

**Inlet Grove Community High School
Governing Board Meeting
Meeting Minutes
December 10, 2024 at 12:00pm
Conference Room 102A**

Present:

- Dr. Charles Woodard, Chair
- Dr. Emma Banks, CEO
- La Voise Smith, Board Member
- Clarence Williams, Secretary-**Google Meet**
- Jim Pegg, Board Member
- George Lockhart, Board Member
- Monica Banks, Assistant Principal-**Google Meet**
- Francisco Lopez, Principal
- Annette Gardner, Consultant- **Google Meet**
- Anita Williamson, Bookkeeper/Finance
- Katina Davis-Williams, Administrative Assistant

Absent:

Bill Washington, Treasurer

Welcome Opening: Dr. Woodard

1. Call to Order and Roll Call

The meeting commenced promptly at 12:08PM, with the majority of the board members in attendance.

2. Approval of Meeting Minutes and Reports:

- A motion to approve the previous minutes as written:
 - Emergency meeting on October 22nd
 - Regular meeting on November 12th
- A motion was made by George Lockhart and seconded by LaVoise Smith; All were in favor and the minutes were unanimously approved by the board.

3. Middle School Budget Presentation:

- **Annette Gardner** presented the projected middle school budget:
 - Estimated revenue: \$2,839,999.72 based on 300 students.
 - Budget includes a 3% reserve.

- Thorough accounting of expenditures, especially transportation for 175 students.
- **Annette Gardner and Lonnie Martens** discussed:
 - Legal implications of merging middle and high school into one entity:
 - School will need a new name if classified as combined middle and high school.
 - May require a new Employer Identification Number (EIN) and charter amendments.
 - Budget considerations:
 - Need for accurate projections for Educational Service Center (ESC) services.
 - Budget impact from funding high-performing schools.
 - Dr. Banks, Mr. Lopez and Mr. Grajek to review the budget to ensure that all expenditures are being covered. The middle school budgets will be combines

4. Staffing and Marketing Strategies for the Upcoming School Year:

- **Staffing needs** discussed for the next school year:
 - Hiring of a principal, and potentially an assistant principal, within budget limits.
 - **Annette Gardner** noted FTE allocation indicated an overstated budget.
 - A balanced budget will be presented in January.
- **Discussion regarding Strategy and Personnel for Middle School**
- Question was raised about the marketing firm's effectiveness in community outreach.
 - Discussed the need for strategies to increase student enrollment.
 - The school name will need to be amended to include the Middle School
 - AP's will be placed in Middle School in leu of Principals
 - Inlet do not use Guidance Counselors; AP's and Administrative are being used for those arears.
 - Inlet will remain a Community School
 - Need to consider Athletics Association for the Middle School.
 - A committee is in place to coordinate the Middle School- Ms. Latson; Mr. Lopez and Mr. Grajek
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5. Financial Update on Grants and Reserve Funds:

Mrs. Williamson provided updates on grants and reserve funds:

- **CAP Grant:** Previous balance-\$142,801.00 after disbursement of \$25,617.60; remaining balance \$90,791.40.
- **Title I grant:** The proposed budget amount is \$401,100.00; as of today the available amount \$288,627.80 .
- **Total reserve balance:** \$2,173,410.12, with \$742,053.99 available after planned expenditures.

6. Dr Banks Report

- Introduced new Admin Assistant Katina Davis-Williams
- Christmas Party-December 19, 2024
- Urban League Holiday Celebration -December 14, 2024 @ 6pm
- Number of Current Students 719, students short of the 800 -student benchmark.
- New Policies-Discussed new insurance policy for transportation
- Number of Students Signed Up for Middle School
- Personnel-Hired new HR Director – (1) Teacher will retire in May
- Career Certification- On Track
- FTE Reduction- Was presented by Mrs. Gardner and Mrs. Williamson
- Advised that Daymond John is scheduled to be in attendance at the MTMH Gala

7. Capital Outlay: Presented by Steven Gray

Steven Grey proposed a conservative investment strategy:

- Utilize short-term, FDIC-insured certificates of deposit (CDs).
- Concerns raised about the lack of capital outlay funding from the school district.
- Need to review agreements related to capital outlay.

8. Update on Middle School Portables and Costs- Mr. Grajek

- Estimate for two classroom portables and one restroom portable total cost for 36 months will be \$281,741.00
- Monthly cost- (2) Classrooms- \$4,180.73 (1) Restroom-\$3,422.93

9. Academic Progress and Support Initiatives- Mr. Lopez

- 116- Seniors on track to graduate May 2025
- Graduation Date -May 13, 2025 @ 8am
- 147-Juniors
- On track with testing
- Open house is scheduled for January 14, 2025
- Grant submitted to FPL for Classroom Make Over
- Discussion with Cheney Brothers and Tropical to become Advisory

Recruitment is taken place – marketing took place at JFK Middle and Renaissances Charter retraction went very well at both places.

(Mr.Lopez's Full Report attached)

10. Adjournment

With no further matters to discuss Mr. Charles Woodard made a motion to adjourn the meeting- seconded by Dr. Banks the meeting adjourned at approximately 1:45pm.



Dr, Charles Woodard,
Board Member Approving Signature

1/8/2025

Date