



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
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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: CLOSED MEETING



EMERGENCY GOVERNING BOARD MEETING AGENDA

September 25, 2025 12:00 P.M.

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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