

**Minutes**  
**Board of Directors**  
**Grambling High Foundation**  
**Regular Meeting**  
**October 30, 2017 – 6:00 PM**

- A. **Call to order** – The meeting was called to order by Dr. Copeland at 6:03 PM.
- B. **Adoption of Agenda** – A motion was made by Ms. Boden to adopt the agenda. This was seconded by Dr. Pruitt. The agenda was adopted without opposition.
- C. **Adoption of Previous Minutes** – A motion was made by Mrs. Steward to adopt minutes from the previous meeting with the stated corrections. This was seconded by Mr. Wiley. The minutes were adopted without opposition.
- D. **Roll Call**
  - a. **Present**
    - i. Dr. Birdex Copeland
    - ii. Katrina Boden
    - iii. Rhonda Pruitt
    - iv. Robert Wiley
    - v. Pamela Stewart
    - vi. Don Tatum
    - vii. Rachel Johnson
  - b. **Absent**
    - i. Hollis Downs
    - ii. Eddie Robinson III
- E. **Lincoln Prep “Showcase”** – Nothing to report at this time.
- F. **Public Comments** – Although the meeting is open to the public, no public comments were made.
- G. **Report of the Executive Director** –
  - a. Board members were provided with the Executive Director’s Dashboard. Official enrollment for the October count was 415 students. We are currently at 418 with plans to increase soon due to recruiting. We are currently at 7% Caucasian students and are planning to meet our 8% quota soon. Mr. Ford expects to have 425-430 students by the February count.
  - b. Mr. Ford discussed some posts in a Facebook group about Lincoln Prep and that thousands of people have seen positive discussion regarding the group. 2 parents that saw the posts have enrolled their students at Lincoln Prep.
  - c. Mr. Ford discussed the recent football game and the controversial call which led to a loss by a touchdown. We are currently ranked 18<sup>th</sup> in the state. We play Arcadia next and they are ranked 16<sup>th</sup>. If we beat Arcadia, we will play a home game for the first round of the playoffs. If we lose, we are still in the playoffs, but will play an away game. Basketball season will start soon. Most games this season require for the boys’ and girls’ teams to play at the same time. Mr. Ford stated that there has been a lot of discussion regarding where the home games will be played. He stated that it is being considered but the gym will require renovations first. Dr. Pruitt inquired if the renovations are cosmetic or if it is a functionality issue and was assured that all issues are cosmetic. After being asked by Ms. Boden, Mr. Ford

stated that he does not have an estimated cost for renovations at this time. Mr. Ford stated that we have had to turn visitors away for playoff games and rivalry games in the past because the current venue would not accommodate that many people so it is ideal to play these games on the University's campus. Mr. Ford stated that the only cost associated with playing there is an \$80 fee.

- d. The required DOJ report for October was completed with an extended deadline due to being out of school on the week that it was due. Further information is forthcoming. Someone from the Department of Education will be visiting tomorrow to discuss school performance scores.
- e. Ms. Boden asked for an update on the status of the CSP Grant application. Mr. Ford stated that it was completed.
- f. Ms. Boden asked for confirmation that a new bus driver has been hired to replace the one that was recently terminated. Mr. Ford confirmed this and stated that we have since terminated another driver and had a new driver accept the position this week. Mr. Ford also confirmed that all driving records and background check records are obtained for the bus drivers prior to starting employment. Ms. Boden suggested getting driving records twice per year to prevent anything information being overlooked.

#### **H. Committee Reports**

- a. **Education and Personnel** – Nothing to report at this time.
- b. **Finance / Financial Report** – Kevin from Fourth Sector provided the finance report for September 2017. He added a few things to the narrative based on responses from the last meeting such as the food service summary and expenses. The food service is always behind due to waiting for reimbursement. Based on the financial dashboard, we are under our predicted goal for budget. We are trending a little low on cash reserve but it can be built up. We are currently receiving MFP based on the last enrollment count, so when the new one goes through, we will receive more. The debt to asset ratio shows us right on track. The comparison of the budget to forecasted numbers shows that we are in line with where we should be overall. The annual forecast compared to prior forecast shows a slight variance in food service after increasing the revenue which increases expenses. We are expected to have net income from the food service. Attorney Stewart inquired about losing money on the year to date for the food service. Kevin stated that those are accrued numbers and they keep those numbers about the same based on the prior forecast. We have just received the numbers from August to create a forecasted budget for the future due to the slow billing and reimbursement process. Ms. Boden asked if that information can be documented elsewhere until we obtain the actual numbers. Kevin stated that it is an accrued expense, and since we do not have an invoice to show the exact amount, it has to be included here. Ms. Johnson voiced concern regarding the accruals being included here and misconstruing the numbers. She asked if we use a purchasing system and was informed that it is actually on a contract. We sent the report to the state, the Federal government pays us, and we pay the contract. Attorney Stewart asked for clarification on what all is considered accrued expenses. Kevin stated that all revenue is accrued with the exception of athletics and donations. Attorney Stewart asked what portion of Salaries and Benefits is accrued and was

informed that summer pay for teachers is accrued. She inquired about accrued expenses other than personnel and Kevin stated that audit fees for the last fiscal year (other administrations), audit fees for the current fiscal year, food service, maintenance contracts through GSU, and facilities are all accrued. In regards to revenue, Attorney Stewart and Ms. Boden inquired about the previous decision to provide separate categories for each sport in the athletics section. Kevin responded that he will discuss this with Mr. Ford but he feels as though this may be better documented on a separate report. Ms. Boden stated that this would be beneficial in the decision to start a soccer team, among other things. Ms. Boden asked if our budget should be reviewed in December since we have gotten new numbers recently and was informed that it will have to be reviewed if there is a variance greater than 5%. Ms. Boden asked if we are paying for telecommunications or being billed and was informed that there is no cost. It was included in the budget last year as a placeholder until we were certain of how it would be handled. She then asked about the cost for recruitment and was informed that it is paid out of wages and the budget will be reviewed to show this. When hiring new teachers, we are paying them based on state requirements and also taking the budget into consideration. Ms. Boden asked if the Board has to approve new hires outside of the budgeted amount and was informed that sometimes it is not within reason to wait for board approval to make a decision and the board is only required to review and approve a variance of 5%. Attorney Stewart stated that the Board should have a written policy stating this. Mr. Ford stated that if a new student enrolls before the October count, the school gets roughly \$11,000 but if they join after, the school gets roughly \$5,500. Ms. Boden asked about the large cost for substitute teachers and Mr. Ford stated that the school is seeing too much absenteeism with the teachers. Although some of these are excusable, there have been more than normal. He also stated that a couple of the teachers with numerous absences are high school teachers in subjects that are hard to fill. Ms. Boden suggested being more adamant on requiring staff to turn in a doctor's excuse in order to get sick pay. Mr. Ford informed the Board that the state requirement is that a doctor's excuse is not necessary if the absence is not 3 or more consecutive days. Ms. Boden suggested doing tracking and trending to see if staff members appear to be taking advantage of the sick leave policy. Mrs. Johnson asked if a comparative report could be provided on a quarterly basis and Mr. Ford stated that he is unsure at the time but will look into it. Further discussion on this will be handled during the Finance Committee meeting. A motion was made by Don Tatum to accept the written financial report. This was seconded by Ms. Boden. The report was accepted without opposition.

- c. **Facilities and Transportation** – Don Tatum stated that the biggest concern right now is the gym which was discussed in the Executive Director's report previously. The gym needs cosmetic renovations before games will be held there. Ms. Boden asked about the walkway being repaired and Mr. Ford will provide further information on that at a later time. Dr. Pruitt inquired about a cash balance regarding a sporting event which was previously discussed and was informed that it has been paid and appears in the financial budget.
- d. **Alumni and Community Relations** – Dr. Pruitt discussed homecoming activities for Lincoln Prep. She would like to revamp some of the past homecoming themes. She states that most

of the events are still referred to as Grambling High and she would like for Lincoln Prep to have their own image. Mr. Ford stated that it is possible to honor Lincoln Prep and Grambling High. Dr. Pruitt disagreed and stated that the Lincoln Prep students should be able to create their own legacy. Dr. Pruitt asked if Temple Baptist Church has adopted Lincoln Prep and was informed that they are not a member of the Adopt-A-School program but they have helped the school out unofficially. Dr. Pruitt expressed concerns about communication between Board members after she cancelled patients to attend an event that had been cancelled without her knowledge. This event was held on the day that a student was killed on Grambling campus and the school was closed. The decision to close the school was based on several factors including the close proximity of the crime to the campus.

#### **I. Old Business**

- a. Update on Current Location Improvements** – As previously discussed, the gym requires cosmetic renovations.
- b. MOU between Grambling High Foundation and Grambling State University** – Dr. Copeland stated that the MOU is still being worked on and more information is forthcoming.

#### **J. New Business**

- a. Emergency School Closing Policies and Procedures** – As previously stated in the committee report, notice is sent out of the school closes unexpectedly. Also, Mr. Ford stated that, although school bus drivers are not allowed to use their phone while driving, if Mr. Ambrose calls them, they are instructed to pull over immediately to answer the call or return the call. Attorney Stewart suggested having police officers on campus for extra security. She also requested that the Board be provided with at least a draft of the Emergency School Closing Policy at the next Board meeting.
- b. Recruitment Bonuses Authorization** – Dr. Copeland stated that there has been discussion for Recruitment Bonuses for personnel who assist the school in meeting and/or maintaining the student quota. Mr. Ford stated that he can approve bonuses for others but any bonus for students recruited by him require authorization of the Board. Ms. Boden stated that in her private business, she does not allow administrative staff to acquire recruitment bonuses. Mr. Tatum asked if the school is financially able to give these bonuses and Mr. Ford confirmed.
- c. Financial Audit (Internal and External)** – Dr. Pruitt asked if we should be conducting internal audits to prepare for the formal audits. Kevin stated that we do not have an internal auditor and we have no current plans to hire one. Kevin also stated that the formal audit will be completed by December. Ms. Boden stated that all Board members should be performing similar activities as an internal auditor would so there shouldn't be anything that the Board is not aware of. Dr. Pruitt stated that she has asked for bank reconciliations in the past and never received them. Attorney Stewart suggested again that there should be a written policy in place for all of this information. Ms. Boden stated that this will be discussed further in the Finance Committee meeting.
- d. Purchasing Policies and Procedures** - Ms. Johnson inquired about who handles payroll and was informed that Fourth Sector handles accounts payable. Ms. Boden asked about the

discussion in the last meeting regarding items that we did not have documentation for. Kevin stated that he has not received all of that documentation. Ms. Boden encouraged Kevin to find the required documentation before the audit. Mr. Ford stated that, in an effort to prevent this in the future, all purchasing is done in the office through Amazon.

- e. Evaluation Procedures and Plans for Evaluating Executive Director** – Mr. Downs was asked to put together an evaluation tool for the Executive Director. Dr. Copeland asked for other members of the Board to assist Mr. Downs in this process. Dr. Copeland has requested that this be in place by January. Attorney Stewart was not aware that Mr. Downs is on the Education and Personnel committee and she thought the evaluation was handled by that committee. Dr. Copeland stated that Mr. Downs has experience with this so he will be beneficial to the development of the evaluation. Attorney Stewart suggested starting with the job description and title and determining whether he is doing what he was hired to do.
- K. Meeting Dates for November and December 2017** – The original schedule for November and December fall on or around a holiday, so the Board agreed to meet on November 20<sup>th</sup> December 18<sup>th</sup>.
- L. Election of Officers and Setting Term Rotations** – Attorney Stewart is the Chairperson of the election committee. The Officers elected are as follows: President- Dr. Copeland, Vice President- Robert Wiley, Secretary- Rhonda Pruitt, and Treasurer- Rachel Johnson. The Chairs elected for committees are as follows: Finance Committee- Pamela Stewart, Education and Personnel- Katrina Boden, Facilities and Transportation- Hollis Downs, Alumni and Community Relations- Rhonda Pruitt. A motion was made by Don Tatum to approve the Nomination Committee’s report. This was seconded by Robert Wiley. The Board approved this with no opposition. Assigned term rotations are as follows: Katrina Boden- 1 year, Pamela Stewart- 1 year, Rachel Johnson- 1 year, Eddie Robinson III- 2 years, Hollis Downs- 2 years, Don Tatum- 2 years, Dr. Copeland- 3 years, Rhonda Pruitt- 3 years. The term starts July 1, 2018.
- M. Announcements** – Ms. Boden inquired about the Board Member training coming up. Dr. Pruitt asked to continue discussion on a meet and greet for the staff. The Board discussed the possibility of holding the meet and greet on a meeting day. Mr. Tatum stated that PTA is going well. He also asked that the Athletic Participation Policy be added to the next agenda and discussed.
- N. Executive Session (Legal Update)** – No Session.
- O. Adjournment** – A motion was made by Dr. Pruitt to adjourn. This was seconded by Pamela Stewart. With nothing further to discuss, the meeting was adjourned at 8:10 PM.