

Inlet Grove Community High School
Governing Board Meeting
Conference Room 102A,
November 14, 2023, 12:00 pm

Dr. Charles Woodard called the governing board meeting to order at 12:14 pm at the Inlet Grove Community High School Conference Room 102A in Riviera Beach, Florida. Those in attendance and constituting a quorum were:

Present:

- Dr. Charles Woodard, Chair
- Dr. Emma Banks, CEO
- Lonnie Martens, Vice Chair
- LaVoise Smith, Board Member
- Clarence Williams, Secretary
- Francisco Lopez, Principal
- Annette Gardner, Finance Consultant
- Anita Williamson, Accountant
- Monica Banks, Assistant Principal
- Jim Pegg, Board Member
- Juanita Rivera, Confidential Administrative Assistant
- Natacha Dominguez, Executive Administrative Assistant

Absent:

- Danny Jones, Board Member
- Dr. Marie Morel, Board Member
- Bill Washington, Treasurer

Welcome Opening: Dr. Woodard

Dr. Woodard moved forward with approval of the minutes of **October 10, 2023**, governing board meeting

MOTION by Pegg

Move to approve the minutes of the October 10, 2023 governing board meeting.

Seconded and carried without dissent.

Officer Report: Dr. Woodard

Dr. Woodard informed the board that he and Dr. Banks were part of a meeting last week with the contractors of the school district to discuss their construction plans for our school and their plans are extensive. They are going to consolidate and enlarge many of the school areas. For example, the cooking area will be in one area so that everything will be in one area. The media area be in one area. They discussed utilizing a swing space, for example, the auditorium could be utilized as a possible swing space. We can use the

auditorium temporarily for the students during the construction phase to keep things moving steadily through the construction process as a possible swing space. We want to keep this moving forward and the more expedient they can be, the less costly it will be for everybody and the shorter time frame for completion. Hopefully, the contract portion will be completed by the end of the year, and the construction process start by the end of the summer. As far as completion, they say about two and half years to three years depending upon how quickly they can consolidate spaces and utilize swing spaces to move the process faster and smoothly. We are excited about the process and the school district is on board and we are moving forward with the process.

CEO Report: Dr. Banks

We attended the national conference, and we all had different areas to go to. One of the things that were there was that the vendors offered their services. Several of the vendors offered services on assessing, staff, certifying staff, and making sure that they are available and eligible in the different schools that are needed and as you are aware, teachers are now leaving the school very rapidly. We want to be in the position of being able to keep operations running and providing services to our students and want to provide workshops. We want to make sure we are running things in accordance and there are some things we just did not know and want to do better in all regards. Dr. Banks stated she attended the one on ESE and they had a chart with some things that were changing and gave it to our ESE teacher Ms. Latson, who was advised that if we are not meeting standards to come up to par. They told us that the minutes would be online but as of this morning they were not online. I talked to Karen and was told we didn't have to take notes and there was no material online. They are going to update the online to reflect the minutes and topics. The other conference that I attended was with Attorney Woodford. He was very informational and talked about a lot of things that were happening in Palm Beach County and that shouldn't be happening. For Example, lawsuits. It was very informative, and the other one I attended was "Falling off the Cliff", with the Elsa Grant, there will be more grants and people not spending the money that they have and getting more grants. I also went to a board meeting with Kathleen and the new board members really need to go through the board training because we are going to get ready to seek accreditation. We have to have that. I also went to a mental health conference as well and that was also very informational. There are a lot of children in the state of Florida that need help. Our focus is to gear up and meet the needs of the kids who are mentally challenged so that they are successful in society.

Insurance- The insurance rates are going up because we are finding out there is an increase in staff members being sick. We weren't aware of this until the new enrollment period came up and are coming up with this issue. The reason why the insurance rates are going up is because our employees are getting sick. Ms. Gardner provided an update via Google Meet virtually. Open enrollment is now happening with Medical Insurance for school employees. The insurance will expire on 11/30/2023. We have gone shopping with vendors and they came back with the plan that we currently have which is Florida Blue, the quote came back with a 47% increase from last year's quote of 25% because of the increase of sick employee claims. Dr. Banks has decided that the increase will be picked up by the employee and not the employer. Once everything gets finalized, we will submit a copy to the board. The school was paying \$467 per month per employee. The employer will continue paying the same amount per employee per month and since the 47% increase, the employee's cost will be \$138 per month, only including the employee coverage for the employee which does not cover spouses or children.

New Staff- We have a new staff Administrative Assistant, Natacha Dominguez taking Woodbury's Place and we went through a temp Agency for her. And we got a new Human Resources Assistant Rodolphe Ganthier. The school district informed me to get a para-professional person to work with some of our ESE students who are coming as of December 1, 2023, with some of our students. The temp agency which is

Pride Staff charged us **20%** of the salary of our new staff. But guaranteed if they do not work out, they will find our new staff with no additional charge.

TDE/Staff not Showing up for Work- We need approval and action items for the TDE policy because a lot of staff members are not showing up for work and or calling in late to tell you that they aren't coming to work. Some staff members won't even tell you that they are out and they clock in and clock out. We want you to look at the TDE policy that Mr. Lopez created and put in place and we need approval and add to our faculty handbook. In Summary per Mr. Lopez, we are asking our employees to turn in the TDE form within 48 hours after an absence, sickness, or emergency failure will comply will not be compensated for that time or should be deducted from their personal or sick days but unfortunately, they still do not turn in the TDE forms and are creating these problems. Mr. Lopez stated that we follow the policy of 48 hours per the TDE policy. But recently was made aware per HR that we are having an increase of employees not abiding by the policy. Those employees who do not have personal time available will not be paid for any time off. Those employees who do have personal time available and abide by the TDE policy will be paid accordingly. Ms. LaVoise stated we should have an employee staff meeting and inform all staff members that we are enforcing the TDE Policy and that there will be consequences. Once the school is forceful, then employees will follow policy guidelines. If an employee does not turn in a TDE Form, they will not get paid for any time off. Mr. Lopez clarified to the board that it is only one small group of staff that is taking advantage of this. We want the support of the board on this policy so that we can amend the faculty handbook and have this policy in place. Per Mr. Lopez, The TDE Policy is not currently not in the Faculty handbook. Mr. Lopez and Dr. Banks are asking the board to amend the TDE 48 hours Policy to be amended into the faculty handbook today and approved by the board today **November 14, 2023**

MOTION: Ms. LaVoise- to update the faculty handbook to include a clear policy of abscess and leave for employees.

Dr. Woodard- this is the policy that Mr. Lopez has created stating failure or adherence results in employees not being compensated. Hold that motion-

Dr. Banks had a question about record keeping, it should be the responsibility of HR record keeping to keep in the employee file.

Dr. Woodard any questions further questions on the TDE Policy? Let's move forward with the motion. Let's move forward all in favor say I. TDE Policy to Faculty amended and voted to say I by Board members Policy adopted and approved.

Time Clock Correction Form- Mr. Lopez stated that Inlet Grove Community High School needed to implement this form for employees such as custodial staff or our hourly paid employees. This form is used when the employee fails to punch in the time clock and is currently using emails to HR letting them know when they are punching in and out of the work. We need this time clock correction form amended and approved today by the board so that we can have the proper form or proper records to adopt this form for HR to have it for proper documentation.

MOTION: Mr. Pegg **SECOND:** Ms. Gardner Dr. Woodard accept the time Clock correction form all in favor ready to say I and all in Favor- form is accepted and adopted and approved on **November 14, 2023.**

Investigation- Dr. Banks, no one has gotten back to me in regards to Mr. Sims' vacation time and his contract. We haven't heard anything else. I did talk to Random Law because I had to go into the employee

information and the employee information in the folder was gone. All the folders were gone. All of the folders were in disarray and they told me the folders were put back like they were. I am going to have the HR person put the folders back in order and haven't heard anything else right now for the investigation. I have spoken to others from the State Department, Mr. Wood, and have no reason to go into there. and I have given them all of the money and they keep asking me for the same information. I have kept all the emails. I want to be in front of their board. I guess no news is good news. Dr. Woodard, is there any way we can scan all electronically? Not at present. Mr. Lopez. The School Board does scan everything electronically.

Ms. LaVoise- Left at 12:58 pm had another meeting at FAU @ 1:00 pm. Left Google Meet Virtually

Principal Report- Mr. Lopez

Mr. Lopez I would like to be brief- this is the plan for our new school and attract new students to our Inlet Grove Family. We are focusing on learning experiences- the food you are eating is prepared by our culinary department and the students are also going to Nova Southeastern University. Medical Academy is going on Medical Field trips and at the same time developing learning experiences for our students. The students are also going to Morse Life on field trips as well and gaining learning experiences. We have the Medical Academy Program that goes on field trips to NSU and also Officer Terrell Criminal Justice Academy Partnering up with Riviera Beach Police Department. Our enrollment is **807**. it declined a little bit but we are going to have more students that want to come to Inlet Grove. Our school's grade currently is an A. I don't see our school grade falling below a Grade A average. We are doing school Assessments right after the Thanksgiving break from **November 27th to December 15th, 2023**. The ELA Progress Monitoring # 2 Testing from **December 4, 2023, to January 26, 2024**. Inlet Grove gave its first digital **PSAT/NMSQT to 170 10th-grade students, 29 11th-grade students, and 8 12th-grade students on Thursday, October 26, 2023**. The **11th & 12th Grade Students** took this test to be able to earn a concordant score for their math graduation requirement. These test score results will be available on **November 16, 2023**. On Saturday, **November 4, 2023**, Inlet Grove High School hosted a SAT for 17 students.

77 ESE Students- 77 Receive Support Facilitation for English and Mathematics

62 Students have a 504 Plan. Currently, Ms. Latson is helping with the 504 students. Ms. Jones is doing the consultation. Ms. Taylor is doing support with English and Ms. Lambert is doing support with Math.

Support for at-risk students- parents are contacted and strongly encouraged to send their child to school consistently. Extended Learning Opportunities Tutoring and Credit Recovering courses are available to students.

Recruitments & Admissions- we did a showcase of schools on **October 17th, 2023 @ the South Florida Fairgrounds from 4 pm to 8 pm** and an Open House at Inlet Grove on **November 2, 2023, @ 6 pm** our next scheduled open house is for **December 7, 2023, @ 6 pm**. We have already visited several middle schools. We currently have **22** applications under review.

Mr. Lopez also stated that an allegation came recently of an ELA teacher allowing a student to skip his class and allowing the student to vape., this is an ongoing investigation. But when we investigated, this was from the teacher writing a referral, but when we went and tested the student for marijuana, the student tested negative. and there was no way to prove it the teacher claimed he saw the vape and the parent denied that the student smoked. We continued with the investigation and observe and we do recommend that he can benefit from classroom management and take standard base planning and we continued observing that the staff member and the student received the referral but we didn't continue with that student referral because that student went onto to go on virtual learning and student withdrew.

We had an allegation early in the school year for pre-law for a staff member calling students derogatory names. We performed an investigation with Dr. Banks in observing one of the staff members' classes and gathered statements from staff members' students and found that it was unfounded and gathered that the staff member could benefit from classroom management and continue his full class certification on his temporary course certifications.

Internal Procedures were being submitted for tutoring services by staff members for students incorrectly. The service was being done outside the times of tutoring services incorrectly. The documentation was not sent for reimbursement. The employee did not receive compensation. Communication and expectations are now clear. After school credit recovery stopped due to a lack of attendance.

Athletics: We try to protect our students and protect our staff from the news since we are dealing with underage students. We Don't answer any questions or comments from the news. NFHS gave us a sanction when we were at a conference on ethics.

Football: Policy 30.1 Unsportsmanship and Ethics; Policy 30.2 Unsportsmanlike Conduct. The Football Team is suspended for the rest of the season and it is on administrative probation for a year. 3 players and one coach have been removed from the team. NFHS Sportsmanship course before 12/29/23. \$5,000 fee held in abeyance. The football program is preparing for the next season 2024-2025. No spring game or Preseason classic.

Ms. Martens will draft on behalf of the board a statement that would condemn this behavior and actively attend to the ethics and professionalism of the sports team moving forward. Dr. Woodard agreed with Ms. Martens to present to the board on the next governing board.

The wrestling is program getting some traction. The season is to start in February 2024. The soccer program for boys and girls is getting ready to start. Basketball boys and girls are starting at the end of the month. In baseball, we do not have players to form a team but we are keeping it as a club for now.

Cognia Accreditation –

We will be having our first Parent Teacher Organization (PTO) Meeting on November 16th at 5:30 pm. And hopefully, we can select a parent liaison for our governing board meeting. We will be meeting with our representative Elaine Scott every week on November 29th.

January 19th Finish Portfolio.

Dr. Woodard stated the board has been invited to attend the leadership meeting on the first Monday and is looking for a volunteer to come in and be in the meeting at 9 am.

Financial Report-Ms. Gardner

No financial report to report today to the board. But for today I will say that we did close the first quarter report and it was submitted to the district in a timely matter. The Gatsby Financial Report was submitted on time. We are waiting for the districts to provide an update on our financial survey and operating and receiving revenue of 742 students. However, the first survey that was submitted to the school district was at 813 students. We are still waiting for the revised and amended budget. Have a wonderful Thanksgiving.

Ms. Anita Williamson- Stated nothing new with the grants, just waiting on updated reimbursements.

Marzano Evaluation: Dr. Banks: The latest to get with the district to add us on and find out what they are doing. If Inlet Grove can be inclusive. hopefully, by Monday I can get more information about the teachers' salaries. We would want to have everyone on par with the salary.

Referendum 2021-2022-Dr. Banks: I am coming to the board today to ask for your support and help and to join the lawsuit for the referendum for 12 percent interest/funds. We will revisit in the future analysis on how to compensate those nonteachers with interest. **Motion: Martins Seconded by Peggs** and passed by Dissent

Approved and Dr. Woodard and All Board Members.

No more Action Items at This Time. Further Discussions

Lunch was provided By Inlet Grove Culinary Department

The next Governing Board Meeting will be held on December 12, 2023, at 12:00 pm

Meeting Adjourned: 1:35 PM



Board Member Approving Signature

11/28/23
Date