

**Minutes**  
**Board of Directors**  
**Grambling High Foundation**  
**Regular Meeting**  
**July 30, 2018 – 6:00 PM**

- A. **Call to order** – The meeting was called to order by Dr. Copeland at 6:00 PM.
- B. **Adoption of Agenda** – A motion was made by Katrina Boden to adopt the agenda and was seconded by Robert Wiley. The agenda was adopted with no opposition.
- C. **Adoption of Previous Minutes** – Previous minutes were not presented at this time but will be adopted at a later date. Dr. Pruitt requested finding someone who can complete the minutes for the meetings, as she is much too busy and it takes so long to transcribe them. She also suggested a meeting to go over the minutes that have yet to be approved. It was agreed that she will complete the minutes and send them to the Board before the next meeting to be approved. Pamela Stewart made a motion to increase the payment to \$180 per meeting (maximum meeting time of 2.5 hours) once the minutes are transcribed and sent. This was approved by the Board with no opposition.
- D. **Roll Call**
  - a. **Present**
    - i. Katrina Boden
    - ii. Dr. Birdex Copeland
    - iii. Robert Wiley
    - iv. Pamela Stewart
    - v. Rachel Johnson
    - vi. Rhonda Pruitt
  - b. **Absent**
    - i. Hollis Downs
    - ii. Eddie Robinson III
    - iii. Don Tatum
- E. **Lincoln Prep “Showcase”** – Mr. Ford introduced Megan Kenley, Lincoln Prep’s new Business Manager and CFO.
- F. **Public Comments** – Although the meeting is open to the public, no public comments were made.
- G. **Report of the Executive Director** –
  - a. Mr. Ford stated that there is no written report at this time but reports that all staff members at the Elementary school have completed their Initial Arts Integration Seminar in Shreveport, La. Ms. Burks elaborated on the Arts Integration Seminar stating that it allowed teachers a chance to collaborate as well as teaching them how to incorporate the arts (music, dance, visual, etc.) into their current curriculum.
  - b. Mr. Ford, along with several others including the Sp. Ed Director and Sp. Ed Supervisor, attended the 2<sup>nd</sup> meeting of the Johns Hopkins High School Redesign Cohort. Several sessions were held and they were able to plan for their High School Redesign application, which is due in January 2019. They will attend another session in October 2017 to look at different options to enhance their high school.
  - c. He also states that Elementary school testing scores have been received since the last meeting. Lincoln Prep is one of only two schools in Lincoln Parish to show growth to Mastery

among their students. Only 31 schools out of 1100 in the state showed a higher percentage growth than Lincoln Prep in terms of moving students from where they were to the Mastery level. Roughly 40% of students were able to meet their target of moving to Mastery level on testing scores. As of right now, K-8 SPS is still slightly below a D level; however, the high school has a calculated SPS of 87.8. The state is still deciding whether or not the school will be able to count last year's graduating class towards the SPS. Traditionally, in a charter school's first year, their 11<sup>th</sup> grade class establishes their first graduation cohort (that class graduates in their 2<sup>nd</sup> year and their scores show up in year 3). However, Lincoln Prep is a conversion high school and brought over a cohort from Grambling High School.

- d. Mr. Ford narrated that several field trips are planned for before the start of school to use as incentives for the student's to do better on their tests. Criteria were set for students and those who achieved this will be going to Blue Bayou Water Park in Baton Rouge. Criteria for a second category was put in place for students who showed growth on their test scores and those students will be going to Splash Kingdom Water Park in Shreveport.
- e. A meeting was held on the previous week with the Boys and Girls Club regarding their plans to open a Boys and Girls Club unit on Lincoln Prep campus. At this time, they are looking at starting with grades 3-5 and expanding from there.
- f. The elementary school has been moved to the main campus with the exception of Ms. Burks' office due to Smart Boards being stacked in her new office. The company was there today to remove the Smart Boards from her room and install them. Ms. Boden was reassured that the elementary school can accommodate the number of students currently enrolled.
- g. Maintenance was completed on the walk in cooler in the cafeteria and it will be functioning properly by tomorrow.
- h. Last year, the city of Grambling donated a couple of air conditioners to use A plan is in place to have air conditioning in the gym.

**H. Committee Structure and Meeting Schedules** – Dr. Copeland suggested that meetings should be held quarterly as there are no state laws that require monthly meetings. Committee meetings will need to be published and held in a public place. Ms. Boden stated that for continuity of information, the Board should meet every other month with the committees meeting in the interim. Some members voiced concern that the committees are not at a point where they can meet less often and this should be revisited at a later date. It was requested by the Board that Dr. Copeland speak with the Attorney General for clarification on whether Board members may hold a conference call outside of the public meeting so long as there is not a quorum of the Board. This will be researched and presented again at the next meeting.

**I. Committee Reports**

- a. **Education and Personnel** – Nothing to report at this time.
- b. **Finance / Financial Report** – Pamela Stewart reports that the draft form of the financial report will continue to be labeled as a draft until the numbers are finalized. Ms. Boden asked if the cost of leasing the buildings in the moving process of the elementary school should have been approved by the Board. Mr. Ford stated that it is specifically lined in the budget presented to the Board. Kevin presented the Board with the draft of the financial report. The current ratio has improved and we will finish above our target. Unrestricted cash is a little below where we want it. Total margin shows a positive trend, which is good. We are pretty close to our original forecast in actual year-to-date. The total equity is \$313,000.

Pamela Stewart states that they have received documentation for the cash account after requesting it for several months. After receiving this, their questions were answered about whether the money was adequately restricted. Ms. Boden asked for clarification on the “other expenditures” category and was informed by Kevin that they are related to credit card expenses. A motion was made by Robert Wiley to adopt the financial report. This was seconded by Pamela Stewart and approved by the Board.

- c. **Facilities and Transportation** – The committee spoke with Charter School Capital today to discuss the getting a new facility. They are still considering helping us with constructions but had specific questions about projections and financials. Mr. Ford will be submitting that information to them soon.
- d. **Alumni and Community Relations** – Dr. Pruitt voiced concern about Mr. Ford resolving a previously discussed community issue as he stated he would. He was asked to have this resolved by this coming Friday.

#### J. Old Business

- a. **MOU between Grambling High Foundation and PHSC** – Ms. Boden stated that all members should have a copy of the MOU and she is asking that it be approved contingent on PHSC accepting all provided revisions. PHSC plans to come to our campus and perform the vision and hearing screenings at no cost. A motion was made by Mr. Wiley to accept the MOU with the stated revisions. It was seconded by Mrs. Stewart. It was approved with no opposition.
- b. **MOU between Grambling High Foundation and Grambling State University** – Nothing to discuss at this time.
- c. **MOU between Grambling High Foundation and Louisiana United Methodist Children and Family Services** – Dr. Copeland sent all members a copy of the MOU for review. The Methodist Children’s home has a vocational laboratory that allows students to get experience in multiple areas. We are working out a schedule which allows our students to travel to the Children’s Home for these classes. A motion was made by Mr. Wiley to accept the MOU with the stated revisions. This was seconded by Mrs. Stewart and accepted by the Board.

#### K. New Business

- a. **Introduction of the 2018-2019 Budget** – The budget will be published for public inspection. After this period, it will be open for discussion at the next Board meeting. It will be approved at the September Board meeting.
- b. **New Schedule of Board Meetings** – Board members were asked to brainstorm on a new schedule for Board meetings so that it may be discussed at a future meeting.

L. **Next Meeting Date** – The next meeting will be August 27 at 6:00 PM. It is necessary to have a quorum of the Board for the next 2 meetings.

M. **Announcements** – No announcements.

N. **Executive Session (Legal Update)** – No session.

O. **Adjournment** – A motion was made by Mr. Wiley to adjourn the meeting. It was seconded by Ms. Boden and approved by the Board. With nothing further to discuss, the meeting was adjourned at 8:30 PM.