



Inlet Grove Community High School, Inc. Governing Board Meeting

MINUTES

April 21, 2020

I. Call to Order: 12:02 p.m.

II. Determination of Quorum:

Members

Dr. Charles W. Woodard, Chair

Dr. Barbara Shuler, Vice-Chair

R. Henry Di Giacinto, Board Member

Lonnie Martens, Board Member

Clarence Williams, Board Secretary

Crystal Atkinson, Board Treasurer/Parent Liaison

Staff

Francisco Lopez, Principal

Dr. Emma Banks, Director of Curriculum

Annette Gardners, Accountant

Olga Herrera, Assistant to the Director of Curriculum

III. Officers and Board Members Report

a. Officers Reports - Nothing to report at this moment.

IV. Reports and Discussions

a. Principal School Reports, Mr. Lopez, Principal welcomed the Board Members. The Administrators created the Instructional Continuity Plan focused on our Nation needs: Critical Thinking Skills, Problem Solving Skills and Creativity.

Mr. Lopez explained that the Instructional Continuity Plan includes:

- Students support: Technology, Administration distributed Chromebooks as needed. information on available wireless internet providers. Online technology resources: Google classroom, Google meet, Google drive, and Zoom platforms.
- Teachers support: Weekly faculty meetings (scheduled every Monday). Training and professional development, Instructional coaching. Identify teacher leaders that could train other staff. Creation of Professional Learning Communities (PLC) to share best practices.
- Daily Schedule
- Weekly Administrators meetings.
- Parents and students were surveyed to determine their technology needs prior to the development of the Instructional Continuity Plan.
- Teachers have office hours for parents and students.
- Follow-ups with students are done via phone.
- Documentation is being kept in Google Drive.



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Mr. Lopez explained that due to COVID-19 IGCHS is not able to do any type of industry certification, therefore, no industry certification testing for the rest of the school year.

Mr. Lopez explained that 254 students have applied for the next school year, 123 students have been accepted and we have received 45 registrations. The skipper's letter will be edited with the appropriate verbiage.

Mr. Lopez explained to the Board Members that originally May 8, 2020, was scheduled as the last day of school for seniors, the school must add 5 additional business days to make up for any missing days. The last day of school for Seniors will be May 15, 2020. We do not have a date to reopen the school, we are waiting on further instructions from the District.

Mr. Lopez requested the Board to approve May 15, 2020, to be the last day for Seniors.

MOTION #1: Dr. Shuler made the motion to approve May 15, 2020, as the last day of school for Seniors, this motion was second by Lonnie Martens. **Vote Unanimous.**

Dr. Woodard requested information about teachers' compliance with the District requirements. Mr. Lopez explained that the instructional Continuity Plan was presented to the teachers. In addition, the Administrators identified teachers leaders that could train other staff on how to use digital platforms. Administrators provided technology and online resources. Weekly meetings are scheduled to address any concerns or issues and to share best practices and Administrators are available via email, phone and virtually.

- b. Program Reports by Dr. Emma Banks, Director of Curriculum - Dr. Banks distributed the AP's reports to the Board Members for their review.
- c. Financial Reports, presented by Annette Gardner, Accountant
 - Title I reimbursement report from document reimbursement was submitted on April 2, 2020, in the refund amount of \$17,316.99. Funds remaining for reimbursement \$ 44,749.44.
 - The Industry Certification Funds' total revenue was \$248,968.00 with a decrease of -\$14,582.99, original budget \$263,550.99. Funds include teacher bonuses for a total of \$15,017, materials and supplies \$223,251, 365 students with qualifying scores, total of 9 teachers receiving a bonus included a deceased teacher. Per District's approval and authorization, the deceased teacher's bonus was to be distributed between the culinary or the career departments. Accountant is requesting Board approval to amend the budget for adjusted IND Certification funds.
MOTION #2: Motion was made by Dr. Shuler and second by Crystal Atkinson to approve the FY20 amended budget. **Vote Unanimous.**
 - IDEA Reimbursement total \$14,812.59



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- Net operating income -\$47,447.43 and Liability Compensated absence \$231,191.53
- Accounts payable aging details as of 4/21/20 - The operating account payable due is \$3,329 and Activities account payable due is \$3,673. Documents attached.
- The Paycheck Protection Loan (PPL) was recommended by Craig Kahle, CPA, to Dr. Banks as financial support if needed. Dr. Banks made the decision to NOT apply for this loan, it is not recommended or necessary to have any additional loans, Dr. Banks won't be applying for any loan. Mr. Williams explained to the Board the process and qualification of this loan, the amounts of loans are up to \$10 million. Dr. Banks insisted that she is not interested in applying for any type of loan. Board Members supported Dr. Banks' decision because Dr. Banks' doesn't need to have her name listed under any type of loans .
- Ms. Gardner asked the Board Members to consider the idea of changing insurance agents from Brown and Brown to the Insurance Office of America for the FY2021. Board members will discuss the request and make a further decision during May's Board meeting .
- We currently have 778 FTE.
- As of April 21, 2020 we have \$385,832.27 in the bank. Reserve MoneyMarket has \$64,662.39 in the bank.

V. Old business, Dr. Banks communicated to the Board Members

- a. Dr. Banks explained that Arnold Law Firm emailed the final School's Renewal Contract on April 20, 2020, and Dr. Banks emailed it to all the Board Members.
- b. Outstanding Bills, Dr. Banks explained to the Board Members that on a daily basis Dr. Banks has meetings with Ms. Gardner to discuss any financial issues, outstanding bills, and go over the CAP.
- c. Corrective Action Plan, Dr. Banks explained that she provides updates to the District to comply with all the requirements .
- d. Lease Agreement, Dr. Banks explained to the Board Members that the new School Property Lease Agreement was emailed to the Planning and Land Development department.
- e. MTMH Awards Gala, Dr. Banks explained that MTMH Gala is canceled due to the COVID-19, and rescheduled for May 22, 2021. Dr. Banks contacted the guests that have paid, and offered them the option to reimburse their money or to save the payments for next year's event.

VI. New Business

- a. COVID-19, all District's communication related to COVID-19 is forward to the Board Members by Mr. Lopez and Dr. Banks.
A representative from the City of Riviera Beach contacted Dr. Banks concerning scheduling a special event for IGCHS Seniors, more details will be communicated.
- b. Transportation Refunds, Dr. Banks contacted the District for more information regarding the months that the District did not provide transportation, and the charges of two (2)



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bus routes, at that time the District provided only one route. The District will make the adjustments.

- c. Industry Certification, This item was previously addressed by Mr. Lopez and Ms. Gardner (see IV a. b.)
- d. Medical Students Fee, Dr. Banks explained to the Board Members that some students currently enrolled in the medical classes have pending fees. These students won't be allowed to take their state board until all fees are paid in full.
- e. Dr. Banks stated that the leasing money that IGCHS has is to support the school's technology department by purchasing 30 additional Chromebooks.
- f. Seniors at Risk, Dr. Banks contacted the District for further instructions and procedures on how to manage students that are at risk or didn't attend the virtual classes. We are waiting for further instructions.
- g. Dr. Banks welcomed the Director of School Choice Dr. Dakeyan Cha Dre Graham. Dr. Banks spoke with Mr. Graham and invited him to visit the school and to continue supporting the Charter Schools..

- VII. Personnel: The Administrators are putting together the final FY 2020 - 2021 employees, the list will be presented to the Board Members for approval during May's meeting.
- VIII. Public Comments on Non-Agenda Items, nothing at this moment to report.
- IX. Next Governing Board Meeting is on May 19, 2020.
- X. Meeting Adjourn at 2:00 pm

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

Dr. Charles Woodard
Chairman

April 27, 2020
Date