



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

**AGENDA
October 28, 2020
12:00 P. M.**

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

Members

Staff

Dr. Charles W. Woodard, Chair

Francisco Lopez, Principal

Dr. Barbara Shuler, Vice-Chair

Dr. Emma Banks, Director of Curri/ Compliance

R. Henry Di Giacinto, Board Member

Emanuel Ridgeway, CFO

Lonnie Martens, Board Member

Lynn Barnes, Executive Administrative Assistant

Clarence Williams, Board Secretary

Crystal Atkinson, Board Treasurer/Parent Liaison

- III. Reports and Discussions

- Amended and Restated Bylaws
- School adopted policies establishing standards of ethical conduct, 1012.01, 39.203, and 768.095.

- VII. Next Governing Board Meeting Date: November 17, 2020

Meeting Adjourn



Inlet Grove Community High School, Inc.
Governing Board Meeting

AGENDA
October 28, 2020
12:00 P.M.

I. Call to Order 12:24

II. Determination of Quorum:

Members

Dr. Charles W. Woodard, Chair
Dr. Barbara Shuler, Vice-Chair X
R. Henry Di Giacinto, Board Member
Lonnie Martens, Board Member
Clarence Williams, Board Secretary X
Crystal Atkinson, Board Treasurer/Parent Liaison

Staff

Francisco Lopez, Principal
✓ Dr. Emma Banks, Director of Curri/ Compliance
Emanuel Ridgeway, CFO
✓ Lynn Barnes, Executive Administrative Assistant

III. Reports and Discussions

- Amended and Restated Bylaws

Motion Carried. Accepted

IV. Next Governing Board Meeting Date: November 17, 2020

Meeting Adjourn 1:55

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SPECIAL MEETING MINUTES

October 28th, 2020

Call to Order 12:10 P.M.

I. Determination of Quorum:

Members

Dr. Charles W. Woodard, Chair
Crystal Atkinson, Board Treasurer/Parent Liaison
R. Henry DiGiacinto, Board Member
Lonnie Martens, Board Member

Staff

Dr. Emma Banks
Lynn Barnes

II. Reports and Discussions: Amended and Restated Bylaws, and Policy on Ethical Conduct of Instructional Personnel and School Administration.

Dr. Woodard asked everyone if they had received the copy of the Amended and Restated Bylaws and the Policy on Ethical Conduct of Instructional Personnel and School Administration.

All responded they received them.

Dr. Woodard asked Dr. Banks if she wanted to say anything.

Dr. Banks: I spoke with Braxton and let him know we're going through our Annual Review. He stated there is a standard one, and to submit the old one and he would make the changes. I went through it I didn't see any major problems with it. The only thing I told him is that officers should remain in office a year and then you can vote them back in. Before it was two years. It used to be where we had to go through the Advisory Board, but we changed the wording. The Board agreed that if we had an open house, and put on our website there was an open seat or if the Board member knew of someone they would submit their resume to the Board and the Board would talk to them and make a decision.

Dr. Woodard: Everyone said they received, so they had a chance to go through it. Are there any questions? Are we ready to vote?

Mr. DiGiacinto made a motion to adopt the amended bylaws as presented.

Mrs. Martens seconded.

Motion carried. Bylaws were accepted, amended, restated, and approved.



Dr. Banks: Went over the Policies on Ethical Conduct of Instructional Personnel and School Administration.

Dr. Woodard asked if there any questions or comments of the presentation of the Policies on Ethical Conduct from anyone.

Mrs. Martens made a motion to approve the Policy on Ethical Conduct of Instructional Personnel and School Administration as described by Dr. Banks.

Mrs. Atkinson and Mr. DiGiacinto both seconded.

Dr. Woodard: The motion was moved and properly seconded. The motion carried and approved by the Board.

Meeting adjourned: 1:55 PM

Charles W. Woodard Ph.D.
Dr. Charles Woodard
Chairman

11/2/2020
Date



Inlet Grove Community High School, Inc.
Governing Board Meeting

AGENDA

October 20, 2020 12:00 P. M.

I. Call to Order

II. Determination of Quorum:

Members

Staff

Dr. Charles W. Woodard, Chair

Francisco Lopez, Principal

Dr. Barbara Shuler, Vice-Chair

Dr. Emma Banks, Director of Curri/ Compliance

R. Henry Di Giacinto, Board Member

Emanuel Ridgeway, CFO

Lonnie Martens, Board Member

Lynn Barnes, Executive Administrative Assistant

Clarence Williams, Board Secretary

Crystal Atkinson, Board Treasurer/Parent Liaison

III. Officers and Board Members Report

A. Officers Reports

IV. Reports and Discussions

A. Florida Charter School Conference, October 20 – 21, 2020 – Dr. Emma Banks

- Organizational Chart
- Breast Cancer Awareness October 28, 2020
- Update on New Facility
- Quantum Foundation - \$1,000.00
- Letter from Attorney
- CRA – Home for our students

B. Financial Reports – Crystal Atkinson and Emanuel Ridgeway

C. School Reopening Plan Phase 3 - Francisco Lopez, Principal

V. Old Business

- Ann Marie Sorrell

VI. New Business

- Certification Extension
- New Policy (Covid 19)

VII. Next Governing Board Meeting Date: November 17, 2020

Meeting Adjourn

Sum 1

| Teacher | Rm | PX | Period 1 | Period 2 | Period 3 | Period 4 |
|----------------------|------------|----------------|-----------------------------|------------------------|-------------------------|-----------------------------|
| Bailey, Preston | 509 | 54401 | English 2 Hon 27 | English 3 21 | English 2 Hon 23 | 1 |
| Baker, Arenthia | 104 | 24676 | Digital Design 2-4 15 | 1 | Digital Design 1 23 | Digital Design 1 22 |
| Bonner, Brittany | 105 | 24637 | US History Hon 27 | US History Hon 27 | 1 | US History Hon 21 |
| Cange, Ulatha | 504 | 24674 | 1 | English 2 Hon 22 | English 1 Hon 20 | English 1 Hon 21 |
| Charan Sati | 502 | 54426 | 2 | Reading 11th 23 | Reading 11th 20 | Reading 9th/10th 13 |
| Companiononi, Odalys | 910 | 24638 | 3 | Spanish 2 26 | Spanish 2 22 | Spanish 1 30 |
| Day, Rachel | 505 | 54445 | English 2 24 | 2 | English 3 Hon 13 | English 3 Hon 19 |
| Doby, Bradley | 402 | 24631 | Lib Arts Math 2 22 | Statistics 23 | Algebra 2 Hon 25 | 2 |
| Donovan, Sammantha | 901 | 24636 | HOPE 28 | HOPE 28 | HOPE 26 | 3 |
| Dwyer, Sara | 507 | 24691 | Reading 9th/10th 23 | Reading 9th/10th 19 | Reading 9th/10th 20 | 4 |
| Fritz, Michael | 704 | Walkie | Aerobics/Personal Fit 28 | HOPE 29 | 2 | Personl Fit/OutdoorEd 25 |
| Ghassemi, Dr. Robert | 302 | 54460 | Health Science 1 30 | Health Science 1 30 | 3 | Health Science 1 20 |
| Goldstein, Ashley | 508 | 24689 | Reading 12th 15 | Reading 12th 17 | English 2 Hon/ AP 25 | 5 |
| Goldstein, Peter | 608 | 24629 | Media Production 21 | Media Production 26 | 4 | Digital Video 1-6 13 |
| Graham, Candace | 705 | 54457 | Biology 1 Hon 26 | 3 | Biology 1 Hon 23 | Biology 1 Hon 26 |
| Graham, Naywona | 305 Off | 24641 54446 | | | EMR (Jrs & Srs) 27 | |
| Graham, Rashean | 703 | 24671 | 4 | Algebra 1 Hon 33 | Algebra 1 Hon 27 | Algebra 1 Hon 26 |
| Hall, Robert | Café | 54483 | Culinary 2-4 15 | Culinary 3-4 13 | Culinary 1 25 | 6 |
| Hanif, CB | 203 | 24661 | 5 | Journalism 2-4 17 | Fdn of Journalism 18 | Fdn of Journalism 24 |
| Kirkman, Kristi | 506 | 24690 | English 1 Hon 28 | 4 | English 1 Hon 19 | English 1 Hon 21 |

| | | | | | | |
|----------------------|-----|-------|---------------------------|---------------------------|--------------------------|---------------------------|
| Lambaz, Ayham | 611 | 24612 | Drafting 1 27 | Drafting 1 13 | Drafting 2-4 27 | CSD/AD/Drct Study 26 |
| LeVan, Keith | 607 | 54459 | Constitutional Law 24 | Debate 1 28 | Debate 2-5 19 | 7 |
| Lorissaint, Katia | 405 | 54497 | Geometry Hon 24 | 5 | Algebra 1 Hon 28 | Algebra 1 Hon 25 |
| Mackey, Nancy | 303 | 24679 | Prac Nursing 5 12 | Prac Nursing 6 12 | Allied Health (Sr) 17 | 8 |
| Martinez, John | 512 | 54434 | Fdn of Web 26 | 6 | Web Dev / AP CSP 14 | Fdn of Web 21 |
| Martinich, Alexandra | 706 | 54455 | Earth Space Sci 29 | Biology 1 Hon 24 | 5 | Biology 1 Hon 27 |
| Melbourne, Tamara | 501 | 54493 | English 4 Hon 24 | English 3 Hon 27 | 6 | English 4 Hon 29 |
| Michel, Jean-Patrick | 401 | 54406 | Math for College 22 | Algebra 2 Hon 21 | 7 | Algebra 2 Hon 24 |
| Milce, Abigail | 707 | 54456 | 6 | Env Science | Chemistry Hon | Chemistry Hon |
| Miller, Scott | 909 | 24640 | 7 | Digital Info Tech 25 | Digital Info Tech 23 | Digital Info Tech 20 |
| Paramore, Mary | 301 | 24642 | Prac Nursing 1 14 | Prac Nursing 2 14 | Allied Health (Sr) 18 | 9 |
| Pauletti, Bruce | 109 | 24664 | 8 | US History Hon 24 | World Hist Hon/ AP 24 | World Hist Hon/ AP 24 |
| Pawlin, Rose | 503 | 24662 | English 1 17 | English 1 10 | English 4 27 | 10 |
| Pietanza, Athena | 107 | 54468 | Gov/Econ Hon 24 | 7 | Gov/Econ Hon 22 | World History Hon 27 |
| Plancher, Rodney | 606 | 24683 | Geometry 25 | Informal Geometry 29 | Informal Geometry 25 | 11 |
| Reyes, Ma. Lourdes | 406 | 24618 | 9 | Geometry Hon 29 | Geometry Hon 25 | Geometry Hon 25 |
| Rice, Jonathan | 701 | 54452 | Outboard Marine 1 14 | Outboard Mari 3-7 12 | 8 | Outboard Mari 3-7 11 |
| Rigaud, Rajani | 304 | 24610 | 10 | Health Science 2 28 | Health Science 2 28 | Life Mgt. / HHA 26 |
| Ruggieri, Adam | 403 | 54443 | Algebra 2 Hon 23 | 8 | Pre-Calculus Hon 14 | Pre-Calculus Hon 23 |
| Samiei, Fariba | 404 | 54442 | Liberal Arts Math 1 27 | Liberal Arts Math 1 27 | 9 | Liberal Arts Math 1 29 |

| | | | | | | |
|---------------------|-----|-------|--------------------------|--------------------|--------------------------|--------------------------|
| Spector, Dr. Daniel | 702 | 54454 | Intgrd Sci Hon/ AP 25 | 9 | Intgrd Sci Hon/ AP 28 | Environ Science 29 |
| Sullivan, Crystal | 106 | 54469 | World Cult Geo/ AP 27 | 10 | World History Hon 25 | World Cult Geo/ AP 26 |
| Sutton, Morris | 108 | 54474 | World History Hon 27 | Econ Hon/Gov 25 | 10 | Econ Hon/Gov 25 |
| Wiggins, Salica | 908 | 24608 | Spanish 1 29 | Spanish 1 28 | 11 | Spanish 1 26 |

**Inlet Grove Community High School
Financial Report
Emanuel Ridgeway, CFO**

October 19, 2020

1. Management Report for the period ended August 31, 2020

- Reserve \$124,666.11
- Net Operating Income \$60,223.89
- No concerns to report as of reporting period

2. Accounts Payable

- All is current as of reporting period

3. Title 1 Reimbursement

- September 2020 – will be submitted by 10.31.2020

Inlet Grove Community High School, Inc.

STATEMENT OF FINANCIAL POSITION

As of August 31, 2020

| | TOTAL |
|--|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1110 Cash | 446,402.87 |
| Total Bank Accounts | \$446,402.87 |
| Accounts Receivable | |
| 1131 Accounts receivable-Fee Programs | 566,745.00 |
| 1133 Accounts Receivable-General | -373,913.50 |
| Total Accounts Receivable | \$192,831.50 |
| Other Current Assets | |
| 1230 Prepaid Expenses | 37,577.96 |
| Total Other Current Assets | \$37,577.96 |
| Total Current Assets | \$676,812.33 |
| Fixed Assets | |
| 1340 Furniture, Fixtures & Equipment | 15,104.84 |
| 1350 School Bus | 88,104.15 |
| 1360 Construction in Progress | 7,605.00 |
| Total Fixed Assets | \$110,813.99 |
| Other Assets | |
| 1900 Deferred OutFlow of FRS/HIS Pension Resources | 1,172,754.00 |
| Total Other Assets | \$1,172,754.00 |
| TOTAL ASSETS | \$1,960,380.32 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2120 Accounts Payable | 82,193.46 |
| Total Accounts Payable | \$82,193.46 |
| Other Current Liabilities | |
| 2102 Prepaid Over Amortization | 330.54 |
| 2110 Salaries and Wages Payable | 182,272.33 |
| 2170 Payroll Deductions and Withholdings | 50,932.78 |
| 2199 Bus Loan CPLTD | 18,231.00 |
| Total Other Current Liabilities | \$251,766.65 |
| Total Current Liabilities | \$333,960.11 |
| Long-Term Liabilities | |
| 2250 School Bus Loan | 44,937.49 |
| 2330 Liability for Compensated Absenses | 223,219.32 |
| 2360 Net Pension Liability | 2,682,064.00 |
| 2600 Deferred Inflow of FRS/HIS Pension Resources | 325,147.00 |
| Total Long-Term Liabilities | \$3,275,367.81 |
| Total Liabilities | \$3,609,327.92 |

| | TOTAL |
|--|-------------------------|
| Equity | |
| 2700 Inv. in cap.assets-net of related debt | 47,645.50 |
| 2750 Deficit in accounting for net pension liability | -2,042,511.00 |
| 2900 Unrestricted Funds (Retained Earnings) | 168,033.24 |
| Net Income | 177,884.66 |
| Total Equity | \$ -1,648,947.60 |
| TOTAL LIABILITIES AND EQUITY | \$1,960,380.32 |

Inlet Grove Community High School, Inc.

STATEMENT OF FINANCIAL ACTIVITIES

August 2020

| | TOTAL |
|---|---------------------|
| Income | |
| 100 GENERAL FUNDS 0100 | |
| 3300 Revenue from State Sources | 439,451.65 |
| 3400 Revenue from Local Sources | 50,114.01 |
| Total 100 GENERAL FUNDS 0100 | 489,565.66 |
| 400 SPECIAL REVENUE FUNDS | 38,871.52 |
| Total Income | \$528,437.18 |
| GROSS PROFIT | \$528,437.18 |
| Expenses | |
| 5000000 Instruction | |
| 5100120 Salary-Classroom Teachers-Instruction | 178,456.33 |
| 5100210 Retirement(FRS)-Instruction | 15,770.04 |
| 5100220 Social Security-Instruction | 13,330.26 |
| 5100230 Health Insurance-Instruction | 5,046.49 |
| 5100290 Other Employee Benefit-Accured Sick Leave | 3,518.81 |
| 5100360 Software Licenses | 3,629.10 |
| 5100390 Other purchased services | -250.00 |
| 5100510 Classroom Materials and Supplies | 1,524.36 |
| 5100520 Instructional Materials (textbooks, workbooks, etc) | 2,328.69 |
| 5100644 Computer system - non-capitalized | 6,793.18 |
| 5100690 Software | 15,465.00 |
| 5400290 Other employee benefits (sick leave payouts) | 0.00 |
| 5500290 Other Employee Benefit | 0.00 |
| 5500390 Purchased services-Non professional | 345.00 |
| 5500730 Dues and Fees | 49.95 |
| Total 5000000 Instruction | 246,007.21 |
| 6100000 Pupil Personnel Services | |
| 6100290 Other Employee Benefit-Accured Sick Leave | 0.00 |
| Total 6100000 Pupil Personnel Services | 0.00 |
| 6200000 Instructional Media Services | |
| 6200130 Salary-Media | 4,537.34 |
| 6200210 Retirement(FRS)-Media | 453.73 |
| 6200220 Social Security-Media | 347.11 |
| 6200290 Other Employee Benefit-Accured Sick Leave | 138.90 |
| Total 6200000 Instructional Media Services | 5,477.08 |
| 6500000 Instructional Technical Support | |
| 6500160 Salary | 2,912.45 |
| 6500210 Retirement | 291.67 |
| 6500220 Social Security | 208.13 |
| 6500230 Health Insurance (includes, dental, life, etc.) | 353.18 |
| 6500290 Other employee benefits (sick leave payout) | 109.40 |
| Total 6500000 Instructional Technical Support | 3,874.83 |
| 7200000 General Administration | |

| | TOTAL |
|---|------------------|
| 7200733 Administrative Cost-5% | 3,020.35 |
| Total 7200000 General Administration | 3,020.35 |
| 7300000 School Administration | |
| 7300110 Salary-Administrative-Other | 46,016.66 |
| 7300160 Salary-Clerical/Secreterial Staff Salary | 31,669.03 |
| 7300210 Retirement(FRS)-Administration | 5,950.95 |
| 7300220 Social Security-Administration | 5,705.21 |
| 7300230 Health Insurance-Administration | 2,599.62 |
| 7300290 Other employee benefits-Accured sick leave | 1,131.65 |
| 7300360 Lease-Copy Machine-Administration | 3,036.08 |
| 7300374 Communications-Telephone, Posta | 394.82 |
| 7300390 Other purchased services (Printing, advertising etc.) | 680.00 |
| 7300510 Administrative Supplies | 512.71 |
| Total 7300000 School Administration | 97,696.73 |
| 7400000 Facilities Acquisition and Cons | |
| 7450366 Facility Rental | |
| 7400366 Facility Rent-Facility by SDPB | 50,000.00 |
| Total 7450366 Facility Rental | 50,000.00 |
| Total 7400000 Facilities Acquisition and Cons | 50,000.00 |
| 7500000 Fiscal Services | |
| 7500160 Bookkeeper-Fiscal | 11,286.28 |
| 7500210 Retirement(FRS)-Fiscal | 598.63 |
| 7500220 Social Security-Fiscal | 824.91 |
| 7500230 Health Insurance-Fiscal | 176.59 |
| 7500290 Other employee benefits-Accured sick leave | 283.19 |
| 7500510 Supplies-Fiscal | 81.51 |
| 7500730 Bank Fees/Payroll Processing Fees-Fiscal | 688.39 |
| Total 7500000 Fiscal Services | 13,939.50 |
| 7700000 Central Services | |
| 7700730 Web Hosting | 150.00 |
| Total 7700000 Central Services | 150.00 |
| 7800000 Pupil Transportation Services | |
| 7800450 Gasoline | 19.74 |
| 7800650 Bus Transportation | 2,720.00 |
| Total 7800000 Pupil Transportation Services | 2,739.74 |
| 7900000 Operation of Plant | |
| 7900160 Salary-other support plant | 6,568.00 |
| 7900210 Retirement(FRS)-Plant | 1,161.00 |
| 7900220 Social Security-Plant | 492.11 |
| 7900230 Health Insurance-Plant | 938.59 |
| 7900290 Other employee benefit-Accured Sick Leave | -35.51 |
| 7900320 Insurance | 1,843.00 |
| 7900370 Phone- Radios | 702.87 |
| 7900381 Water and Sewage | 2,003.23 |
| 7900382 Garbage-Plant | 931.84 |
| 7900390 Other purchased service | 3,500.00 |
| 7900391 Plant-Custodial Services-contra | 7,471.04 |
| 7900410 Natural Gas-Plant | 488.34 |
| 7900430 Electricity | 13,211.30 |

| | TOTAL |
|---|---------------------|
| 7900450 Gasoline | 258.24 |
| 7900510 Supplies-Plant | 3,938.47 |
| Total 7900000 Operation of Plant | 43,472.52 |
| J200720 Debt Service Interest on Long-term Debt | 350.64 |
| 9800000 School Internal Funds | |
| 9800390 Purchased services-non professional | 213.00 |
| 9800510 Materials and Supplies | 731.53 |
| 9800730 Dues and Fees | 540.16 |
| Total 9800000 School Internal Funds | 1,484.69 |
| Total Expenses | \$468,213.29 |
| NET OPERATING INCOME | \$60,223.89 |
| NET INCOME | \$60,223.89 |

Inlet Grove Community High School, Inc.

BUDGET VS. ACTUALS: ADOPTED BUDGET FY2021 (778 FTE) (CAP) - FY21 P&L CLASSES

July 2020 - June 2021

| | TOTAL | | | |
|--|-----------------------|-----------------------|-------------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 100 GENERAL FUNDS 0100 | | | | |
| 3300 Revenue from State Sources | | | | |
| 3310 Florida Education Finance Progr | 1,788,315.61 | 5,430,945.30 | -3,642,629.69 | 32.93 % |
| 3310.1 Career Technology (Vocational) | | 263,551.00 | -263,551.00 | |
| Total 3310 Florida Education Finance Progr | 1,788,315.61 | 5,694,496.30 | -3,906,180.69 | 31.40 % |
| 3334 Teacher LEAD | 14,080.00 | 13,120.00 | 960.00 | 107.32 % |
| 3354 Transportation Funds | | 208,582.50 | -208,582.50 | |
| 3390 AP/IB Funds | | 26,414.00 | -26,414.00 | |
| 3394 Other Revenue Thru State | 9,745.50 | 727,503.33 | -717,757.83 | 1.34 % |
| Total 3300 Revenue from State Sources | 1,812,141.11 | 6,870,116.13 | -4,857,975.02 | 27.17 % |
| 3400 Revenue from Local Sources | | | | |
| 3431 Interest on Investment | 1.88 | 31.00 | -29.12 | 6.06 % |
| 3440 Gifts, Grants, and Bequests | 200,000.00 | 662,000.00 | -462,000.00 | 30.21 % |
| 3482 Internal-Fundraising | 190.00 | 26,000.00 | -25,810.00 | 0.73 % |
| 3525 Internal-Uniform Income | 26.00 | 25,000.00 | -24,974.00 | 0.10 % |
| 3539 Internal-Other general fee income and adjustments | -3,424.98 | 239,000.00 | -242,424.98 | -1.43 % |
| Total 3482 Internal-Fundraising | -3,208.98 | 290,000.00 | -293,208.98 | -1.11 % |
| 3491 Bus Service/Fee Income | | 35,000.00 | -35,000.00 | |
| Total 3400 Revenue from Local Sources | 196,792.90 | 987,031.00 | -790,238.10 | 19.94 % |
| 3500 Business Income | | | | |
| 3511 Fundraising-In-kind Facility Donations | | 14,000.00 | -14,000.00 | |
| Total 3500 Business Income | | 14,000.00 | -14,000.00 | |
| 3501 Community School | | | | |
| 3530 Tuition | | | | |
| 3531 Tuition Income Billed-LPN | 286.00 | | 286.00 | |
| Total 3530 Tuition | 286.00 | | 286.00 | |
| 3540 Tuition Income-Community School | 12.00 | | 12.00 | |
| Total 3501 Community School | 298.00 | | 298.00 | |
| Total 100 GENERAL FUNDS 0100 | 2,009,232.01 | 7,671,147.13 | -5,661,915.12 | 26.19 % |
| 400 SPECIAL REVENUE FUNDS | | | | |
| 420 OTHER SPECIAL REVENUE FUNDS | | | | |
| 3200 Federal through State | | | | |
| 3230 IDEA/ESE Reimbursement | | 14,812.59 | -14,812.59 | |
| 3240 Title I | 38,871.52 | 250,081.02 | -211,209.50 | 15.54 % |
| Total 3200 Federal through State | 38,871.52 | 264,893.61 | -226,022.09 | 14.67 % |
| Total 420 OTHER SPECIAL REVENUE FUNDS | 38,871.52 | 264,893.61 | -226,022.09 | 14.67 % |
| Total 400 SPECIAL REVENUE FUNDS | 38,871.52 | 264,893.61 | -226,022.09 | 14.67 % |
| Total Income | \$2,048,103.53 | \$7,936,040.74 | \$ -5,887,937.21 | 25.81 % |
| GROSS PROFIT | \$2,048,103.53 | \$7,936,040.74 | \$ -5,887,937.21 | 25.81 % |

| Expenses | TOTAL | | | |
|---|-------------------|---------------------|----------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 5000000 Instruction | | | | |
| 5100120 Salary-Classroom Teachers-Instruction | 594,249.96 | 2,343,986.49 | -1,749,736.53 | 25.35 % |
| 5100150 Salary-Other Instructional Staff-Instruction | | 2,400.00 | -2,400.00 | |
| 5100184 Bonus-Instruction | 3,285.53 | 1,850.00 | 1,435.53 | 177.60 % |
| 5100210 Retirement(FRS)-Instruction | 66,997.12 | 234,398.65 | -167,401.53 | 28.58 % |
| 5100220 Social Security-Instruction | 44,073.85 | 179,640.09 | -135,566.24 | 24.53 % |
| 5100230 Health Insurance-Instruction | 27,466.51 | 56,218.84 | -28,752.33 | 48.86 % |
| 5100240 Workers' Compensation-Instruction | | 19,684.33 | -19,684.33 | |
| 5100250 Unemployment Comp-Instruction | -224.60 | | -224.60 | |
| 5100290 Other Employee Benefit-Accured Sick Leave | 7,640.28 | 96,902.32 | -89,262.04 | 7.88 % |
| 5100360 Software Licenses | 3,629.10 | | 3,629.10 | |
| 5100366 Online subscription | 1,200.00 | | 1,200.00 | |
| 5100374 Communications-Online Subscriptions | | 23,215.00 | -23,215.00 | |
| 5100379 Telephone and data comm serv-Grant | | 4,000.00 | -4,000.00 | |
| 5100390 Other purchased services | -250.00 | 81,639.40 | -81,889.40 | -0.31 % |
| 5100392 Subawards under subagreements - in excess of \$25,000 | | 89,900.00 | -89,900.00 | |
| Total 5100390 Other purchased services | -250.00 | 171,539.40 | -171,789.40 | -0.15 % |
| 5100510 Classroom Materials and Supplies | 19,968.43 | 25,179.00 | -5,210.57 | 79.31 % |
| 5100511 Classroom Materials&Supplies-Title One | | 2,918.51 | -2,918.51 | |
| 5100520 Instructional Materials (textbooks, workbooks, etc) | 2,328.69 | 20,049.06 | -17,720.37 | 11.61 % |
| 5100641 Capitalized F, F and E | | 3,297.00 | -3,297.00 | |
| 5100643 Computer equipment-Capitalized | | 582,503.00 | -582,503.00 | |
| 5100644 Computer system - non-capitalized | 18,352.40 | 66,645.89 | -48,293.49 | 27.54 % |
| 5100690 Software | 15,465.00 | 5,382.50 | 10,082.50 | 287.32 % |
| 5200310 Contracted Professional/Technical Services - ESE | 840.00 | 26,640.00 | -25,800.00 | 3.15 % |
| 5200390 Other Purchased Services - ESE | 1,500.00 | | 1,500.00 | |
| 5300184 Bonus - Vocational | | 15,024.96 | -15,024.96 | |
| 5300220 Social Security - Vocational | | 1,149.41 | -1,149.41 | |
| 5300374 Communications on line subscription-Vocational | | 10,082.50 | -10,082.50 | |
| 5300390 Other purchase services - Vocational | | 2,259.00 | -2,259.00 | |
| 5300510 Materials and supplies - Vocational | 2,474.00 | 342.00 | 2,132.00 | 723.39 % |
| 5300642 Non-capitalized F,F, and E-Vocational | | 2,225.00 | -2,225.00 | |
| 5300690 Software-Vocational-expense | | 31,320.00 | -31,320.00 | |
| 5400210 Retirement(FRS) - AdultED | 640.96 | | 640.96 | |
| 5400290 Other employee benefits (sick leave payouts) | 0.00 | | 0.00 | |
| 5500290 Other Employee Benefit | 0.00 | | 0.00 | |
| 5500390 Purchased services-Non professional | 345.00 | | 345.00 | |
| 5500510 Classroom Materials and Supplie | 2,338.75 | | 2,338.75 | |
| 5500730 Dues and Fees | 108.04 | | 108.04 | |
| Total 5000000 Instruction | 812,429.02 | 3,928,852.95 | -3,116,423.93 | 20.68 % |
| 6100000 Pupil Personnel Services | | | | |
| 6100290 Other Employee Benefit-Accured Sick Leave | 0.00 | | 0.00 | |
| 6100390 Purchased services-non professional | 2,999.00 | 3,000.00 | -1.00 | 99.97 % |
| 6100511 Supplies for Family Involvement | | 442.08 | -442.08 | |
| Total 6100000 Pupil Personnel Services | 2,999.00 | 3,442.08 | -443.08 | 87.13 % |
| 6200000 Instructional Media Services | | | | |
| 6200130 Salary-Media | 15,926.06 | 54,448.00 | -38,521.94 | 29.25 % |
| 6200210 Retirement(FRS)-Media | 1,745.50 | 5,444.80 | -3,699.30 | 32.06 % |

| | TOTAL | | | |
|---|-------------------|---------------------|--------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 6200220 Social Security-Media | 1,218.36 | 4,165.27 | -2,946.91 | 29.25 % |
| 6200240 Workers' Compensation-Media | | 544.48 | -544.48 | |
| 3200290 Other Employee Benefit-Accured Sick Leave | 138.90 | 2,624.90 | -2,486.00 | 5.29 % |
| 6200690 Software Media | | 2,624.00 | -2,624.00 | |
| Total 6200000 Instructional Media Services | 19,028.82 | 69,851.45 | -50,822.63 | 27.24 % |
| 6300000 Support Personnel | | | | |
| 6300120 Salary-ESE contact/support | | 13,759.82 | -13,759.82 | |
| 6300220 Social Security-ESE contact/support | | 1,052.77 | -1,052.77 | |
| Total 6300000 Support Personnel | | 14,812.59 | -14,812.59 | |
| 6400000 Staff Development | | | | |
| 6400366 Online subscription | | 2,000.00 | -2,000.00 | |
| Total 6400000 Staff Development | | 2,000.00 | -2,000.00 | |
| 6500000 Instructional Technical Support | | | | |
| 6500160 Salary | 10,195.68 | 35,000.00 | -24,804.32 | 29.13 % |
| 6500210 Retirement | 874.17 | 3,500.00 | -2,625.83 | 24.98 % |
| 6500220 Social Security | 729.29 | 2,677.50 | -1,948.21 | 27.24 % |
| 6500230 Health insurance (includes, dental, life, etc.) | 882.95 | 1,200.99 | -318.04 | 73.52 % |
| 6500240 Workers' Compensation | | 350.00 | -350.00 | |
| 6500290 Other employee benefits (sick leave payout) | 252.46 | 1,639.72 | -1,387.26 | 15.40 % |
| Total 6500000 Instructional Technical Support | 12,934.55 | 44,368.21 | -31,433.66 | 29.15 % |
| 7100000 Board | | | | |
| 7100310 Professional Services-Legal-Board | | 5,000.00 | -5,000.00 | |
| 7100311 Legal Services | | 11,500.00 | -11,500.00 | |
| 7100320 Liability Insurance-Board | | 4,668.00 | -4,668.00 | |
| 7100336 Travel (workshop regis., etc.) | | 300.00 | -300.00 | |
| Total 7100000 Board | | 21,468.00 | -21,468.00 | |
| 7200000 General Administration | | | | |
| 7200733 Administrative Cost-5% | 12,081.40 | 36,244.22 | -24,162.82 | 33.33 % |
| Total 7200000 General Administration | 12,081.40 | 36,244.22 | -24,162.82 | 33.33 % |
| 7300000 School Administration | | | | |
| 7300110 Salary-Administrative-Other | 162,124.97 | 508,816.70 | -346,691.73 | 31.86 % |
| 7300160 Salary-Clerical/Secreterial Staff Salary | 117,860.33 | 394,892.00 | -277,031.67 | 29.85 % |
| 7300184 Bonus-Admin. & Office staff | | 42,146.00 | -42,146.00 | |
| 7300210 Retirement(FRS)-Administration | 23,383.21 | 94,742.79 | -71,359.58 | 24.68 % |
| 7300220 Social Security-Administration | 20,209.66 | 74,385.44 | -54,175.78 | 27.17 % |
| 7300230 Health Insurance-Administration | 12,844.35 | 50,218.34 | -37,373.99 | 25.58 % |
| 7300240 Workers' Compensation-Administration | | 4,518.54 | -4,518.54 | |
| 7300290 Other employee benefits-Accured sick leave | 11,303.61 | 61,462.46 | -50,158.85 | 18.39 % |
| 7300310 Purchased services - Professional | 4,687.50 | | 4,687.50 | |
| 7300336 Travel, Out of County-Board | | 6,000.00 | -6,000.00 | |
| 7300360 Lease-Copy Machine-Administration | 8,935.32 | 29,004.00 | -20,068.68 | 30.81 % |
| 7300374 Communications-Telephone, Posta | 1,005.25 | 4,461.00 | -3,455.75 | 22.53 % |
| 7300390 Other purchased services (Printing, advertising etc.) | 341.06 | 2,334.00 | -1,992.94 | 14.61 % |
| 7300510 Administrative Supplies | 1,130.04 | 2,851.96 | -1,721.92 | 39.62 % |
| 7300642 Equipment Non-Cap (Administrati | | 458.36 | -458.36 | |
| 7300730 Dues and Fees-Admin | 455.59 | 1,334.00 | -878.41 | 34.15 % |
| Total 7300000 School Administration | 364,280.89 | 1,277,625.59 | -913,344.70 | 28.51 % |
| 7400000 Facilities Acquisition and Cons | | | | |

| | TOTAL | | | |
|--|-------------------|-------------------|--------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 7450366 Facility Rental | | | | |
| 7400366 Facility Rent-Facility by SDPB | 200,000.00 | 600,000.00 | -400,000.00 | 33.33 % |
| Total 7450366 Facility Rental | 200,000.00 | 600,000.00 | -400,000.00 | 33.33 % |
| Total 7400000 Facilities Acqulsition and Cons | 200,000.00 | 600,000.00 | -400,000.00 | 33.33 % |
| 7500000 Fiscal Services | | | | |
| 7500160 Bookkeeper-Fiscal | 36,556.03 | 90,840.00 | -54,283.97 | 40.24 % |
| 7500184 Bonus-Fiscal | 750.00 | | 750.00 | |
| 7500210 Retirement(FRS)-Fiscal | 2,856.96 | 7,500.00 | -4,643.04 | 38.09 % |
| 7500220 Social Security-Fiscal | 2,646.83 | 5,737.50 | -3,090.67 | 46.13 % |
| 7500230 Health Insurance-Fiscal | 993.12 | 2,033.94 | -1,040.82 | 48.83 % |
| 7500290 Other employee benefits-Accured sick leave | 416.78 | 2,880.00 | -2,463.22 | 14.47 % |
| 7500310 Finance and Accounting | | 12,000.00 | -12,000.00 | |
| 7500510 Supplies-Fiscal | 81.51 | 481.32 | -399.81 | 16.93 % |
| 7500730 Bank Fees/Payroll Processing Fees-Fiscal | 2,083.66 | 4,020.00 | -1,936.34 | 51.83 % |
| Total 7500000 Fiscal Services | 46,384.89 | 125,492.76 | -79,107.87 | 36.96 % |
| 7700000 Central Services | | | | |
| 7700730 Web Hosting | 572.11 | 7,018.92 | -6,446.81 | 8.15 % |
| Total 7700000 Central Services | 572.11 | 7,018.92 | -6,446.81 | 8.15 % |
| 7800000 Pupil Transportation Services | | | | |
| 7800160 Bus driver | 931.80 | | 931.80 | |
| 7800220 Social Security-bus driver | 71.28 | | 71.28 | |
| 7800390 Transportation Service (Tri-rail passes) | | 36,533.52 | -36,533.52 | |
| 7800450 Gasoline | 35.55 | 4,200.00 | -4,164.45 | 0.85 % |
| 7800650 Bus Transportation | 6,362.73 | 450,429.07 | -444,066.34 | 1.41 % |
| Total 7800000 Pupil Transportation Services | 7,401.36 | 491,162.59 | -483,761.23 | 1.51 % |
| 7900000 Operation of Plant | | | | |
| 7900160 Salary-other support plant | 28,055.92 | 174,264.00 | -146,208.08 | 16.10 % |
| 7900210 Retirement(FRS)-Plant | 3,813.26 | 17,426.40 | -13,613.14 | 21.88 % |
| 7900220 Social Security-Plant | 2,098.07 | 13,331.20 | -11,233.13 | 15.74 % |
| 7900230 Health Insurance-Plant | 3,112.53 | 14,237.58 | -11,125.05 | 21.86 % |
| 7900240 Workers' Compensation-Plant | | 7,162.25 | -7,162.25 | |
| 7900290 Other employee benefit-Accured Sick Leave | -1,373.60 | 17,009.23 | -18,382.83 | -8.08 % |
| 7900320 Insurance | 18,638.90 | 138,000.00 | -119,361.10 | 13.51 % |
| 7900370 Phone- Radios | 2,811.48 | 8,808.00 | -5,996.52 | 31.92 % |
| 7900381 Water and Sewage | 5,792.08 | 18,316.32 | -12,524.24 | 31.62 % |
| 7900382 Garbage-Plant | 1,863.68 | 15,636.00 | -13,772.32 | 11.92 % |
| 7900390 Other purchased service | 14,375.38 | 99,898.05 | -85,522.67 | 14.39 % |
| 7900391 Plant-Custodial Services-contra | 29,884.12 | 31,825.30 | -1,941.18 | 93.90 % |
| 7900410 Natural Gas-Plant | 869.06 | 2,688.00 | -1,818.94 | 32.33 % |
| 7900430 Electricity | 44,000.29 | 183,661.80 | -139,661.51 | 23.96 % |
| 7900450 Gasoline | 988.81 | | 988.81 | |
| 7900510 Supplies-Plant | 15,455.07 | 30,996.80 | -15,541.73 | 49.86 % |
| 7900642 Plant Equipment-Small | 2,249.97 | | -2,249.97 | |
| 7900671 Capitalized equipment | | 2,247.00 | -2,247.00 | |
| Total 7900000 Operation of Plant | 172,635.02 | 775,507.93 | -602,872.91 | 22.26 % |
| 8100000 Maintenance of Plant | | | | |
| 8100350 Repairs & Maintenance | | 2,162.45 | -2,162.45 | |
| Total 8100000 Maintenance of Plant | | 2,162.45 | -2,162.45 | |

| | TOTAL | | | |
|---|-----------------------|-----------------------|-------------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 9200720 Debt Service Interest on Long-term Debt | 1,051.92 | | 1,051.92 | |
| 9800000 School Internal Funds | | | | |
| 9800310 Purchased services - professional | | 21,000.00 | -21,000.00 | |
| 9800336 Travel out of county-expense | | 15,000.00 | -15,000.00 | |
| 9800390 Purchased services-non professional | 1,687.22 | 166,838.13 | -165,150.91 | 1.01 % |
| 9800460 Diesel Fuel | | 161.87 | -161.87 | |
| 9800510 Materials and Supplies | 811.66 | 95,000.00 | -94,188.34 | 0.85 % |
| 9800642 Noncapitalized computer hardware | | 5,031.00 | -5,031.00 | |
| 9800644 Computer equipment-noncapitalized | | 4,000.00 | -4,000.00 | |
| 9800730 Dues and Fees | 6,082.23 | 49,000.00 | -42,917.77 | 12.41 % |
| Total 9800000 School Internal Funds | 8,581.11 | 356,031.00 | -347,449.89 | 2.41 % |
| 9999990 Reserve per budget | | 180,000.00 | -180,000.00 | |
| Total Expenses | \$1,660,380.09 | \$7,936,040.74 | \$ -6,275,660.65 | 20.92 % |
| NET OPERATING INCOME | \$387,723.44 | \$0.00 | \$387,723.44 | 0.00% |
| NET INCOME | \$387,723.44 | \$0.00 | \$387,723.44 | 0.00% |

Policy brief and Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who physically work in Inlet Grove Community High School. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers and students from a potential coronavirus infection.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave and use a sick day from your sick accrual.
- If you have a positive COVID-19 diagnosis, you can return to work only after you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests:

- If you are feeling ill, please stay home and take a sick day, no employee will be allowed to work from home.
- If you have recently returned out of the Country or from areas with a high number of COVID-19 cases (based on CDC announcements), we'll ask you to work from home for 14 calendar days, in addition to taking the COVID-19 test and return to work only if you are fully asymptomatic and/or have receive a negative test result. You will also be asked not to come into physical contact with any students or colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, please remain home and only return back to work after receiving a negative test result. You will also be asked not to come into physical contact with any students or colleagues during this time.
- If you're a parent and you have to stay at home with your children, request family medical leaves of absence (FMLA). Follow up with your manager or the assistant principal over your department to make arrangements and set expectations.—
- If you need to provide care to a family member infected by COVID-19, request family medical leaves (FMLA). You'll only be permitted to return to Inlet Grove 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or

you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any students or colleagues during this time.

Traveling/commuting measures:

- All field trips, work trips and events –will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews, etc...).
- If you normally commute to work by public transportation and do not have other alternatives, we request that you take the proper precaution aligned with the CDC guidelines.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to stay home for 14 calendar days after returning from your trip to ensure that you have not been affected by the virus. In addition to taking the COVID-19 test and return to work only if you are fully asymptomatic and/or have receive a negative test result. You will also be asked not to come into physical contact with any colleagues during this time.
- Special Cases might be permitted.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office and have been provided.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers, students and take extra precautionary measures (such as requesting sick leave).
- Facial masks must be worn at all times.

Policy 2.065 Visitation Protocols on District Property Due to COVID-19

1. Purpose

To provide guidelines for visitors or any person who is not an employee or student of the School District, entry to any school or District property, in order to protect the health, safety, and welfare of students and employees by adhering to COVID-19 District safety protocols in compliance with CDC, State and local guidelines. All students, employees, and visitors deserve a safe learning and work environment. The District will limit and monitor the flow of non-essential visitors, volunteers, and activities involving external groups or organizations. This policy does not apply to normal student vehicle drop off at arrival and pick-up at dismissal.

2. Applicability and Scope

a. This policy applies to all visitors or any person who is not an employee or student of the School District.

3. Visitor Notification

The District will disseminate information about this policy including visitor responsibilities, via email, social media, and on the website ([palmbeachschools.org/reopening schools](http://palmbeachschools.org/reopening-schools))

Upon returning to school buildings or facilities, school or District staff will implement a variety of strategies (i.e. written/electronic notification, posted signage) to inform visitors about their duty to comply with the District's safety protocols.

4. District Safety Guidelines

1. Access to all District property will be limited to current students, current staff, pre-approved parents/guardians/guests, vendors and contractors, and invited guests with principal or designee approval. Until further notice, no other visitors will be permitted on District premises.
2. While the District always values and relies on the participation of parents and guardians in our schools, at this time until this policy is repealed, parents and guardians will not be able to participate in classroom activities or programs such as room parents, and back to school events, in order to promote the health and safety of students, staff, and their families.
3. Visitors will self-screen at home prior to visiting District property. Visitors must take their temperature prior to arriving at District property and the visitor shall not report to a

District Property if they have a temperature of 100.4 or higher. Visitors shall not report to District Property while using fever-reducing medications.

4. All visitors defined in 4a will be denied entry to District property if he/she:
 1. tested positive for Covid-19 in the last 14 days
 2. had close physical contact with someone who has tested positive Covid-19 in the previous 10 days.
 3. if ill including, but not limited to: symptoms of fever, of 100.4 or higher, cough, sore throat, diarrhea, severe headache, body ache, shortness of breath, fatigue, loss of appetite, and sense of smell, and other flu-like symptoms.
5. Prior to entry on District property, all visitors defined in 4a are required to:
 1. report to the check-in location to sign-in, remain behind the plexiglass barrier, explain the purpose of, and get permission for, the visit.
 2. have their temperature taken and if above 100.4, the visitor will be asked to leave the District property.
 3. answer mandatory screening questions, as published on the District Website. (www.palmbeachschools.org/reopeningschools)
6. While physically on District property all visitors defined in 4a are required to:
 1. wear face coverings at all times. Facial coverings should cover your nose and your mouth and comply with the CDC recommendations. All face coverings (whether disposable or reusable) must: be made with at least 3 layers of breathable material; fit snugly but comfortably against the side of the face and be secured with ties or ear loops allowing the students to remain hands-free. At this time, based on guidance from health authorities, neck gaiters, open-chin triangle bandanas, and mesh material, valves or holes of any kind are not acceptable face coverings. Please note facial coverings are in addition to, and not a substitute for, the required social distancing. Exemptions or accommodations to facial coverings must be verified by a treating licensed medical physician as

required by ADA. A request for accommodation and supporting documentation must be provided in advance to the principal or designee for approval at least 48 hours in advance.

2. comply with all directives in this policy and directions from site administrators, related to health and safety, including, but not limited to: usage and passage through common areas and shared spaces.
3. abide by social distancing guidelines, keeping a minimum of 6 feet apart.
4. avoid congregating when moving throughout the District Property.
7. Any visitor who enters or remains on District property without legitimate purpose may be found to be trespassing and, therefore, in violation of Florida Statutes and subject to arrest and penalties as defined by statutes
8. Political activities and/or campaigning by candidates are prohibited on school campuses or in School District facilities. This includes the distribution of campaign materials, displayed posters, or other paraphernalia, including the presence of a candidate on campus for campaign purposes. The only exception is when a recognized group rents a facility after school hours or, when on Election Day, the School District follows the county election law regarding voting polls located at many Palm Beach County schools.
9. Visitors including parents/guardians do not have unrestricted access to School District property and must remain in approved areas only.
10. The School District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school, the learning environment, or the health and safety of the school community.

11. Any visitor who engages in uncooperative behavior or disruptive behavior, or does not adhere to or threatens not to follow the prevention protocols, will be required to leave the premises. Staff are authorized to seek assistance from School Police Officers or law enforcement if a visitor engages in such behavior or objects to leaving the facility as directed, and to exclude such individuals from visiting District facilities for some period of time thereafter.

12. Failure by a visitor to abide by any sections of this policy will result in immediate removal from the school campus/District facility.

5. Applicability

The provisions of this Policy supersede the provisions of any other Board policy relating to these matters, except for Policy 1.03 on School Board Meetings and any policies that must be followed as required by federal or State law.

6. Duration

The Superintendent may suspend/revoke/rescind portions of this policy based on the updated/available information from the CDC, State, or local authorities regarding COVID-19 cases. This policy becomes effective upon its emergency adoption. This policy shall end 90 days thereafter unless further extended by a vote of the Board through regular rulemaking adoption process.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.54 (4); 120.81(1) (a); 1001.32(2); 1001.41(1) & (2); 1001.42 (28)

LAWS IMPLEMENTED: Fla. Stat. § Fla. Stat. §§ 1001.42(19); 1001.54; 1006.145

HISTORY: ER 08/26/20



| | |
|---------|--|
| Book | School Board Policies |
| Section | Ch. 5. Pupil Personnel |
| Title | Student Protocols due to COVID-19 - Emergency Policy |
| Code | 5.326 |
| Status | Active |
| Adopted | August 19, 2020 |

Policy 5.326 Student Protocols due to COVID-19

1. Purpose.

To facilitate the continuous operations of the District and protect the health, safety, and welfare of students by adhering to COVID-19 District safety protocols in compliance with CDC, state and local guidelines.

2. Parent/Guardian Notification.

The District recognizes that parents and guardians are essential allies in its efforts to limit the spread of COVID-19 on school property including school buses. The District will disseminate information about this Policy including student and family responsibilities, to students and families via email, social media, and on its website.

Upon returning to school buildings, school staff will implement a variety of strategies to inform students about their duty to comply with the District's safety protocols. This may include additional markings on hallway floors, posters and other signage, designation of hand sanitizing stations, etc.

3. District Safety Guidelines.

a. All students must:

- i. not come to school if ill including, but not limited to: symptoms of fever (100.4 or higher), cough, sore throat, diarrhea, headache, body ache, shortness of breath, fatigue, loss of appetite and sense of smell, and other flu-like symptoms.
- ii. self-screen at home prior to reporting to school. Parents and guardians are recommended to take their child's temperature prior to reporting to school and the student shall not report to school if they have a temperature of 100.4 or higher. Students shall not report to school while using fever-reducing medications.
- iii. comply with all directives related to health and safety, including, but not limited to: usage and passage through common areas and shared spaces.
- iv. abide by social distancing guidelines, keeping a minimum of 6 feet apart where possible.
- v. follow revised school procedures that may include, but not limited to: staggered arrivals and dismissal times, after school care or before school care, limited classroom changes, limited movement throughout the campus, enhanced sanitization, wearing of facial coverings, changes to school cafeteria procedures, increased handwashing, riding the school bus, any school activity outside the regular school day, and other changes needed to comply with CDC guidelines and other changes that may be needed for health and safety.
- vi. avoid congregating when moving throughout the campus.
- vii. not share any school supplies, such as pens, pencils, devices, textbooks, etc.
- viii. wear face coverings at all times. The District will provide up to 5 washable facial coverings per student. Facial coverings should cover your nose and your mouth and comply with the CDC recommendations. All face

coverings (whether disposable or reusable) must: be made with at least 3 layers of breathable material; fit snugly but comfortably against the side of the face and be secured with ties or ear loops allowing the students to remain hands-free. At this time, based on guidance from health authorities, neck gaiters, open-chin triangle bandanas, and mesh material, valves or holes of any kind are not acceptable face coverings. Please note facial coverings are in addition to, and not a substitute for, the required social distancing. Exemptions or accommodations (including a plastic shield) to facial coverings must be verified by a treating licensed medical physician as required by ADA, or Section 504 of the Rehabilitation Act and agreed to by a compliant 504 Team. Nothing within this policy is intended to supersede School Board Policy 5.182 or any individual school's dress code.

1. Facial coverings will not need to be worn after seated when eating, drinking, or for school-related activities (i.e. Band, Chorus, PE) as outlined in District protocols that will be posted to the District website prior to return to brick and mortar and approved by the school principal or designee. Students must continue to maintain social distancing.

ix. assist with keeping their desks or workstations clean and clutter-free.

x. abide by separate guidelines for athletics and intramurals as established for COVID-19 by District administration.

xi. be placed in Distance Learning if testing positive for COVID-19. Students exposed to COVID-19 shall be assigned to Distance Learning. This may result from a report from a parent or guardian, the local Florida Department of Health, or the school/District reporting of a positive COVID-19 case on campus

4. Responsibilities of Students and Families:

- a. Student or student's parent/guardian must self-report a positive COVID-19 test to a school administrator no later than the following school day. The school administrator will alert their supervisor and District administration to make a determination on any necessary cleaning of affected areas as well as potential classroom or school closures that may be necessary.
- b. A student who tests positive must remain home and be enrolled in Distance Learning until the student tests negative for COVID-19. A student may return back to school once he or she tests negative for COVID-19 or remains isolated for 10 days and symptom free, including no fever (100.4 or higher) in the previous twenty-four hours. A copy of the test result shall be provided to the school nurse for verification.
- c. Any student who tests positive for COVID-19 must immediately provide administration with a list of everyone with whom they have been in close contact outside of regular classroom contact, including while riding the school bus and extracurricular activities (within 6 feet for more than 15 minutes). Staff will assist younger students with their contact list.
- d. Student's name shall not be revealed when notifying other students' parents or guardians and members of the school's staff of a positive test.
- e. If a student exhibits symptoms of COVID-19, as set forth in the CDC guidelines ([CDC COVID-19 Symptoms](#)), during the school day, he/she will be sent to the school clinic. The school nurse will assess the wellness of the student to make the recommendation if the student should be sent home. The parent or guardian will monitor the student until symptoms are no longer present or the student has been tested for COVID-19 and a test result comes back negative. A student will report to an isolation area to reduce the potential exposure of others while waiting for a parent or guardian to pick up the student.

5. Responsibilities of Principals if a student tests positive for COVID-19:

- a. Immediately notify school supervisor, Risk Management, Maintenance & Plant Operations, School Support Services, the Environmental and Conservation Services Department, and Communications to request enhanced sanitization for the affected areas. District staff, working with the local Department of Health, will determine decisions on school closures that may be needed.
- b. Request from the student a list of every student (outside of the classroom or school transportation) with whom they have been in close contact (within 6 feet for more than 15 minutes), The list must be securely maintained.
- c. School administration must notify parents or guardians of students and staff members identified in 5.b. of potential exposure and must not reveal the name of the students when doing so as prohibited by FERPA.

d. Students identified in 5.c. shall be sent home for up to 10 days to self-isolate and not return to school. Students may return after this time if symptom-free or reporting a negative COVID-19 test result. During this time, students may be assigned to Distance Learning.

6. Consequences for Student Non-Compliance.

Any student **choosing** not to adhere to the District's policy regarding the wearing of facial coverings or any other aspects of this policy will have consequences as outlined in the student code of conduct and may be assigned to Distance Learning. No student will be discriminated against on the basis of disability.

7. Duration.

The Superintendent may suspend/revoke/rescind portions of this policy based on the updates/available information from the CDC, State, or local authorities regarding COVID-19 cases. This policy becomes effective upon its emergency adoption. This policy shall end 90 days thereafter unless further extended by vote of the Board due to Emergency conditions or through the regular rulemaking adoption process.

RULEMAKING AUTHORITY: Fla. Stat. §§ 120.54 (4); 120.81 (1); 1001.32 (2); 1001.42 (28).

LAWS IMPLEMENTED: Fla. Stat. §§ 120.54(4); 1001.32(3); 1001.43 (1), (6) & (7);
1001.42(2) & (8);

HISTORY: ER 8/19/2020

Inlet Grove Community High School

Governing Board Monthly Meeting

October 20, 2020 via Google Meet 12:00pm – 1:00pm

Minutes prepared Lynn Barnes

Attendance:

Board Members: Dr. Charles Woodard (Chair), Mrs. Lonnie Martens, Mrs. Crystal Atkinson, Mr. Henry DiGiacinto, Clarence Williams

Staff: Dr. Emma Banks, Mr. Francisco Lopez, Mr. Emanuel Ridgeway, Lynn Barnes

Dr. Woodard stated that a quorum of the board members was present and called the meeting to order at 12:12pm.

There were no reports from the Board Members or Officers.

Notice of Governing Board Meeting was posted on the Inlet Grove High School Website.

Reports and Discussions:

Dr. Banks:

Organizational Chart was sent via email.

Breast Cancer Awareness Program will be held October 28, 2020 at the Urban League of Palm Beach County. All Governing Board Members are invited. Students of Inlet Grove usually participate at this event. The event begins at 11:00 AM, lunch will be served.

New Facility update: There was a meeting on the new facility. Prior to the meeting Dr. Banks asked if the Board could attend and was given the wrong information by the secretary.

The district wants to have two buildings for both schools, the cafeteria and media center would be in the middle and used by both schools. Inlet Grove would occupy one building and Riviera Beach Prep would occupy the other building. Inlet Grove is not willing to give up the Board or the 4x4.

Some of the students from Riviera Beach Pre have criminal backgrounds and Inlet Grove does not want to mess up what they already have. Dr. Banks was told she would have to figure it out on how it was to work with both schools. Dr. Banks had a concern on who would be responsible if a student got hurt in the cafeteria or the media center. Who would pay for the staff in each building and the maintenance of the media center and cafeteria. Dr. Banks ask them to tell her of another school that is set up like this. They mentioned Amoklee.

Dr. Banks was asked to meet with the Principal and Area Superintendent the following day. The Principal of Riviera Beach Prep had the same concerns regarding someone getting hurt on the premises.

There will be another meeting in the future. Mrs. Hubbard-Williams has concerns as well.

Dr. Woodard added that in the meeting the district wanted the mixing of the two schools to be at lunch and in the media center. He stated that that would be the most probable chances of trouble occurring when everyone is grouped together at lunch and in the media center. Extra security would be needed in the media center. It presents a situation that could be serious, because you've got older people, young adults coming from Riviera Beach Prep. It presents a new set of concerns. There is not money for extra staff such as psychologist, social worker to do behavior intervention.

Dr. Banks told them Inlet Grove wanted the same thing given to South Tech. The District wants to take the same amount of money given to South Tech to build one school. The District wants to begin building next year.

Mr. DiGiacinto asked what the District was doing with credit recovery.

The current building on Garden Road would be torn down. There would be an intertwining of a District School and a Charter School. They also want to make it like a Vocational Program we had before. Dr. Banks agreed as long as we're given money for the program.

Inlet Grove has 7 4x4, and have 8 credits. How would they be able to utilize the building?

Mr. DiGiacinto asked what would happen if we just said no.

Dr. Banks stated Inlet Grove can say no and do the same thing South Tech did. Just stick to what you want. One District Board Member told Dr. Banks if she said not the money would just sit there.

The Tax referendum - both courts denied it so it's going to a higher court. But usually the higher court does not grant when already denied in the lower court. If there is a referendum this school year Inlet Grove should get a share.

I'm waiting for Mr. Simmons (Riviera Beach Prep) to call me so we can continue to talk.

The Quantum Foundation has donated \$1,000.00 to Inlet Grove for sanitizing. The United Way has a \$25,000.00 grant that Dr. Banks is applying for. Also the Lost Tree Foundation. All grants applied for will be under the Foundation. Most Foundations will be more apt to give to other Foundations. Dr. Banks is also applying to Children's Services as well.

A letter from the Attorney stating that no Governing Board Members doesn't have relatives working at Inlet Grove, confirming Governing Board members are in compliance with the Florida Ethics Codes, confirming that the school and or any of its employees have not entered into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or personnel or administrators who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety, or welfare of a student, and have not provided instructional personnel or school administrators with employment references or discuss the personnel's or administrators' performance with prospective employers in another educational setting, without disclosing the personnel's or administrators' misconduct as indicated in Charter Tools.

Home for Students: Do I need a motion from the Board to continue looking for a home for our Homeless Students. I need permission from the Board giving the authorization to continue to find a home for our homeless student. The State will pay for them to live wherever. If we decide to purchase a place, I will let the people in Palm Beach know.

Dr. Woodard any discussions concerning this?

Mrs. Martens stated there are several buildings in Lake Park and will send them to Dr. Banks for her review. There are quite a few.

Dr. Banks stated there is one in Riviera Beach she's looking at.

Mrs. Martens asked if it is Dr. Banks responsibility to raise funds. Aren't you Director of Curriculum?

Dr. Banks responded, yes Director of Curriculum and Compliance.

Mrs. Martens stated writing grants is a full time job. Is that your main responsibility?

Dr. Banks: No Mr. Lopez was writing the grants and I think sometimes he might get overwhelmed with it. Since I've been in education I have always done this, but lately because of the hurricane and floods and all, these big companies now are spending their money towards nonprofits with Foundations. I just received \$10,000.00 from Mr. Johnston and he will get more of his members to donate as well. He knows we give scholarships to the students. I'm working on getting money because our enrollment has dropped. We had 800 plus and now we have 790. I told Mr. Lopez this morning if we continue to lose students, we'll have to lay off some people. I have to come to the board and let you all know we don't have enough money. I have to save \$15,000.00 a month for the District. I'm writing people at night to ask for donations.

Dr. Woodard: You mentioned personnel. Look at where you are now and do you have only essential or double duty, performing the same job. In other words, are you as streamlined as you can be?

Dr. Banks, well there are two people in case manager, and two data processors.

Dr. Woodard: Is that necessary?

Mr. Lopez: I just want to make sure this is interpreted correctly. Yes, we are as streamlined as we can be. Covid 19 has created another difficult challenge for our organization and had added to all of the responsibilities that normally a teacher, as a case manager, dean of discipline, as a secretary and data processor would do. The two positions Dr. Banks is referring to is our Dean of Discipline and Case Manager is working corporately to make sure they get the intervention to those students who are disengaged, the students who are not attending school regularly, the students who are having technology problems. One person, It's not that much discipline anymore is able to get the kids involved and eliminate the barriers, and we have divided those rolls into one person doing Juniors and Freshmen, and the other person does the Seniors and the Sophomores. In order to be effective, we honestly need more people. We don't have a Social Worker; we don't have a School Psychologist so there's a lot of things that have been trimmed down. As far as the Data Processor, one data processor is working as backup to the other data processor. One has more expertise, but she also functions as a secretary working with the Seniors to get them community service hours and scholarships. I would not say that anybody here at Inlet Grove has a single position that they do. I work as a Principal, as an academic

advisor. Whatever I need to do I will do it. So honestly and respectfully my answer to you is there are some redundancies that could be eliminated. We are very streamlined.

Dr. Banks concern is that in the past years there has never been two in the same positions. So if we have to cut and come to the Board, those are the positions that will be cut. There are no students on premises, but you have two case managers. If it comes to that we will come back to the Board.

Dr. Woodard: If we get our enrollment back up that will help.

Mr. Lopez: We are trying to Dr. Woodard. We started with 838, and there are students on the waiting list but they have gone to other schools or organizations. We will call them again in January to see if they want to come to Inlet Grove. It is extremely challenging.

Mr. DiGiacinto: I would like to make a comment on that. I belong to a very small school and for years have trying to get positions filled. One was a full time for someone to write grants, the other was to do full time recruiting. On the grant I was told you could not compensate a grant writer from the grant. Therefore, I took it upon myself to fundraise myself and you did Dr. Banks. On the recruiting side we share staff with Florida Futures with data entry staff because we have a small school.

Dr. Banks: The other thing is I have sent you all the schedule of our teachers. You are able to see all the students each teacher has. If it gets down to it, if a teacher has a small number of students in the class, that's where we will have to cut.

Dr. Woodard: Before we move on the Financial report, you put on the table for us to give you approval to move forward on the houses for the homeless students.

Mrs. Martens made a motion to give Dr. Banks permission to pursue housing for the homeless students.

Crystal Atkinson seconded the motion.

Motion was approved and carried.

Dr. Banks: Now I can go to these candidates after the 3rd to see if they have money left over to give to the Foundation.

Financial Reports were given by Emanuel Ridgeway which are attached.

Mr. DiGiacinto: Moved to make a motion to receive the Financial Report.

Mr. Williams seconded the motion

Motion was approved and carried.

Mr. DiGiacinto asked if a five-year budget was needed to be submitted and approved as well.

Dr. Banks informed the Board that the budget had been submitted to the District at the beginning of the school year. The next budget would be submitted after November. They will also have to pay us for the students we ended up with last year.

Mr. Lopez went over the School Reopening Plan Phase 3 which was sent out to the Board. The beginning of this week we entered into Phase 3. The parents were given 3 different options. The option was the most voted on for virtual learning. This was supported most by the parents.

Option #3 was the Option supported by the staff at 55%. Students were allowed to return based on their cohorts if they wished to return. Less than 50% want to return to school for Instruction.

Now we're in Phase 3 and we make our decisions based on data. The average positivity rate was below 5% in Palm Beach County for more than two weeks. So it was safe for us to go to Phase 3. Based on that we opened the school for the parents. The number right now 790. This number is lower now instead of 796. Only 239 students registered for in school instruction. The reality is that right now we only have 70 students attending our campus. There is an average of 60-70 students.

We need more people to contact the parents and students. Everybody is hands on. The first making period just ended and a lot of students were failing. We are in the process of getting interventions to get them back on track. The plan is working as it is intended to work. Today we will present our Showcase of Schools. This will be presented virtually.

Videos of Showcase of Schools played. Open house will be November 2nd and December 9th.

For six consecutive years our enrollment has increased. We do not want it to drop less than 788. Some students we are losing are due to athletics. That is something we can consider for the future. Opening the athletics. We eliminated our AP classes to make sure we could meet the demands of the students. Our AP Spanish was 100 % last year. It was eliminated because it would require more teachers.

Old Business:

Ann Marie Sorrell

Her contract ends in October. Dr. Banks spoke with her this week and she informed Dr. Banks that a lot of things that were in her contract to be done the last school year she wasn't able to do, but she's doing things now. Other things that the Administrator has asked her to do to make up for that.

Mr. Lopez: We meet weekly with Mosaic Group. One of the things they help us do is basically the branding of the logo, flyers that you see, mail outs, graphics. Right now they are working on the School website and should be complete by this week. The open houses they helped with the graphics and maintain some of the current website. They do have some value of making things look better. I cannot correlate and increase in enrollment due to them.

Mr. Williams: I have lost a handle on what their initial deliverables were. I have an issue with professional groups that don't deliver consistently within the time frame that we've created. Recapturing what was lost, I'm just not certain we will ever regain that. But I hear your representation that it is possible and I would love to know, if you know what the timeline was for the deliverables that we signed up for and that we paid for.

Mr. Lopez: I think I will have to give this to Dr. Banks because I don't know.

Dr. Banks: We went over the contract. I can get you a copy of the contract. I was speaking with her this week and I asked her to list a thing that she has accomplished. I specifically told her this week that we don't have more money to pay out.

Mr. Williams: If I remember the contract we had.

Dr. Banks: They wanted to do a health workshop but didn't do that due to COVID. She did a flyer for MTMH Award. That's all she has done. I turned her over to Mr. Lopez so she could do marketing for the school. I did inform Mr. Lopez that she was not to do anything that was going to cost us money. Give Mr. Williams actually what they did that was not on the contract. They were supposed to do this big conference for Mental Health.

Mr. Lopez: I was given the instruction that they were going to work with us, but instead of doing what they agreed to do in the contract they were going to try and help us with the marketing of the school. When Dr. Banks told me to do that I contacted them, and gave them as much as possible to do for us. The things they did are thing we have done in the past ourselves. They made it look more professional but we could have accomplished the same task ourselves. I will provide you with a list of thing they have done.

Dr. Banks: All the Board members have the contract except maybe the new members.

Mr. Ridgeway: My question has always been when I looked over this contract is the dollar amount for the things they say and no date on the contract. Since the pandemic came about how were you still going to accomplish that, and then bill me one twelfth of the contract and you haven't been doing the work.

Dr. Banks: That's why I told her I was not going to pay her because the work was not done.

Dr. Woodard: So in essence there are still a lot of thing outstanding that they haven't done.

Dr. Banks: We haven't paid her about \$25,000.00/\$27,000.00.

Mr. Ridgeway: We have paid over \$27,000.00 as of January/February of this year. Then the pandemic yet and I've just received invoices and got clarification from Scott McDermott that she did some of the work. We did send out a check recently, last week for the month of June which back dated right before the pandemic or probably during the pandemic. Mr. McDermott confirmed that she did do work to earn a payment. She received a payment last week or the week before last.

Mr. Williams: I have an issue with her being able to do just enough to justify. She's doing just enough to justify to continuing to receive and be able to invoice based on the contract amount. That's counterproductive to what it is we need to be trying to do. It's one thing if she's meeting deliverables that we set forth for her, but she's not meeting the deliverables we set forth for her. She's meeting what she determines she's able to do and then still bill us. So what we need to do is to make certain in my mind from an operational stand point that we're getting the biggest bang for that monthly buck. She doesn't get to tell us what the deliverables are, we hold her feet to the fire so the deliverables meet our specific needs and goals. We're paying her a lot of money.

Mr. Ridgeway: Yes we are. Yes, we are.

Dr. Woodard: If she's not meeting the deliverables, why are we paying her?

Mr. Ridgeway: The deliverable was based upon me meeting with Mr. McDermott based upon what she had done on the contract. That is the reason why I went ahead and said to Dr. Banks to go ahead and cover that check. She has other invoices she wants to paid like for the month of June, the month of July, and August that I'm holding off on until I've met with Mr. Lopez.

Dr. Banks: I have told them she was not going to get another penny because she has not executed/met her obligations of what she said she was going to do. I just spoke with her last night.

Dr. Woodard: So in essence she has not met the contract.

Dr. Banks: No.

Dr. Woodard: So we could void the contract. That's grounds to void the contract.

Mr. Ridgeway: Well we can void the contract, it states within the contract we have thirty days from either party or written notice to void the contract. As of today's date we have paid just over \$31,000.00, including the most recent payment that just went out. Then that will be it. The total contract amount was \$56,250.00.

Dr. Woodard: And she really hasn't done \$31,000.00 worth of work.

Mr. Ridgeway: After speaking with Mr. McDermott and Mr. Lopez, no she has not.

Mr. Lopez: Can I clarify that statement? I think Chief Williams has a very valid point. The goals and needs of the school are different now from when we set up the contract. The deliverables that we put in place originally are different now. The needs are different but have not been clarified of what is needed now. They have done certain things, but those things were never in the contract. They were in lieu of not meeting certain deliverables. That has to be clarified in order for us to say that she has not honestly done it because she has done something but it was not what we originally what we had asked/hired her to do.

Dr. Banks: She has a meeting with you all every week or every other week. I asked you all not to meet with her.

Mr. Lopez: As for right now I start my meetings telling her we don't have any money and I'm sure this is not going to cost extra because we don't have authorization to pay you anything else/extra. This is what's included in the contract you have with Inlet Grove.

Dr. Banks: That's why I bought her to the Board today.

Mrs. Martens: It's always my advice to always put it in writing. And when she starts to deviate from what she has been called upon to do, she was unilaterally changing the contract. If we continue to pay her, we have conceded that she has met her obligations. At this point we have to put in writing what we obtained her to do, here is what you've done, here is what you have deviated from, and make a decision to terminate the contract for failure to perform. If we are going to try to reform it, she is not allowed to collect. There is no need to continue her for a contract she is unable to fulfill.

Dr. Banks: This is why I said don't meet with her. When she wants to meet, don't meet with her.

Mrs. Martens: Stop the meeting and put it in writing. Mr. Lopez and Mr. McDermott put together a list of what she done and what she said she would do. Give her a thirty-day notice stating it's impossible for her to perform. I will look at the letter once drafted.

Dr. Woodard: Mr. Williams is there anything else you would like to say in regards to this contract?

Mr. Williams: No sir. No sir.

Dr. Banks: I will follow through and give the information to the Board. In the meantime, we will cease all activities with her.

Mr. Williams: Help me with this. It sounds like she owes us some deliverables and that she has expressed the willingness to try to do that for the remaining of the contract period or the relationship period. If we say we're done now and then all of those things that she was supposed to do that has not been done, we lose that value. Am I missing that?

Mrs. Martens: No. We have an opportunity to reform the contract. But what we have to let her know is that under the contract that presently exists, she hasn't met the terms and we're going to terminate that. We enter into some other contract that she does A, B, and C, which she has already agreed to do then we will pay her some minimal amount. We can't just continue to do odd jobs. It has to be reformed.

Mr. Williams: What Ms. Martens expressed make since. From an operational standpoint is it something staff can manage?

Mr. Lopez and Mr. Ridgeway stated yes.

Dr. Banks: We know the Mental Health challenge was an act of God and cannot be performed.

Dr. Woodard: Was she already paid to do this conference?

Dr. Banks: We were able to get the money back from the hotel.

Mr. Ridgeway: Dr. Woodard, it hard for us to go back because she is billing Inlet Grove without giving detail. Usually you bill as you go and not one twelfth.

Dr. Woodard: I think we should terminate the contract.

Mrs. Marten: Would you like for me to just put it in writing and send it out to everyone?

Dr. Woodard: Mrs. Martens please put that together for us please.

New Business:

Dr. Banks presented copies of the certification letter to the Governing Board. A point of reference.

New Policies Adopted: New policies and adopted policies were sent to the Board.

Mr. DiGiancinto made a motion to approve and adopt policies presented to the Board.

Mrs. Martens seconded.

Motion approved and carried.

Meeting adjourned at 1:56pm

Charles M. Woodard Ph.D

Dr. Woodard

10/22/2020

Date

A large, stylized graphic of a hurricane or cyclone, rendered in shades of blue and white, occupies the left side of the page. The graphic features a central eye and swirling bands of varying thicknesses, creating a sense of motion and depth.

INLET GROVE HURRICANES

2020-2021

Reopening of School Plan Phase 3

Francisco Lopez, M.Ed. | Principal

Mission & Vision



Mission Statement

Inlet Grove Community High School will prepare students to be college and career ready through career academies, by nurturing creativity and developing the necessary critical thinking skills and problem solving skills to be successful members of a diverse society.



Vision Statement

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.



Administration

Francisco Lopez M. Ed.
Principal

Dr. Emma T. Banks
Director of Curriculum and School Improvement

Deanna Pientka, M.Ed.
Assistant Principal

Scott McDermott, B.A.
Assistant Principal

Monica Banks, M.S.
Assistant Principal

Tonja Lindsey Latson, M.Eds.
Procedural Compliance Coordinator

Option 1

Students would attend school for on-campus learning for 1 week per month. The other 3 weeks students would have distance learning, using Google Classroom and Google Meet. Teachers will be at school, teaching students who are physically in their classroom and students at home.

Each class-level will come to school together:

- Week 1 - Freshmen
- Week 2 - Sophomores
- Week 3 - Juniors
- Week 4 - Seniors



Option 2

A choice between learning on-campus full-time OR from home full-time:

Parents will decide how their student will receive instruction for Semester 1. Parents will choose to either have their child receive instruction on-campus or receive their instruction remotely. Distance learning will use Google Classroom and Google Meet for instruction.

As above, teachers will be at school, simultaneously teaching students who choose to physically learn in the classroom and students who choose to learn remotely from home.



Option 3

An ONLY distance learning approach for Semester 1:

This option would have students start Semester 1 using ONLY distance learning for their 4 classes, using Google Classroom and Google Meet.

Then for Semester 2 students can learn physically on campus, depending upon the state of the county.



Most Supported Option

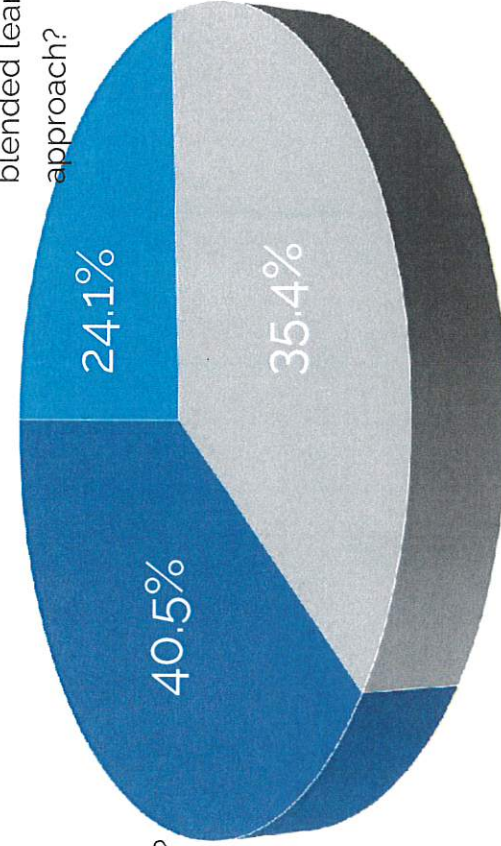
Question Presented:

After reading the 3 options, which one do you prefer to start the year?

- Option #1/ Opcion #1/ Opsyon # 1
- Option #2/ Opcion #2/ Opsyon #2
- Option #3/ Opcion #3/ Opsyon #3

Option 1

Would you support a blended learning approach?



Option 3

Would you support an ONLY distance learning approach for Semester?

Option 2

Would you support a choice between learning on-campus full-time OR from home full-time?

Most Supported Option By Staff

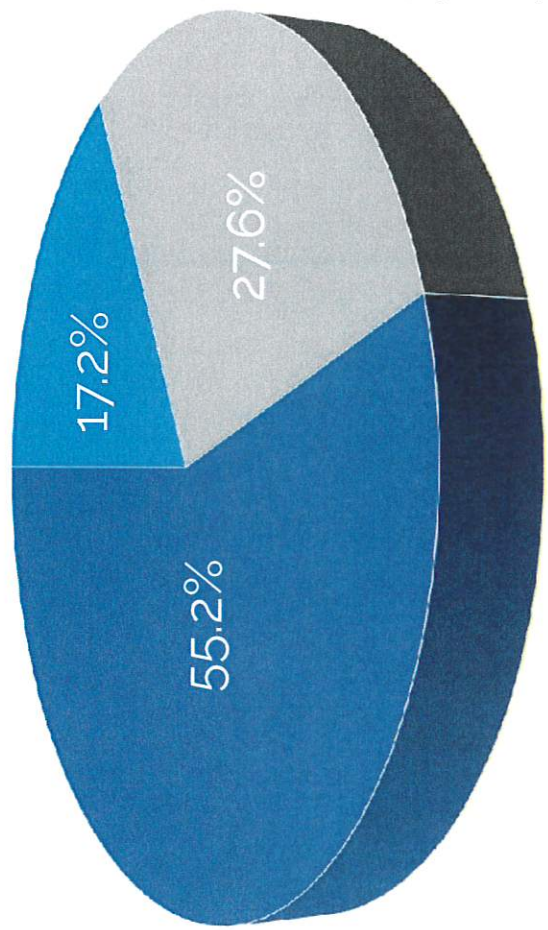
Question Presented:

After reading the 3 options, which one do you prefer to start the year?

- Option #1/ Opcion #1/ Opsyon # 1
- Option #2/ Opcion #2/ Opsyon #2
- Option #3/ Opcion #3/ Opsyon #3

Option 1

Would you support a blended learning approach?



Option 3

Would you support an ONLY distance learning approach for Semester?

Option 2

Would you support a choice between learning on-campus full-time OR from home full-time?

FY21 School IGCHS Reopening Plan



Stage 1 - August 31, 2020 Start Date for Students

- Distance Learning for all Grades 9 - 12
- Parents/Guardians are contacted individually by phone to find their educational preferences when the school district goes to stage 2m
- Health conditions will be reevaluated on a weekly basis.

Stage 2 - September 21st

- **If less than 50% of the student population chooses to return to campus, then we will open to all grades 9th - 12th.
- ****If more than 50% of the student population chooses to return to brick and mortar then we will follow Option 1, which will require students to come back according to their class cohorts following the stages.**
- Begins face to face/live instruction for 9th grade, ESE and ELL students.
- Distance Learning continues for Grades 10, 11 and 12.
- Health conditions will be reevaluated before SDPBC Stage 3 initiated.

Stage 3

- ****If less than 50% of the student population chooses to return to campus, then we will open to all grades 9th - 12th. This is part of Option 2 of our reopening plan**
- **If more than 50% of the student population chooses to return to brick and mortar then we will follow Option 1, which will require students to come back according to their class cohorts following the stages.
- Continue face to face/live instruction for 9th - 12th grade.
- Distance learning continues for Grades 9th -12 for those students who choose to attend school virtually
- Health conditions will be reevaluated before SDPBC Stage 4 is initiated.

Stage 4

- **If more than 50% of the student population chooses to return to brick and mortar then we will follow Option 1, which will require students to come back according to their class cohorts following the stages.
- ****If less than 50% of the student population chooses to return to campus, then we will open to all grades 9th - 12th. This is part of Option 2 of our reopening plan**
- All grade levels are receiving face to face instruction and distance learning will continue simultaneously

FY21 School IGCHS Reopening Plan

Stage 1 - August 31, 2020 Start Date for Students

- Distance Learning for all Grades 9 - 12
- Parents/Guardians are contacted individually by phone to find their educational preferences when the school district goes to stage 2m
- Health conditions will be reevaluated on a weekly basis.

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- ****If more than 50% of the student population chooses to return to brick and mortar then we will follow Option 1, which will require students to come back according to their class cohorts following the stages.**
- Begins face to face/live instruction for 9th grade, ESE and ELL students.
- Distance Learning continues for Grades 10, 11 and 12.
- Health conditions will be reevaluated before SDPBC Stage 3 initiated.
 - **Week 1 9-21-2020:** Parents have the choice to send ESE and 504, LPN Freshman and students without technology
 - **Week 2 9-29-2020:** Parents have the choice to send ESE and 504, LPN, Sophomores and students without technology
 - **Week 3 10-5-2020:** Parents have the choice to send ESE and 504, LPN, Juniors and students without technology
 - **Week 4 10-13-2020:** Parents have the choice to send ESE and 504, LPN, Seniors and students without technology.

FY21 School IGCHS Reopening Plan

Metrics determine when IGCHS progresses between Reopening Stages

| Grade Level | GR 9 | GR 10 | GR 11 | GR 12 |
|--|------|-------|-------|-------|
| IGCHS Stage 1 Start Date for students TBD | | | | |
| IGCHS Stage 2 TBD by Metrics | | | | |
| IGCHS Stage 3 TBD by Metrics Two weeks after Stage 2 has been implemented | | | | |
| IGCHS Stage 4 TBD by Metrics Two weeks after Stage 3 has been implemented | | | | |

FACTS TO CONSIDER FOR A SAFE REOPENING

Parents are required to complete the Make your Choice Form to register their choice for in person instruction or virtual instruction.

The form is also use to record their transportation needs

- [Make Your Choice Form Video](#)
- [Make Your Choice Form Data](#)
- Average Positivity Rate in Palm Beach County is **3.5%** According to the Department of Health. ([See related article](#))
- Palm Beach County is on **Phase 3** as of **9/29/2020**

Students opting to return to brick and mortar: 229 as of 10-13-2020 Total students 796

For the return to school on **09/21/20**, only **Freshman** will be attending; **49** students have requested to return to campus. Of which **4 are ESE** and **5 are 504**.

10/19/2020 97 Freshman

For the following week, **09/29/20** - **Sophomores** will be returning; **35** students have requested to return. Of which **3 are ESE** and **2 are 504**.

10/19/2020 49 Sophomores

For the week of **10/05/20** - **Juniors** will be returning; **29** students have requested to return to campus. Of which **3 are ESE** and **0 are 504**.

10/19/2020 43 Juniors

For the week of **10/13/20** - **Seniors** will be returning; approximately **26** students have requested to return to campus. Of which **4 are ESE** and **1 is 504**.

10/19/2020 40 Seniors

Communications and Engagement

Keeping Parents, Students, Staff and the Community Informed

PalmBeachSchools.org & InletGroveHS.com

The School District's and Inlet Groves website features all current information regarding the reopening of schools, including frequently asked questions, feeding sites, information on how to register, and learning resources.

Principal's Email

Francisco Lopez will stay connected with parents and staff through parent link, email, video messaging and social media.

Live Streaming

Please watch School Board Meetings and Workshops, which stream live at palmbeachschools.org or watch on TV at **Comcast Ch. 235**, and **AT&T U-Verse Ch. 99**

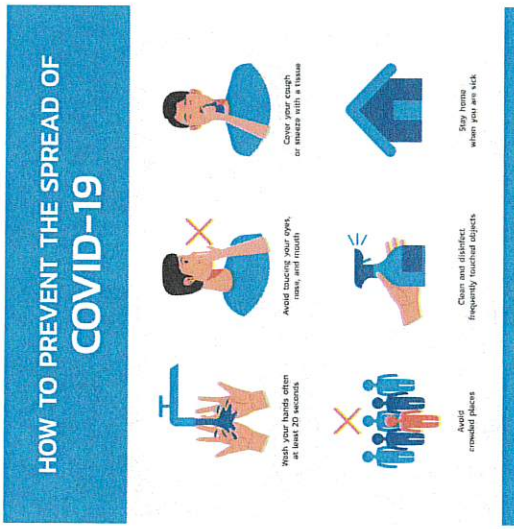
Phone Bank

Operator will answer concerns in multiple languages, including Spanish, Haitian-Creole, and Portuguese.

Staff Protocols for Social Distancing

- All staff members are required to take a **COVID-19 tests prior** to returning to campus.
- Professional Development on COVID-19 protocols and procedures.
- **Temperature checks** upon entering campus.
- Hand Hygiene and Respiratory Etiquette
 - Teach and reinforce handwashing
 - All staff members are required to **wear a mask or face covering**.
 - **3Ws** - **W**ash your hands, **W**atch your distance & **W**ear your Mask.
- All staff members are required to **wear ID Badges**.
- Staff members must maintain a distance of 6 feet from other persons as much as possible.

- Staff are discouraged from sharing items that are difficult to clean or disinfect.
- Meetings and curriculum planning will take place virtually.



Student Protocols for Social Distancing

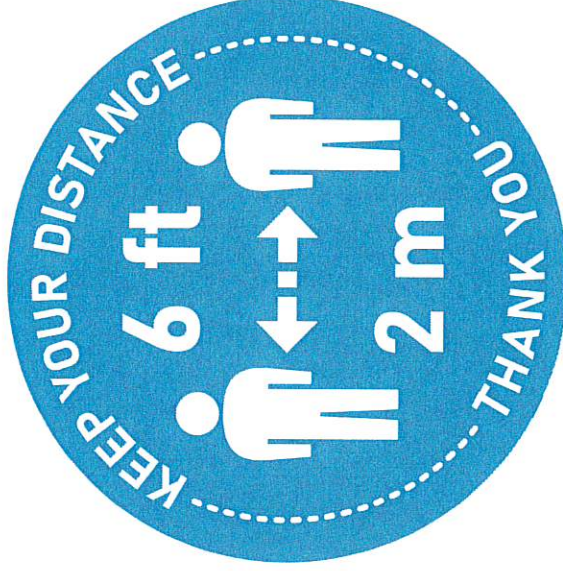
- Students are encourage to take a **COVID-19 tests prior** to returning to campus.
- **Temperature checks** upon entering campus.
- Hand Hygiene and Respiratory Etiquette
 - Teach and reinforce handwashing
 - All students are required to **wear a mask or face covering. Face mask and face shields inside the classroom.**
 - **3Ws** - Wash your hands, Watch your distance & Wear your Mask.
- Students are required to **wear ID Badges.**
- Students must maintain a distance of 6 feet from other persons as much as possible.
- Modified communal spaces layouts
 - Social distance seating arrangements
 - Traffic flow procedures & protocols
 - Physical/Social distance etiquette

- Staggered drop-offs and pick-ups.
- [Safety Protocols and Procedures Video IGHS](#)



Visitor Protocols for Social Distancing

- Visitors are restricted and must have a temperature check before entering in contact with staff
- All visitors are required to **wear a mask or face covering**.
- **Temperature checks** upon entering campus at guard gate.
- All visitors must maintain a distance of 6 feet from other persons as much as possible.
- Visitors must contact the main office before entering campus to limit group sizes.
- Limit non-essential visitor, volunteers and activities involving external groups.

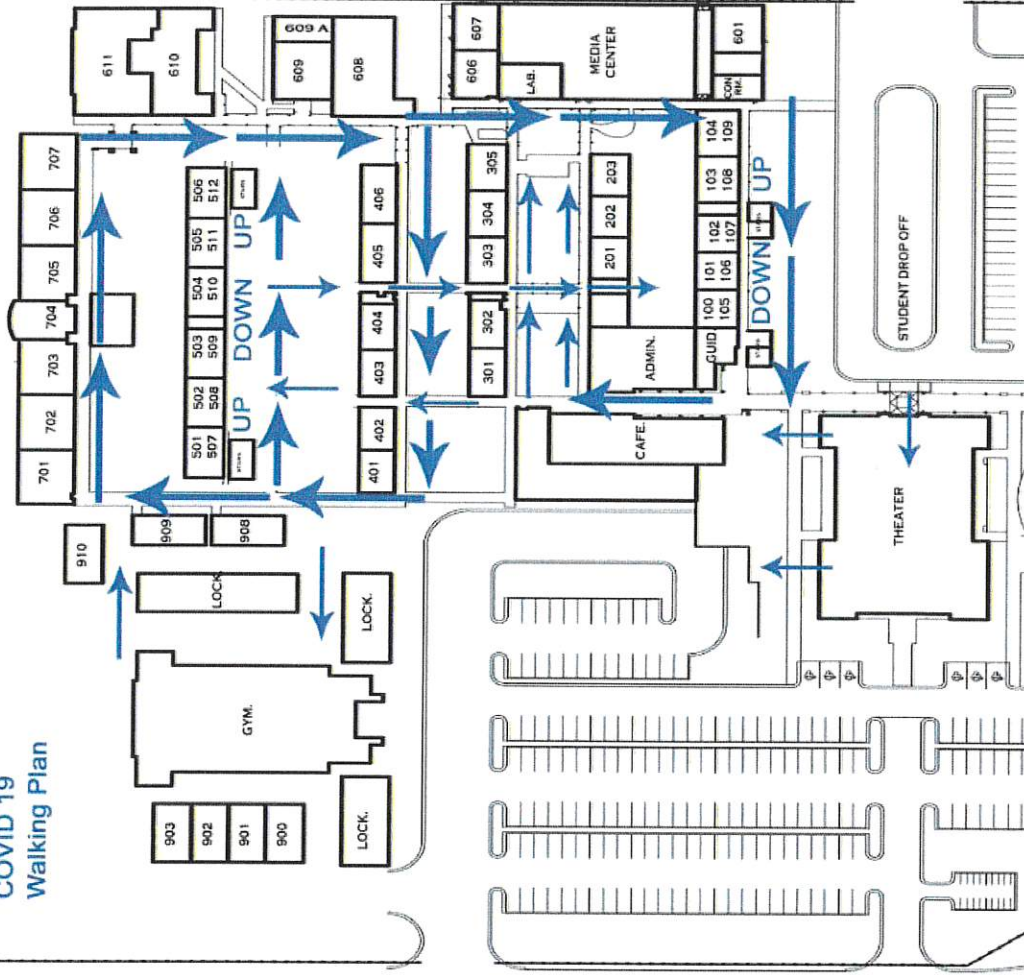


INLET GROVE CAMPUS



Traffic Flow

COVID 19
Walking Plan



Lunch Dismissal

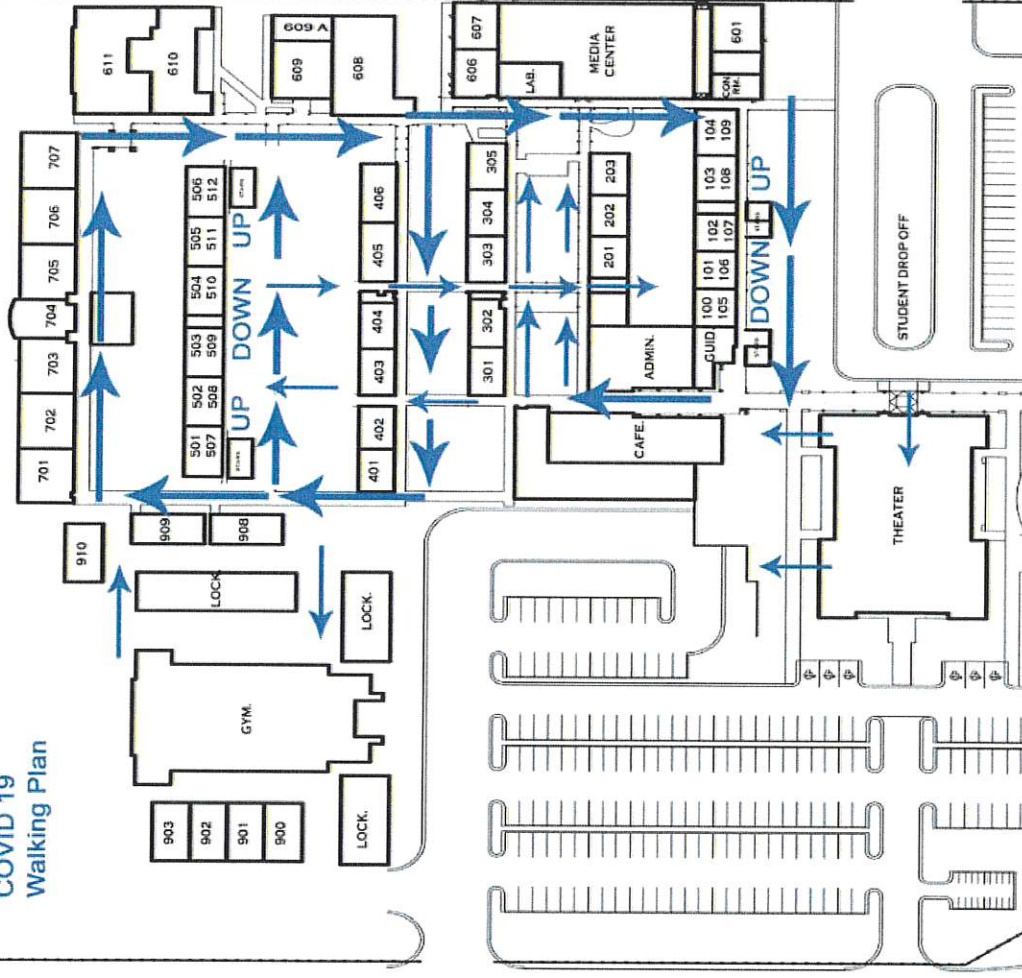
- 11:10 Buildings 7, Gym & Portables
- 11:12 Buildings 5 & 6
- 11:14 Buildings 4 & 3
- 11:16 Buildings 2 & 1

INLET GROVE CAMPUS



Traffic Flow

COVID 19
Walking Plan



End of the Day Dismissal

- 2:55 Buildings 7, Gym & Portables
- 2:58 Buildings 5 & 6
- 3:01 Buildings 4 & 3
- 3:05 Buildings 2 & 1

Class Seating Chart Designs

- Classrooms will have a maximum of 16 students
- Excess students will be sent to an alternative location on campus to receive instruction virtually.
- Teachers will rotate students to go to the alternative location for that period
- Teachers will create a seating chart to socially distance students inside the classroom
 - [Mrs. Day's Classroom](#)
 - [Mrs. Pawlin's Classroom](#)



Classroom Overflow

Classrooms will have a limit occupancy of 16 students inside.

- Media Center: Ms. Bell
- Auditorium: Mr. Gira
- Media Center Lab Mr. Baker/ First Day Ms. Elliot
- 609 A: Mr. Valliere/ First Day Ms. Samad
- 601 Lab Ms. Moore
- 510 Lab Ms. Samad
- Reading Room Mr. Dorvil
- 511 Lab Ms. Elliot
- 901, 902, Adult Education and the Gym if necessary: Assistant Principal will be available if necessary.

Proposed Adopted Policies from Palm Beach County School District

Inlet Grove Community High School Governing Board is currently reviewing the following policies to be adopted.

- SDPC Policy 3.82 “Employee Protocols due to COVID-19”
- SDPC Policy 2.065 “Visitation Protocols on District Property Due to COVID-19”
- SDPC Policy 5.32 “Student Protocols due to COVID-19”

The policies will be adopted with certain modifications that will make the applicable to Inlet Grove Community High School

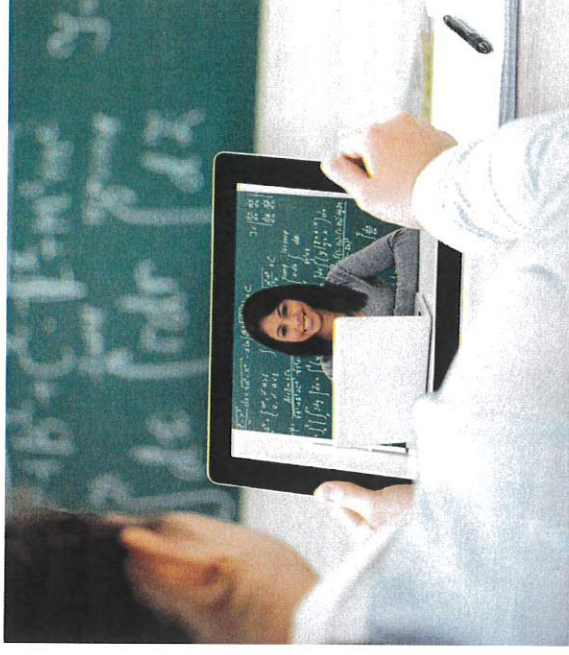
Enhanced Cleaning Protocols

- Increased routine cleaning and disinfection.
- Training for custodial staff on COVID-19 cleaning procedures and protocols.
- Clean and disinfect frequently touched surfaces within the school.
- Use of shared objects should be limited and/or cleaned between use.
- Cleaning products used near students/staff must have adequate ventilation to prevent inhaling toxic fumes.



Innovative Instruction

- Teachers will be in the classroom utilizing their computer and smartboards to teach students remotely.
- Teachers will utilize Google Classroom for instruction and to manage their class.
- Teachers will utilize Google Meet to video conference with students daily during the assigned period.
- Teachers will be required to take daily attendance.
- Teachers will have office hours during their planning period.
- Teachers will contact disengaged students and parents utilizing Google Hangouts or Google Meet .
- Teachers must have a goal and a daily objective.
- Teachers must interact with students daily.
- Teachers will monitor students to determine if they meet the daily objective.
- Teachers will provide weekly progress reports for students and parents utilizing SIS.
- Teachers will create virtual structures to engage students in peer interactions such as discussion boards, small group projects and collaboration.
- Teachers will maintain daily lesson plans and save them in the google drive.



Delivery of Instruction

- Teachers will plan and deliver lessons for students across all subjects and grade levels through digital platforms such as **Google Classroom**.
- Teachers will post assignments for the week on Google Classroom.
- Students will access assignments online and submit completed work via Google Classroom, **email** or any other online platform specified by the teacher.
- Students will engage in lessons and activities through a variety of formats that include web-based programs, **Google Meet**, video conferencing, and any other specified by the teacher.
- Teachers will input the assignments on SIS Gradebook.
- All teachers will have office hours for parent and student questions and/or concerns.
- Teachers will utilize **Google Drive** to save and share files (**Marzano 2021 Shared Drive**).



Daily Schedule

Keys to Success

- Weekly Faculty Meetings
- Weekly Administrative Meetings
- Training and Professional Development
- Individual or Small Group Instructional Coaching
- Written Communication and Updates
- Documentation
- Surveys

1st Period: 8:00 AM - 9:35 AM

2nd Period: 9:40 AM - 11:10 AM

Lunch: 11:10 AM - 11:55 AM

3rd Period: 12:00 PM - 1:30 PM

4th Period: 1:35 PM - 3:05 PM

Daily Schedule

| | I Do Guided Practice Live Instruction <small>(held via Google Meet but session is also recorded)</small> | We Do Cooperative Learning Student Work <small>(May be small group instruction, independent reading/videos, assignments and adaptive technology)</small> | You Do Individual practice with one-on-one instruction, if necessary <small>Teacher should provide individual feedback</small> | Total Instructional Minutes per day following school schedule <small>4 periods of 90 minutes each</small> |
|---|--|--|--|---|
| Core (ELA, Math, Science, & Social Studies) | 25-30 | 25-30 | 25-30 | 90 min each |
| Careers | 25-30 | 25-30 | 25-30 | 90 min each |
| Intensive Reading | 25-30 | 25-30 | 25-30 | 90 min each |

Grants funding the cost of the Reopening Plan

| | Amount | Items budgeted for |
|--|---------------------|---|
| ESSER | \$146,163.31 | Technology and cleaning supplies |
| GEER Building CTE Infrastructure | \$10,000 | Technology: Online subscriptions and software |
| GEER Coronavirus Prevention and Sanitation | \$7,327 | Cleaning, hand sanitizer, PPE and sanitation products |
| School Hardening Grant | \$11,512.12 | Single Point of Entry, Cameras, Radios, ID Scanners |
| CSP Distance Learning | \$582,101.25 | Technology: Laptops |
| Title I | \$250,522.08 | Teachers, Technology and subscriptions |
| Total | 1,007,625.76 | |

Attendance Policy & Procedures

Attendance Policy

We believe that to maximize learning and to develop good habits, students should log on daily and be in attendance to all virtual classes. We ask all students and parents/guardians to make this a top priority during this time. We understand that this is an unprecedented time and we are aware that students may not be able to attend class at the regularly scheduled time. Teachers have been advised to video their lectures and all students will have an opportunity to view their lecture at their convenience. All assignments must be turned in at their scheduled time. The Award of Credit policy states that absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery (School Board Policy 5.09).

Attendance Policy & Procedures

Daily Attendance Procedure

Attendance is based on a student's daily participation in the classroom. Students are required to complete a bell-ringer and will be required to turn in all daily assignments by the end of the day and/or a due date designated by their assigned teacher. Students will be required to view all video recorded classroom sessions on their virtual platform. A parent must contact their grade level administrator and/or teacher for all excused absences. Teachers will be required to notify the School Based Team for students who have 10 or more unexcused absences within a 30 day period.



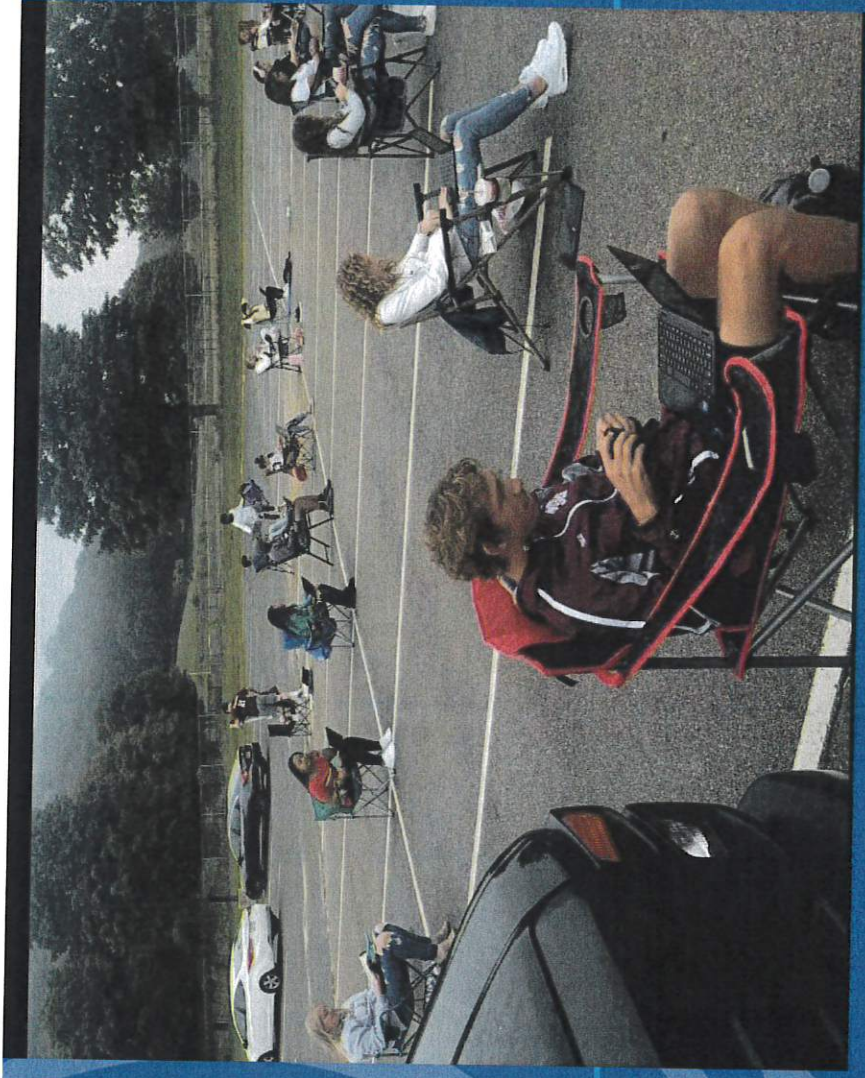
Student Services Responsibilities & Tasks

Tasks

- **Discipline**
 - Student handbook
 - Response to Intervention
 - ID Badges
 - Alternative to Suspension
 - ATOD Program
 - Attend Professional Development
 - Strategies & Support for Parent for Home Educational Learning Environment
 - Virtual Learning Attendance Policy & Procedures
- **School Based Team (SBT)**
 - Virtual Learning Procedures
 - Teen Parent Contact
 - McKinney-Vento Program
 - Community Organizations
- **Parent/Student Virtual Conferences**
- **Video Tutorials**

Division of Tasks

- 9th & 12th Grade: Mr. Gira
- 10th & 11th Grade: Mr. Baker
- School Based Team: Mr. Gira & Mr. Baker
- Communication
 - **12th Grade** – Ms. Bavegehims, Mr. Gira & Mr. McDermott
 - **11th Grade** – Ms. Bonikowski, Mr. Baker & Mr. Lopez
 - **10th Grade** - Mr. Valliere, Mr. Baker & Mrs. Latson
 - **9th Grade** - Ms. Espinoza, Mrs. Pientka & Ms. Banks
- ID Badges: Mr. Baker, Mr. Gira and Ms. Banks
- Contacting Local Agencies: Mr. Baker, Mr. Gira and Mr. Banks
- Translation and communication in Spanish: Mrs. Espinosa and Mr. Lopez
- Translation and communication in Creole: Mr. Dorvil
- Translation and communication in Portuguese: Mr. Lopez
- Video Tutorials: Mr. Baker and Mr. Gira



**Necessity is the catalyst
for creativity & innovation**



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

**AGENDA
October 28, 2020
12:00 P. M.**

I. Call to Order

II. Determination of Quorum:

Members

Staff

Dr. Charles W. Woodard, Chair

Francisco Lopez, Principal

Dr. Barbara Shuler, Vice-Chair

Dr. Emma Banks, Director of Curri/ Compliance

R. Henry Di Giacinto, Board Member

Emanuel Ridgeway, CFO

Lonnie Martens, Board Member

Lynn Barnes, Executive Administrative Assistant

Clarence Williams, Board Secretary

Crystal Atkinson, Board Treasurer/Parent Liaison

III. Reports and Discussions

- Amended and Restated Bylaws
- School adopted policies establishing standards of ethical conduct, 1012.01, 39.203, and 768.095.

VII. Next Governing Board Meeting Date: November 17, 2020

Meeting Adjourn



SPECIAL MEETING MINUTES

October 28th, 2020

Call to Order 12:10 P.M.

I. Determination of Quorum:

Members

Dr. Charles W. Woodard, Chair
Crystal Atkinson, Board Treasurer/Parent Liaison
R. Henry DiGiacinto, Board Member
Lonnie Martens, Board Member

Staff

Dr. Emma Banks
Lynn Barnes

II. Reports and Discussions: Amended and Restated Bylaws, and Policy on Ethical Conduct of Instructional Personnel and School Administration.

Dr. Woodard asked everyone if they had received the copy of the Amended and Restated Bylaws and the Policy on Ethical Conduct of Instructional Personnel and School Administration.

All responded they received them.

Dr. Woodard asked Dr. Banks if she wanted to say anything.

Dr. Banks: I spoke with Braxton and let him know we're going through our Annual Review. He stated there is a standard one, and to submit the old one and he would make the changes. I went through it I didn't see any major problems with it. The only thing I told him is that officers should remain in office a year and then you can vote them back in. Before it was two years. It used to be where we had to go through the Advisory Board, but we changed the wording. The Board agreed that if we had an open house, and put on our website there was an open seat or if the Board member knew of someone they would submit their resume to the Board and the Board would talk to them and make a decision.

Dr. Woodard: Everyone said they received, so they had a chance to go through it. Are there any questions? Are we ready to vote?

Mr. DiGiacinto made a motion to adopt the amended bylaws as presented.

Mrs. Martens seconded.

Motion carried. Bylaws were accepted, amended, restated, and approved.



Dr. Banks: Went over the Policies on Ethical Conduct of Instructional Personnel and School Administration.

Dr. Woodard asked if there any questions or comments of the presentation of the Policies on Ethical Conduct from anyone.

Mrs. Martens made a motion to approve the Policy on Ethical Conduct of Instructional Personnel and School Administration as described by Dr. Banks.

Mrs. Atkinson and Mr. DiGiacinto both seconded.

Dr. Woodard: The motion was moved and properly seconded. The motion carried and approved by the Board.

Meeting adjourned: 1:55 PM

Charles W. Woodard Ph.D.
Dr. Charles Woodard
Chairman

11/2/2020
Date



Shawn A. Arnold, Esq.♦♦
Melissa Gross-Arnold, Esq.♦♦
John P. Leombruno, Esq.*
Braxton A. Padgett, Esq.

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October 30, 2020

School District of Palm Beach County
3300 Forest Hill Boulevard
West Palm Beach, FL 33406

Re: Inlet Grove Community High School – Charter School Review

To whom it may concern:

This letter is issued in regards to the School District of Palm Beach County's ("District") 2020-2021 annual review of Inlet Grove Community High School (the "School"). I am writing to address specific inquiries from the District found on the Charter School Review form. The conclusions presented in this letter are based upon my own inquiries made on the School's personnel along with my review of the relevant documents and policies. Upon inquiry and review, I have made the following determinations:

4. I have confirmed that no employee of the School or his or her spouse is a member of the School's Governing Board. The School does not have a management company.
5. I have confirmed that all members of the School's Governing Board are in compliance with Sections 112.313(2), (3), (7), and (12) and 112.3143(3), Florida Statutes.
6. I have confirmed that the School has not entered into any confidentiality agreements regarding the termination, dismissal, or resignation of any instructional personnel or school administrators based in whole or in part on misconduct that affects the health, safety, or welfare of a student. The School has also not provided any such instructional personnel or school administrators with employment references or discussed their performance without disclosing any known misconduct.
11. I have confirmed that the School's organizational documents and bylaws are legally compliant, including with the provisions of Section 286.011, Florida Statutes (the "Sunshine Law").

13. I have confirmed that the School has complied with the requirements in Section 9(C)(2) of the Charter Contract to adopt policies i.) establishing standards of ethical conduct for instructional personnel and school administrations; ii.) requiring instructional personnel and school administrators to complete training on the standards; iii.) establishing procedures for reporting alleged misconduct by other instructional personnel and school administrators which affects the health, safety, or welfare of a student; and iv.) explaining the liability protections provided under Sections 39.203 and 768.095, Florida Statutes.

This letter is issued exclusively for use by the District in its 2020-2021 annual review of the School and shall not be used or relied upon for any other reason. If you have any questions or concerns about the contents of this letter, you may contact my office.

Sincerely,



Braxton A. Padgett, Esq.
braxton@arnoldlawfirmllc.com