

# Governing Board Retreat Minutes

## Inlet Grove Community High School Governing Board Retreat 2024-2025

**Date:** August 1, 2024

**Time:** 9:30 AM - 3:00 PM

**Location:** Doubletree Hotel Executive Meeting Center, 4431 PGA Blvd., Palm Beach Gardens, Florida 33410

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### Call to Order:

Dr. Charles Woodard, Chair, called the meeting to order at 9:37 AM.

### Attendees:

- Dr. Charles Woodard, Chair
- Dr. Emma Banks, CEO
- LaVoise Smith, Board Member
- Clarence Williams, Secretary
- Bill Washington, Treasurer
- Jim Pegg, Board Member
- Francisco Lopez, Principal
- Danny Jones, Board Member
- Monica Banks, Assistant Principal
- Anita Williamson, Bookkeeper
- Natacha Dominguez, Administrative Assistant

### Absent:

- Lonnie Martens, Vice Chair

### Welcome Opening:

Dr. Woodard welcomed the attendees.

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### Approval of Previous Minutes:

Dr. Woodard proposed the approval of the minutes from the May 14, 2024, governing board meeting.

**Motion:** Jim Pegg

**Seconded by:** LaVoise Smith

**Result:** Carried unanimously.

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### Board Member Appointments:

Dr. Emma Banks discussed the need to review the Bylaws and confirmed that all board members should have a copy. Dr. Banks mentioned the expiration of Dr. Marie Morel's term and proposed sending her a letter of appreciation. Dr. Banks recommended Mr. George L. Lockhart for a new board member position and noted his willingness to submit his resume at the next meeting. She also highlighted the need for a new parent liaison in the upcoming year. The meeting's objectives include reviewing the charter

contract, Bylaws, and faculty handbook, with the goal of making any necessary revisions.

### **Discussion on Bylaws:**

- The Bylaws were reviewed, including terms for board members and officers.
- Mr. Danny Jones raised questions about term limits for the Chairperson.
- The board agreed to review and possibly revise the Bylaws based on the discussion.

**Action Item:** Review current board terms and ensure compliance with the Bylaws.

## **ARTICLE III. Board of Directors**

### **Section 1. Powers.**

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The direction and management of the affairs of the Corporation shall be vested in a Board of Directors.

### **Section 2. Number.**

The Board of Directors shall consist of a minimum of four (4) persons and no greater than seven (7) persons until changed by amendment of these Bylaws.

### **Section 3. Qualifications.**

Any person may serve as a Board member for this corporation who has reached the age of majority of the State of Florida and who has been nominated by another Board member. Board members do not need to reside in the County in which the Corporation's principal office is located. So long as the Corporation's contract(s) for operation of a public charter school(s) is in effect, all Board members must meet the requirements in said contract, the approved Charter Application(s) and provisions of Florida Statutes and regulations pertaining to governing boards of charter schools

### **Section 4. Term.**

Board members shall be elected for three year terms, except as otherwise provided for the initial Board members. Board terms will be staggered so that no more than approximately 1/3 of the Board shall be up for election in any year, unless a vacancy or vacancies need to be filled.

### **Section 5. Election.**

The names of the initial Board members are set forth in the Certificate of Incorporation. All successor Board members shall be elected by the Board of Directors at an election held each year at the annual meeting. The positions of those Board members whose terms have expired shall be open, nominations made by the Board members, and to be filled by those Board members eligible to vote. In the event of a tie vote for a position, a second ballot will be cast for that position only, with only the tied candidates participating on the ballot. Should a second tie vote occur, a

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### **Elections:**

#### **1. Re-Election of Board Members:**

**Discussion:** The Chair introduced the re-election of Ms. LaVoise Smith.

**Motion:** Jim Pegg

**Seconded by:** Clarence Williams

**Vote:**

- In favor: 8
- Opposed: 0

- Abstained: 0  
**Result:** Motion carried.  
**Conclusion:** Ms. LaVoise Smith was re-elected for another term, expiring August 1, 2027.
  - 2. **Re-Election of Chairperson:**  
**Discussion:** Dr. Charles Woodard's leadership was reviewed.  
**Motion:** Bill Washington  
**Seconded by:** Danny Jones  
**Vote:**
    - In favor: 8
    - Opposed: 0
    - Abstained: 0**Result:** Motion carried.  
**Conclusion:** Dr. Charles Woodard was re-elected as Chairperson for another term, expiring August 1, 2025.
  - 3. **Election of New Vice Chairperson:**  
**Discussion:** Ms. LaVoise Smith was nominated as Vice Chairperson.  
**Motion:** Jim Pegg  
**Seconded by:** Danny Jones  
**Vote:**
    - In favor: 8
    - Opposed: 0
    - Abstained: 0**Result:** Motion carried.  
**Conclusion:** Ms. LaVoise Smith was elected Vice Chairperson for a one-year term, expiring August 1, 2025.
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### **Board Composition for 2024-2025:**

- Chairperson: Dr. Charles Woodard
- Vice Chairperson: LaVoise Smith
- Secretary: Clarence Williams
- Treasurer: Bill Washington
- Board Members:
  - Lonnie Martens, Esq.
  - Jim Pegg
  - Danny Jones
  - George Lockhart
  - School Attorney: Shawn Arnold
  - No parent liaison assigned at this time.

**Note:** The board composition will remain for a three-year term or as revised in the next annual retreat.

### **CEO Report: Dr. Emma Banks**

- **Staff Reassignment:**
  - Administrative Assistant Natacha Dominguez has been reassigned to support Mr. Francisco Lopez, the current principal.
  - A new Administrative Assistant will be hired to assist with organizing the *My Teacher My Hero Award Gala* and securing new community partners and funding opportunities for the school.

- **Community and Business Partnerships:**
  - The goal is to ensure that each career program at Inlet Grove Community High School has a dedicated business partner to provide resources, training, and support.
  - Previous successful partnerships include the automotive program's collaboration with Schumacher, which provided essential training for students.
  - Plans are underway to replicate this model across all career programs, enhancing student training and resources through business partnerships.
  - This initiative will create a unique structure for career program support, allowing Inlet Grove to stand out in the community and better prepare students for future success.
- **Networking Efforts:**
  - Dr. Banks is actively engaged in numerous local organizations, including:
    - The Chamber of Commerce (Palm Beach, North Palm Beach, South Palm Beach)
    - The Urban League
    - The Executive Women's Club
    - Other non-profits and committees
  - These memberships foster connections with local businesses and educational partners to benefit Inlet Grove Community High School.
- **Grant Writing and Fundraising:**
  - A priority for Dr. Banks is to focus on writing grants to secure funds for career programs, including supplies, training, and technology equipment.
  - These grants will also cover career program teacher salaries and further extend the productivity and reach of the programs.
  - With Inlet Grove now ranked as the third "A Rated High School" in Palm Beach County, Dr. Banks plans to leverage this achievement to attract additional grant funding.
- **Television Show Initiative:**
  - Dr. Banks is launching a TV show this year, which has already garnered interest from advertisers and potential sponsors.
- **School Leadership:**
  - Dr. Banks acknowledges the exceptional leadership of Mr. Francisco Lopez and his administrative team in maintaining Inlet Grove's "A Rated High School" status.

#### **Personnel Matters:**

Dr. Banks addressed a formal complaint filed by the Mental Health Specialist regarding discrimination, stating that Inlet Grove is working with the school attorney on the issue. The board does not involve itself in personnel matters.

#### **Financial Report: Presented by Ms. Anita Williamson**

##### **Revenue Breakdown:**

- **Full-Time Equivalents (FTE):** 782.77 FTE, serving as the primary funding basis.
- **Total FEFP Revenue:** \$6,289,528.78, sourced from the Florida Education Finance Program (FEFP).
- **Transportation Revenue:** \$268,128.00 allocated for transportation services.
- **Other Revenue Sources:**
- **Dual Enrollment:** \$57,533.00, generated from dual enrollment programs.

- **Reserve Referendum Settlement Funds:** \$628,975.74 received from settlement allocations.
- **Industry Certification:** \$155,258.94 earned through student industry certifications.
- **ESSER III Prior Year Grant Funds:** \$30,681.34 from the Elementary and Secondary School Emergency Relief (ESSER) fund.
- **Total Revenue:** \$7,430,105.80.

### Expenses Overview:

1. **Florida Retirement System (FRS) Contribution Rate Increase:**
  - The rate increased from 13.57% to 13.63%.
  - The impact on overall expenses is to be recalculated based on the new rate.
2. **Health Insurance Employer Contribution:**
  - Contribution per employee decreased from \$555.34 (2023/2024) to \$405.34 (2024/2025).
  - Total savings due to the decrease: \$86,054.40.
3. **Workers' Compensation Insurance:**
  - Total insurance coverage increased from \$29,710.00 (2023/2024) to \$33,237.96 (2024/2025).
  - **Breakdown of Increases:**
    - Workers' Compensation coverage increased by \$3,293.00 (from \$26,586.00 to \$29,879.00).
    - Acts of Workplace Violence coverage increased by \$234.96 (from \$3,124.00 to \$3,358.96).
4. **Property Insurance Adjustments:**
  - Property insurance changes will take effect in October 2024.
  - Estimated increase in property insurance expenses: \$10,000.
5. **Current Insurance Breakdown (FY 2023-2024):**
  - **Crime & Cyber Insurance:** \$1,878.92
  - **Package (General liability, auto, wind):** \$24,298.60
  - **Educators Liability/Employment Practices Liability:** \$2,314.38
  - **Umbrella Insurance:** \$44,202.40
6. **Reallocation of ESSER III General Funds:**
  - ESSER III funds have been reallocated to cover expenses for various programs.
7. **Health Insurance Market Analysis:**
  - **Aetna:** 3.48% increase
  - **Curative:** 6.76% increase
  - **Cigna:** 0.01% increase
  - **United Healthcare:** Decrease of 8.12%
8. **Online Subscriptions Reallocated to General Funds:**
  - **McGraw-Hill Study Sync:** \$30,676.50
  - **Penda Learning:** \$5,500.00
  - **Delta Math:** \$1,720.00

### FY 2024-2025 Adopted Budget Approval:

- **Motion:** Dr. Charles Woodard, Chairperson, requested the board's approval for the FY 2024-2025 Adopted Budget.
- **Voting Process:** Board members were asked to respond with "I" if they were in favor of approving the budget.

- **Outcome:** Chairperson Dr. Charles Woodard confirmed the motion's approval based on the unanimous responses, ensuring the budget's adoption and adherence to regulatory compliance and financial transparency.

#### **Discussions of Corrected Handouts:**

- Charter Contract
- Bylaws
- Governing Board Code of Ethics and Conflict of Interest
- Faculty Handbook
- Medical Handbook
- Student Handbook
- Crisis Response Plan
- Student Code of Conduct
- Student Progression Plan
- Florida Statutes Charter Schools

#### **Upcoming Events:**

- Florida Charter School Choice Program Annual Convention: November 19-21, 2024, Caribe Royal, Orlando, Florida
- Next Governing Board Meeting: September 10, 2024, at 12:00 PM

#### **Adjournment:**

The meeting adjourned at 2:30 PM.

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#### **Approved by:**

Dr. Charles Woodard, Chairperson

**Board Member Approving Signature:**

**Date:** 08/29/24



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