



Inlet Grove Community High School, Inc. Governing Board Meeting

MINUTES

Tuesday, February 18, 2020

- I. Call to Order at 12:08 pm

- II. Determination of Quorum:

Members	Staff
Dr. Charles W. Woodard, Chair	Dr. Emma Banks, CEO/President
Dr. Barbara Shuler, Vice-Chair	Annette Gardner, Account IV
R. Henry Di Giacinto, Board Member	Olga Herrera, Executive Assistant
Michelle Ruiz, Board Member/Parent Liaison	
Lonnie Martens, Board Member	
Clarence Williams, Board Member	
Crystal Atkinson, Board Member	

- III. Officers and Board Members Report
 - a. Officers Reports, nothing to report at this moment.

- IV. Administrative Reports and Discussions
 - a. CEO/President's Reports by Dr. Emma Banks. Dr. Banks communicated the following to the Board Members
 - i. Math Algebra I: It was 7% Senior Class (11/163) we are now down to 5 students. We only have 6 students with a GPA below 2.0. The graduation status meeting is 44% (73/163). The certification was 24% (39/163) at this moment is 17% (27/163). Aps are meeting with teachers to discuss what element they need to work on next and how their growth plans are coming along.
 - ii. The ESE Department has a total of 68 students coded #251 has 65 students, #252 has 3 students, #253-254-255 we have 0 students. We have 5 IEP meetings scheduled for the month of March.
 - iii. Assessment Report: The results for the Winter 2019 EOCs – Algebra 1 EOC 72 of 95 students passed. Biology EOC 28 out of 52 students passed. Geometry EOC 45 of 63 students passed. History EOC 68 students out of 74 passed. We have tested 95% of our 40 ELL students for the Accessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs 2.0) assessment. As reported last month, the second SAT to be hosted at Inlet Grove C.H.S. will be held on Saturday, March 14, 2020. The AP Exams that will be given at Inlet Grove will occur between the dates of May 4, 2020, through May 15, 2020.
 - iv. Mental Health we had 16 students this month that checked in. We referred 8 students to the Urban League. Active students, we have 5, SBT 1 student. Total students file 50.



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- b. Financial Reports by Annette Gardner. Annette Gardner explained to the Board Members that having IGCHS as a rated A School, the Monthly Financial Statements, the Budget Amendment, and the monthly financial checklist need to be reported to the District quarterly instead of monthly. Craig Kahle, schools CPA, is in today to explain to the Board how important is at this moment to continue reporting to the Board Members monthly instead of quarterly. Per Craig Kahle, looking at the balance sheet comparison, one line that has to be under control immediately is the total expenses line. The PY 2018-2019 was \$4,034,157.12. The total expenses from July 2019 to January 2020 is \$4,212,572.97. Option on how to lower expenses immediately analyzed all support staff positions and their salary, cut and control of all unnecessary expenses. Mr. Di Giacinto explained the measurements done at Bright Futures to control the budget, for example, the operation of the plant - custodians, the lawn services, and the storage units. Also, Bright Futures' recruiting is done with any local organizations, such as Walmart, Banks, Office Depot, Target, Gas Stations. Craig Kahle also mentioned that it would improve the financials if the school keeps the right balance with the students' count per classroom, and the total of teachers that are needed, (suggested, around 30 teachers in total). Take a closer look at receivables; the school needs to control this area. The final recommendation is to go line by line and see the difference between last year's expenses and this year's expenses, then make the appropriate changes/adjustments. And finally, it is necessary to keep monitoring these expenses closely.

V. Old business

- a. Arnold Law Firm – School Renewal Contract. Dr. Banks presented to the Board Members the final school contract sent by the attorney's office to Dr. Charles Woodard, Chairman for his signature. Per District, four (4) copies must be signed and send back to the District, address to Denise Sagerholm, no later than February 24, 2020.
- b. Outstanding Bills, per Dr. Banks, this area is being managed daily between Annette Gardner and Dr. Banks and reported to the Board Members monthly.
- c. IGCHS Medical Symposium, Dr. Banks communicated to the Board Members the outcome of the Symposium on February 8, 2020. The school hosted over 850 participants including students, teachers, and nurses from all over the county.
- d. My Teacher My Hero Awards Gala – Dr. Banks communicated to the Board Members that we are currently reaching out to local organizations for donations and sponsorship support. This year's MTMH's guest of honor and keynote speaker is Anthony Anderson from the TV-Show the Black-ish. The venue is the Palm Beach County Convention Center.
- e. Careersource MOU, a new MOU was presented to the Board Members for their review and approval, this MOU have edits requested in the previous meeting by the Board Members. Per Dr. Banks, the copy of this new MOU was distributed to the Board Members to review and to make a decision during the next board meeting, March 17, 2020, at 12:00 pm.
- f. Corrective Action Plan (CAP). Dr. Banks provided the Board Members an updated final CAP sent to the District. Per Dr. Banks, to continue enforcing the CAP, the Budget VS



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Actual report in QuickBooks allows the school to gain visibility in the school's spending. The Budget VS Actual report will be monitored every week against the school's yearly budget. This way, we will be able to keep favorable budget variances within the actual expenditures. The plan is to continue the daily monitoring of the school financials and, monthly reporting to the Board Members.

VI. New Business

- a. 2020 CTE Dinner, Dr. Banks invited the Board Members to attend the CTE dinner celebrating the career and technical education on Thursday, February 20, 2020, at the West Palm Beach Marriott on Okeechobee Blvd at 5:00 pm.
- b. School Logo, Dr. Banks distributed a copy of the potential new ICGHS's logo to the Board members for their review and approval. To be discussed during the next meeting on March 17, 2020.

VII. Public Comment on Non-Agenda Items – Nothing at this moment

Motion #1: Dr. Barbara Shuler made the motion to nominate Mr. Clarence Williams as IGCHS Board Secretary, it was second by Crystal Atkinson, the Board Members voted and approved. **Vote Unanimous**

VIII. Next Governing Board Meeting Date is March 17, 2020, at 12:00 pm.

IX. Meeting Adjourn at 1:48 pm.

A handwritten signature in blue ink that reads "Charles Woodard, Ph.D.".

Dr. Charles Woodard

Chairman

A handwritten date in blue ink that reads "January 26, 2020".

Date