



**Inlet Grove Community High School, Inc.
Governing Board Meeting**

MINUTES

Tuesday, March 10, 2020

I. Call to Order: 9:45 am

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
Lonnie Martens, Board Member	
Clarence Williams, Board Secretary	
Crystal Atkinson, Board Members	

III. Officers and Board Members Report

a. Officers Reports, nothing to report at this moment.

IV. Administrative Reports and Discussions

a. Comprehensive Need Assessment (CAN) Presentation. Francisco Lopez presented the Comprehensive Needs Assessment (CAN) to the Board Members for their review and input. Board Members will take this package home to review and discuss opportunities for improvement and to submit all recommendations before April 18, 2020.

The breakdown for this strategic plan is to: analyzed the data, identifying strengths and opportunities for improvement, input from all stakeholders, develop goals and action steps, implementation, and finally, the evaluation.

i. 2018-2019 vs 2017-2018 Schools Targets and Statistics: (attached)

	ELA	Mathematics	Science	Social Studies	Grad Rate	Acceleration Success
2017-2018	50%	54%	75%	80%	96%	94%
2018-2019	46%	54%	79%	86%	96%	97%

The 2019 Palm Beach County demographics place IGCHS as a Rated A school, outperforming all Title I schools in the county. The College and Career Acceleration report for the year 2017-2018 was 97%, once again as the top school. In general, IGCHS grade for the SY15 – A, SY16 – B, SY17 – A, SY18 – A, SY19 – A.

IGCHS Student Demographics, African-American 69%, Hispanic 20%, White 8%, Asian 2%, Multiethnic 2%. The IGCHS gender demographics, African America Female 70%, Hispanic Female 21%, White Female 6%, Asian Female 2%. African American Male 68%, Hispanic Male 18%, White Male 10%, Asian Male 2%.

ii. Strengths and Opportunities for Improvement, the ICHGS Strengths are accelerated success rate, higher and consistent graduation rate and high Social



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- studies results. The IGHCS opportunity for improvement in Reading, Math, Learning, Science, ESE and ELL development, Facilities, and Technology.
- iii. IGHCS's goal is to increase Reading proficiency to 50%, Math proficiency to 60%.
 - iv. IGHCS will take the following steps: research-based instructional strategies, development of professional learning community (PLC), positive and supportive school climate, parent involvement, professional development, exposure to college and career professionals.

b. CEO/President's Reports:

Dr. Banks distributed the AP's reports for March to the Board members for their information. Dr. Banks communicated to the Board members that the Mental Health Conference will take place in November.

Dr. Woodard read to the Board Members Dr. Banks' resignation letter (attached). Dr. Banks stated that she received a letter from Dr. Fennoy regarding an Ethic opinion regarding relatives working for her. She explained that she believed based on conversations with the State Charter Department, that as long as she is not their supervisor, they can work. She stated that she had not been their supervisor.

Dr. Banks asked if she could step down and be the Director of Curriculum and Development and School Improvement. This position will not have the authority to or in any way be involved in the hiring, firing, promotion, or demotion of the School personnel.

Mr. Francisco Lopez, Principal, will be taking over Dr. Banks' responsibilities. Dr. Banks communicated to the Board that she will resign from all her duties and will work with Mr. Lopez for a smooth transition.

Dr. Woodard read the Resolution Letter dissolving the CEO position and creating the position of Director of Curriculum Development and School Improvement and emphasized that Dr. Banks' new position will not be involved in the hiring, firing, promotion, or demotion of the school personnel. She will report directly to the Board. Dr. Shuler, questioned to the Board members if Mr. Lopez will be reporting to the Board members as well, Dr. Woodard confirmed, yes, Mr. Lopez will be reporting directly to the Board members. Also, Dr. Shuler wanted to know if Dr. Banks will be continuing the negotiations with the Superintendent regarding the new school facility. Dr. Woodard confirmed yes, Dr. Banks would continue with the talks of a new school facility.

Mr. Lopez communicated to the Board members that all he intends is to continue the Vision and Mission of IGCHS and to continue working towards great success. Dr. Banks' explained to the Board that her goal is to continue to be involved with the Budget to ensure to the Districts and the State that all CAP requirements are met. Dr.



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Banks will be monitoring all budgeting accounts with the accountant and will present weekly and monthly reports to the Board members. The goal is to satisfactorily address the Fund Balance situation, as discussed during the previous meeting.

- c. Annette Gardner presented the financial report, A/P aging reports as of March 4, 2020, operating account, balance sheet comparison, and the Profit and Loss activities report to the Board Members. The activity account was reviewed (attached) the activity account was separated in each area to see the balance. The Athletic Department has carried a negative balance for several years. At the end of February 2020, the bank balance is \$19,080.77. Mr. Lopez, Principal, and Dr. Banks are addressing this issue with the Athletic Department. Mr. Williams suggested to evaluate which program is working w/o any problems and to eliminate all other unnecessary programs. Board Members establish a committee to address this specific issue, Mr. Williams, Ms. Atkinson, and Mr. Di Giacinto.

The reconciliation is not done at this moment. The title I reimbursement request was \$17,846.56. Current FTE 781.

V. Old business

- a. Arnold Law Firm
 - i. Resolution Letter was presented to the Board members for discussion, review, and approval.
 - ii. Job Description was presented to the Board members for discussion, review, and approval.
 - iii. Organizational Chart was presented to the Board members for discussion, review, and approval.
- b. Outstanding Bills: will be presented during the next Board meeting
- c. My Teacher My Hero Awards Gala, Dr. Banks informed the Board members that we are continuously asking the local organization for donations and sponsorships. After May 16, 2020, the position serving this event will be eliminated.
- d. CareerSource MOU, Dr. Banks requested the Board's input and the final decision regarding the CarersSource MOU discussed previously.
- e. Corrective Action Plan (CAP), Dr. Banks communicated that the CAP documentation was sent to the District on March 11, 2020, all requirements were executed as District requested.

VI. New Business

- a. HR Personnel: Dr. Banks' last day as CEO/President is March 27, 2020.

VII. Public Comment on Non-Agenda items, nothing to report at this moment.

VIII. The next Board Meeting is April 21, 2020.

IX. Meeting Adjourned at 12:20 pm





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MOTION #1: Lonnie Martens made the motion to edit IGCHS Vision Statement and it was second by Crystal Atkinson, as follow: "The Vision of Inlet Grove Community High School is for all students to be college and career-ready through career academies, so life choices are limited only by creativity, passion, and hard work." **Vote Unanimous.**

MOTION #2: Lonnie Martens made the motion that the Board Members desires to dissolve the position of CEO/President and consolidate the responsibilities of the CEO/President position to the Principal. The Board members accept Dr. Banks' resignation letter as CEO/President effective March 27, 2020, and to appoint Dr. Emma Banks in the new position as the Director of Curriculum Development and School Improvement. This motion was second by Crystal Atkinson. **Vote Unanimous.**

MOTION #3: Lonnie Martens made the motion to appoint Crystal Atkins as the Board Treasurer, this motion was second by R. Henry Di Giacinto. **Vote Unanimous.**

MOTION #4: Lonnie Martens made the motion to approve the Resolution Letter, Organization Chart and the Job Description dated March 10, 2020, this motion was second by Clarence Williams. **Vote Unanimous.**

MOTION #5: Lonnie Martens made the motion to accept the CareerSource MOU, this motion was second by R. Henry Di Giacinto. **Vote Unanimous.**

A handwritten signature in blue ink, appearing to read "Charles Woodard".

Dr. Charles Woodard
Chairman

A handwritten date in blue ink, "3/19/2020".

Date

