



Inlet Grove Community High School, Inc.
Governing Board Meeting

Annual Board Meeting
Tuesday, October 20, 2015
Minutes

Emma T. Banks, Ed.D.
Principal

Kemia Lockhart, M.Ed.
Assistant Principal

Francisco Lopez, M.Ed.
Assistant Principal

Jon Myszkowski, M.Ed.
Assistant Principal

Keith Brown, Ph.D.
Assistant Principal
Adult & Community Education

Authorized Training Center for:

Adobe Systems Certification

American Association of Medical Assistants

American Design Drafting

Apple Certified Pro

AutoDESK Certification

Florida State Board of Nursing

Microsoft Authorized Training Program

Microsoft Office User Specialist

National Association of Health Unit Coordinators

National Healthcare Association

National Registry of Emergency Medical Technicians

National Restaurant Association

I. Call to Order: 12:21 p.m.

II. Determination of Quorum

Members

Charles W. Woodard, Chair
 Dr. Barbara Shuler, Member
 J.R. Thicklin, Member
 Danny Jones, Member
 Vince Forst, Member

Staff

Emma Banks, Principal
 Annette Gardner, Accountant
 Lauren Keller, Conf. Secretary

III. Officers & Member Reports & Discussion:

- a. Officer Reports: None
- b. Board Member Reports: None

IV. Administrative Reports & Discussion

- a. Principal's Report: Dr. Banks covered the items as presented in the Principal's report. In addition, Dr. Banks reported that testing is almost complete for EOC and FCAT Retakes. She also reported that the person who broke in and damaged the Candy machine had been caught by police. She reminded the board that anyone who purchases a table for the *My Teacher My Hero Awards Gala 2016*, by December 2015 will get the table for \$1,200. Dr. Banks reported that next FY she is planning to step into a new position as the CEO and potentially allow Ms. Lockhart to step in as Principal. However, she is looking for feedback from the teachers and staff to help her determine if Ms. Lockhart will be a good fit for the position. Furthermore, Mr. Lopez is up for consideration as an alternate candidate.
- b. Accountant's Report: There was no report made by Ms. Gardner.

V. Public Consent on Agenda

- a. None

VI. Action Items (Discussion & Approval)

- a. A motion was made by Charles Woodard to Accept and Approve Minutes from September 22, 2015, as written. J.R. Thicklin seconded the motion. There was no discussion with a unanimous approval of the board.
- b. No motion was required for weekend work since protocols are already in place for comp time for employees who work on weekends or after school hours with proper authorization.
- c. A motion was made by Danny Jones to approve a Scholarship for the Nursing Program offered through the Inlet Grove Adult Education Program. The Scholarship would be for One (1) student per year. The Scholarship would cover Tuition. The student would be responsible to purchase his or her books. One scholarship will be offered per fiscal year. J.R. Thicklin seconded. There was no discussion with a unanimous approval of the board.

VII. Old Business

- a. Audit Response Letter: There was no discussion on the Audit Response Letter.
- b. Audit Report: There was no discussion on the Audit Report.
- c. Grant: Dr. Banks reported that Ballen Isles came in for an interview regarding the \$10,000 grant request that was made earlier in the year and that the board is consideration granting the funding to IGCHS for its after school reading initiative. Updates will be provided as information becomes available. In addition, over 70 letters were mailed out requesting support from corporate vendors from the Palm Beach Outlets for general support. A report was provided to board members with details.



Emma T. Banks, Ed.D.
Principal

Kemia Lockhart, M.Ed.
Assistant Principal

Francisco Lopez, M.Ed.
Assistant Principal

Jon Myszkowski, M.Ed.
Assistant Principal

Keith Brown, Ph.D.
Assistant Principal
Adult & Community Education

**Authorized Training
Center for:**

Adobe Systems Certification

American Association of
Medical Assistants

American Design Drafting

Apple Certified Pro

AutoDESK Certification

Florida State Board of Nursing

Microsoft Authorized
Training Program

Microsoft Office User Specialist

National Association of
Health Unit Coordinators

National Healthcare Association

National Registry of Emergency
Medical Technicians

National Restaurant Association

600 West 28th Street
Riviera Beach, FL 33404
Phone: 561.881.4600
Fax: 561.881.4668
www.inletgrovehs.com

- d. Open House: Dr. Banks reported that Open House was successful with good parent participation.
- e. Title I: Dr. Banks reported that approximately 60-70 parents and students attended the Title I Training Meeting.

VIII. New Business

- a. Testing was reported in the Principal's report
- b. Hospitality & Wellness Program was voted on under action items.

IX. Personnel

- a. None

X. Public Comment on Non-Agenda Items

- a. None

XI. Duly Noted:

- a. Danny Jones suggested that IGCHS consider hosting a food truck invasion to raise money for the school.
- b. The board reviewed their contact info. Charles W. Woodard requested his email be changed from chiefspy@yahoo.com to seedconsultation@gmail.com.
- c. New Board members Danny Jones and Vince Forst were informed that they must complete their New Board Member Governance Training within 90 days of their Board Appointment.

XII. The meeting was adjourned at 1:37 p.m.