b) **Finance / Financial Report** - Kevin stated that the Financial Committee met on April 27th and discussed the need for final comments on the revision to the Fiscal Policy and Procedure manual proposed at our March meeting. We also need an annual summary of contact with human ratification and to follow up on the status of the business manager position. The committee received confirmation that the final debit card has been closed out. There was also discussion regarding detailed level of revenue and expenditures, confirmation of restricted balances in the activity accounts, tax matters, and the status of documentation. We also received confirmation of the long-term debt related to start-up expenses. Kevin presented the financial report as of March 31st, 2018 which is based on an average count of 420 students. Page two of the report shows balance sheet items which is made up of partly of the cash balance and liabilities. Page three is our ratios which are monitored throughout the year and goes towards our final scorecard to the state after June 30th, annually. Our current ratio has a positive trend. Also, our cash position has improved since we are finally getting some of our MFP payments. Our total margin has a positive trend and our debt-to-asset ratio is looking good. Projected cash flow has a downturn towards the end because there are some deferred costs from Grambling that have not been paid yet. This will be better once we start receiving some of those things that we've been approved for but haven't paid yet. Our annual forecast compiling is compared to our prior forecast to show changes. We have a positive variance here and met our final MFP calculation for the year. There was an adjustment made in the line containing the Federal Food Service. Salaries and benefits are comparable what was previously discussed. There is a two percent negative variance in instructional salaries which is for some of the summer programs related to the school. We have a negative 5% variance in Other Personnel but are still projecting to break even at the end. A comparison was provided on year-to-date numbers versus the forecasted numbers to see what's remaining in our budget. We have 20% of the budget remaining for Revenue which is right on track. Salary and benefits are on track as well with 24% remaining in the budget. We still have 22% remaining in "Other Personnel". Actual year-to-date shows \$233,000. As of March 31, our fixed assets and our total assets equal \$1.25 million. Our liability section shows current liabilities of \$746,000 and total liabilities of \$752,000. Holdings and acquisitions as of March 31st totals \$492,000. Our actual projections were discussed but as previously stated there are still unpaid items, so this number will likely pivot towards the end of the year. These invoices are from Grambling for custodial services and utilities and have not been paid yet because they are still under negotiation. Our attorneys have been in communication with their attorneys to discuss how these things

should be calculated based on our agreement. We started with a per pupil number, which is the standard that Charter schools use when they're leasing buildings and facilities from schools in the state. The continuing issue is the accrued cost from the last year of Grambling High School that the foundation agreed to pay so the school could remain open. Mr. Ford stated that the available Business Manager position is listed on Indeed, but he would also like for it to be advertised in the local news. We would like to have a candidate in place by July 1st, so they can be trained before school starts. Director Downs made a motion to adopt the Financial Report and Director Wiley seconded this motion. It was adopted with no opposition.

- c) **Facilities and Transportation** – A tour of the Elementary facility was conducted to investigate the list of repairs that Ms. Boden previously provided. It was determined that several things are preventing the building from being functional, including the ceiling tiles in classrooms, mold around air condition vents, leaking in the staircase, baseboards and rubber guards are missing on some of the corners, leaking from the roof and walls upstairs, water under tiles where leaks are present, the outside door on the third grade classroom does not work properly, and the intercom system is not functional. Most of these have been addressed and are in reasonably good repair. The front door does not close and lock easily, so a sign has been placed there stating to only use it in case of an emergency. The estimated cost of repairing the air conditioning issues causing the mold is \$100,000 or more. The type of mold found on the air vents is unsightly but is not dangerous. At this time, the leaking has been repaired and most of the tile issues have been corrected except for water coming in and getting under them. This will be investigated along with researching a working intercom system. The roof has been repaired and some pieces have been replaced which took care of the leaking on both floors. The Federal Courts have indicated that they want us to work towards moving the school from Grambling State University Campus. As stated in the last meeting, we have been introduced to Charter School Capital, an organization that finances Charter schools. Per the request of the Finance Committee, our first discussion with them was regarding a line of credit for us. They presented proposals and were prepared to lend us the money. However, we wanted to work out our cash flow issues beforehand. We also discussed finance options for new facilities which could be the purchase of land and construction of a brand-new facility or buying an existing facility and retro fitting it to this school. Their method of financing for their Charter school clients is a long-term lease, in which they expressed interest. We presented to them a track of land and asked them to look at it. Initially, they wanted to help us find another building and build from the ground up. They then expressed interest in retro fitting those facilities because of the high visibility of that location and the ease of transporting our students, recruiting new students, etc. Also, we could create a Pre-K and Kindergarten program separate from the rest which is the preferred way of professionals in Early Childhood Education. We are expecting for them to make a site visit soon. Other potential building sites have been researched but the market in Grambling is limited. We found a few things that could be considered but we are not

overly optimistic about them. The pros and cons for each were discussed. We have also been discussing buying an area simply for the dirt and tearing down the existing building. Charter School Capital has done their own research independently and are confident that they can finance us. We just need to settle on a project and/or determine if we can afford it. Concern was expressed the cost of leasing a school. It was reiterated that this is a reputable company with prior success in other states. Also, we would have a choice on how to finance. We could do a Bond program which is the way most public schools get financed but it requires a significant amount of money up front. Another option is conventional bank type lending which also requires a significant amount of money up front. A lease situation like we have been discussing requires the minimum amount of upfront capital. It seems to be more feasible, as we could move considerably faster. Discussion ensued regarding where Grambling citizen's tax money is going and that some of it goes to Ruston. Nobody has talked to the city of Ruston to inquire about them building a school for us to lease, as this is not the normal process for a school financing project. Our next step is to get the Charter School Capital here to do a walk through. No problems with transportation have been reported. We remain satisfied with the methods being used and the costs being paid for transportation.

d) Alumni and Community Relations – No report made.

K. Old Business

a) Update on Evaluation Procedures and Plans for Evaluating Executive Director –

- i. The Board has evaluated the Executive Director and evaluations by staff. Evaluations by stakeholders, parents, and students will be completed by May 15th. The original deadline was extended due to extenuating circumstances. We are aiming to get at least 10% of the surveys completed through Survey Monkey and are aiming at an 80% passing rate on those items. Anything less than 80% will require a plan of correction. After being suggested, Ms. Boden stated that she will add the survey to the school website, as well. By using Survey Monkey, we can set it to only allow one response per IP address to keep responses valid. It was also recommended to require the parent to use the Personal Student Number assigned to every student in Survey Monkey.

b) MOU between Grambling High Foundation and Grambling State University – No report at this time, as it was discussed previously in the meeting.

L. New Business

a) Memorandum of Understanding between PHSC and Lincoln Prep – No Report Made.

b) Charter School Capital – Discussed previously during the Facilities and Transportation Report.

M. Next Meeting Date- The next meeting is scheduled for Tuesday, May 29th due to Monday being a holiday.

N. Announcements – Mr. Ford reminded members that the Financial Disclosures are due by May 15th and that they could be sent to him to be filed. It was stated that one of our biggest goals is to try to bridge the communication gap between the parent and the teacher.

- O. Executive Session** – A motion was made by Director Stewart to move into the Executive Session and was seconded by Director Johnson. The motion was approved with no opposition. The room was cleared of any non-board members to go into the Executive Session. After the Executive Session was complete, Director Stewart moved to return to a regular session. This motion was seconded by Director Johnson. The motion was approved with no opposition from the Board.
- a) Personnel issue**
 - b) Disciplinary Issue** - After returning to regular session, it was moved by Director Stewart and seconded by Director Hollis to approve the readmission plan for the students as described.
- P. Adjournment** – With nothing further to discuss, a motion was made by Director Wiley to adjourn the meeting. The motion was seconded by Director Stewart. The meeting was adjourned after a vote from the board.