



**Emma T. Banks, Ed.D.**  
Founder & Chief Executive Officer

**Francisco Lopez, M.Ed.**  
Principal

**Monica C. Banks, M.S.**  
Assistant Principal

**Gregory A. Valliere**  
Coordinator of Assessments

**Scott McDermott, B.A.**  
Coordinator of Careers

**Tonja P. Lindsey-Latson, Ed.S.**  
Assistant Principal

**Aluis Dorvil**  
Coordinator of ESOL

**Clotee Banks, Jr.**  
Coordinator of Facilities

**Moses B. Baker, M.Ed.**  
Coordinator of Student Services

**Ibrahim Gibbs**  
Coordinator of Technology

**Howard L. Brown, M.Ed.**  
Coordinator of Wellness &  
Operations

**AUTHORIZED TRAINING  
CENTER FOR:**

**ADOBE**  
After Effects Dreamweaver  
Illustrator InDesign  
Photoshop Premiere Pro

**AutoDesk**  
AutoCAD Revit

**National Council of State  
Boards of Nursing**  
NCLEX

**National Health Career  
Association**  
CET CMAA

**ServSafe**

**YAMAHA Marine University**

600 West 28th Street  
Riviera Beach, FL. 33404  
Phone: (561) 881-4601  
Fax: (561) 881-4668  
[www.inletgrovehs.com](http://www.inletgrovehs.com)



# PUBLIC NOTICE OF GOVERNING BOARD MEETING

## Emergency Governing Board Meeting

**MEETING DATE:** September 25, 2025

**MEETING TIME:** 12:00 P.M.

**LOCATION:** GOOGLE MEET/INLET GROVE  
COMMUNITY MIDDLE HIGH SCHOOL  
CONFERENCE ROOM 102A

**NOTICE:** MEETINGS ARE VIRTUAL AND OPEN  
TO THE PUBLIC



# EMERGENCY GOVERNING BOARD MEETING AGENDA

**September 25, 2025 12:00 P.M.**

**Emma T. Banks, Ed.D.**  
Founder & Chief Executive Officer

**Francisco Lopez, M.Ed.**  
Principal

**Monica C. Banks, M.S.**  
Assistant Principal

**Gregory A. Valliere**  
Coordinator of Assessments

**Scott McDermott, B.A.**  
Coordinator of Careers

**Tonja P. Lindsey-Latson, Ed.S.**  
Assistant Principal

**Aluis Dorvil**  
Coordinator of ESOL

**Clotee Banks, Jr.**  
Coordinator of Facilities

**Moses B. Baker, M.Ed.**  
Coordinator of Student Services

**Ibrahim Gibbs**  
Coordinator of Technology

**Howard L. Brown, M.Ed.**  
Coordinator of Wellness &  
Operations

## **AUTHORIZED TRAINING CENTER FOR:**

**ADOBE**  
After Effects Dreamweaver  
Illustrator InDesign  
Photoshop Premiere Pro

**AutoDesk**  
AutoCAD Revit

**National Council of State  
Boards of Nursing**  
NCLEX

**National Health Career  
Association**  
CET CMAA

**ServSafe**

**YAMAHA Marine University**

600 West 28th Street  
Riviera Beach, FL 33404  
Phone: (561) 881-4601  
Fax: (561) 881-4668  
www.inletgroveshs.com



## **Members:**

Dr. Charles Woodard, Chair  
LaVoise Smith, Vice Chair  
Clarence Williams, Secretary  
Bill Washington, Treasurer  
Lonnie, Martens, Board Member  
Danny Jones, Board Member  
Jim Pegg, Board Member  
George Lockhart, Board Member

## **Staff:**

Dr. Emma Banks, CEO/ Founder  
Mr. Francisco Lopez/ Principal  
Monica Banks, Assistant Principal  
Prakash Patel, Accountant  
Sheretta Hackett, Admin Assistant

- I. Call to Order
- II. Welcome Remark  
Determination of Quorum

## **Officer Reports – Dr. Woodard**

### **Statement of Emergency Purpose**

This emergency meeting of the Governing Board has been convened to address the sudden and unexpected absence of the Chief Executive Officer, Dr. Banks, due to a medical condition. The meeting's primary purpose is to ensure organizational continuity, determine interim leadership, and implement any necessary governance or operational actions to maintain stability during this period. The urgency of the matter requires immediate attention and decision-making from the Board to uphold the organization's responsibilities to its staff, stakeholders, and mission.

### **Discussion Items**

#### **a. Leadership Succession Plan**

- **Acting Roles**
- **Interim CEO -**  
Ms. Monica Banks will serve as Acting CEO during Dr. Emma Banks medical leave.



Inlet Grove Middle High School  
Emergency Governing Board Meeting  
9/25/2025 12:00 P.M.  
Conference Room 102A

The Emergency Governing Board Meeting was called to order at **12:12 PM**  
by **Secretary Clarence Williams** on Dr. Woodard's Behalf and requested a quorum was present.

The following members were in attendance:

**Roll Call:**

- Dr. Charles Woodard – Chair
- Mr. Clarence Williams – Secretary - *Google Meet link*
- Mr. Bill Washington – Treasurer- *Google Meet link*
- Mrs. Lonnie Martens– Board Member-*Google Meet link*
- Mr. Danny Jones– Board Member-*Google Meet link*
- Mr. Jim Pegg– Board Member
- Dr. George Lockhart– Board Member-*Google Meet link*
- Dr. Emma Banks– CEO/Founder-*Google Meet link*
- Mr. Francisco Lopez– Principal
- Ms. Monica Banks– Assistant Principal
- Ms. Chanthina Abney–Human Resources Director
- Mr. Prakash Patel– Accountant
- Mrs. Annette Gardner–Financial Consultant-*Google Meet link*
- Ms. Sheretta Hackett–Administrative Assistant

**Absent: Mrs. LaVoise Smith-Vice Chair**

- **Agenda Item: Appointment of Acting CEO**

Secretary Clarence Williams reiterated the purpose of the emergency meeting is the appointment of an Acting CEO to serve until such time as Dr. Banks recovers and is able return to her full duties and responsibilities

Board Member Mrs. **Lonnie Martens** moved to appoint **Monica Banks** as Acting CEO.

Board Member **Mr. Bill Washington** seconded the motion.



**Chair Dr. Woodard** "The motion was properly moved and seconded.  
All members responded with "I," and the motion was unanimously approved.

- **Adjournment The Emergency Governing Board Meeting Ended at 12:41 P.M.**

**Next Meeting:**

There will be a closed Governing Board Workshop held on **October 7, 2025 at, 11:00 a.m.**  
immediately following the scheduled Board Meeting at **12:00 P.M.**

*Charles W. Woodard, Ph.D.*

9/29/2025

**Dr. Charles Woodard**  
**Board Member Approving Signature**

**Date**