



Inlet Grove Community High School, Inc. Governing Board Meeting

Tuesday, December 17, 2018 - AGENDA

- I. Call to Order: 12:52
- II. Determination of Quorum:

Members	Staff
Charles W. Woodard, Chair	Emma Banks, CEO/President
Craig Kahle, Treasurer	Annette Gardner, Accountant Mrs
Dr. Barbara Shuler, Member (Absent)	Olga Herrera, Administrative Assistant
Debra Mittleman, Member	
Julius Wynn, Member (Absent)	
- III. Approval of Minutes
 - a. No minutes to report - November's meeting was canceled
- IV. Officers and Members Report and Discussions
 - a. Office Reports – Grievance Report filed by Ms. Tiquia Barrow about the incident occurred October 10, 2018. As a result of the investigation from PBCSD incident report #18013051/1 (**see attached report for details**)
 - i. Title IX Clery Act in this case Act does not pertain to Secondary Schools
 - ii. Investigation was handled in a time in a timely manner
 - iii. IGCHS Must conduct a school assembly to discuss PDA and inappropriate behavior
 - iv. Recommendation of additional cameras and hall monitors around campus
- V. Administrative Reports and Discussions
 - a. CEO/President's Report: Dr. Emma Banks

Recruitment: currently 4 new students and 33 students for next year accepted – At this moment we have 195 students in 10th grade – Graduation rate increased from 92 to 96% - Reduce lunch rate is low, school is reinforcing all students to complete District's form – For new teachers the Mentor Program is working great, new teachers are assigned an experienced Mentor teacher – School Base Team is committed to support trouble students – Professional development day is in February, we will conduct an Ethics training presented by the Director of Ethics Department from Tallahassee – ADOBE certification is 2.5k – Barbara McQuinn is visiting the school on the 20th of this month.
 - b. Financial Report: Annette Gardner – CK must have a correct of action plan – Finances don't look good at this moment – Transportation is possibility to make somewhat balances – Need to know exactly what is the cash flow – Communicate with Bill before filing the monthly report – If the teachers are not meeting goals expectation it is no need to have them on board.

AG: this is the first Amended budget done this year - Originally was for 750 students and the actual number is 748 that we have revenue from right now – November's report increased of the revenue from the District wont reflect until the end of December (about 8k per month) – Some increased items: Institutional, General Support (board), General Administration, Teachers Lead – Some decreased items: Community School – Instructional Support Technician – Support Staff Salaries – Bus Routes - FTE Student count



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- VI. Old business
- a. Best and Brightest – Teachers Who Qualify 2017,2018 & 2018,2019 – names submitted
 - b. Charter School contract for 2019 – February 6th for school's renewal (15 more years)
- VII. New Business
- a. Grants - continuously applying for grants, it's getting difficult as all foundations and organizations have their own agenda on when, how and who to distribute funds
 - b. Educational Facilities Security Grant – Pending on updates from online survey **DUE DATE 12.21.2018**
 - c. IGCHS Open House – **successful it was before Thanksgiving**
 - d. Review of Adult and Community School Programs Audit – January 8th (attached) - Documents are been collected from the night school files – recommendation is to **make changes in the P&L Report under # 3531 should be Tuition Income Collected instead of Tuition Income Bill-LPN** – Stablish a system on how to collect registration's money – Audit is requesting a list of students with files including registrations, progress chart, payments, grades, etc. – The City of Riviera Beach would like the night school to provide a Marina Program – Mark Escoffery (Auditor) needs to be present during this review – Everything must be in order
 - e. Gift wrapping, Julia Botel – IGCHS will assist the community to support elderlies with this event.
 - f. Arnold Law Firm (attached) – Previous lawyer not available – Need a new lawyer for negotiations with new contract/renewal, new school, or anything else related with the District – Read information attached and provide feedback
 - g. Auditor General State of Florida Letter (attached) – anything related with audits send it to Mark Escoffery (Auditor) directly so he can handle it
- VIII. Personnel
- a. New teachers update – On 12/21/2018 a teacher will be dismissed for job performance and attendance issues – A new policy will be in place starting 1/1/2019 if a teacher takes 1 or 2 hours off during the day they will need to take the entire day off
 - b. New Biology Teacher
 - c. New Reading Teacher
- IX. Public Comment on Non-Agenda Items – nothing at this moment

Motion: Upon reviewed of November's financials and with the knowledge that FEFT it will be 8k more each month going forward. The school has been deficit spending approximately 14k a month. Call motion that the CEO take action to cease the deficit spending by reducing specified staff currently to save at list 6k per month. – All in favor? Aye

Motion: Debra Mittleman (Board Member) as Secretary to IGCHS Governing Board of trustees – All in favor? Aye

Motion: Approved Amended Budget – All in favor? Aye

- X. Meeting adjourned 2:52pm

Chairman

Secretary