INLET GROVE COMMUNITY MIDDLE & HIGH SCHOOL
GOVERNING BOARD
MEETING MINUTES

August 11, 2026

Meeting Type	Governing Board Meeting
Date	August 11, 2026
Meeting Facilitator	Mrs.Carteasaw Robinson/ Admin Assistant to CEO; Ms. Marsheena Rogers /Secretary to Principal Lopez
Board Member Attendees	Dr. Charles Woodard/Chairperson; LaVoise Smith /Vice Chairperson; Mr. Bill Washington/Treasurer Mr. George Lockhart/Board Member; Mr. Jim Pegg/Board Member
Staff Attendees	Dr. Emma Banks CEO/Founder; Mr. Francisco Lopez/Principal; Ms. Monica Banks/Assistant Principal; Mrs. Carteasaw Robinson/Admin Assistant to CEO; Ms. Marsheena Rogers/Secretary to Principal Lopez; Dr. Raeshena Walker Willis/Director of Human Resources; Mrs. Mindy Borchardt/ Financial Officer; Annette Gardner/Financial Consultant
Purpose	Review school operations, enrollment, personnel, facilities, finances, academic performance, strategic initiatives, and required board actions.

1. 12:19pm Call to Order and Welcome

The meeting was called to order and attendees were welcomed. Administration recognized new and returning staff and acknowledged their experience, service, and contributions to the school. Leadership expressed appreciation for the work completed in preparation for the school year.

2. Enrollment and Student Recruitment

Administration reviewed current middle and high school enrollment. Enrollment was reported at approximately 806 or more students and remains fluid as students enroll, withdraw, or select alternative educational options.

Leadership discussed the importance of maintaining approximately 800–850 students to support instructional programming and financial stability. Middle school enrollment remains a particular area of focus.

Recruitment efforts include community events, distribution of promotional materials, social media, direct communication with prospective families, and outreach to middle and high school students. Administration also discussed the effect of homeschooling, micro-schools, virtual education, and other alternatives on enrollment.

3. New Facility and Campus Transition

Administration provided an update regarding the new facility. The location is expected to provide additional classroom, administrative, and office space. A walkthrough will be scheduled for board members and appropriate staff.

Existing furniture, equipment, and other resources will be evaluated to determine what can be transferred and reused. Room assignments, administrative offices, inspections, and transition logistics will be finalized as the move progresses.

4. Staffing, Contracts, Certification, and Personnel Compliance

The board reviewed staffing levels, employee contracts, certification requirements, and personnel matters. Most contracts have been completed, while a limited number of outstanding matters require follow-up.

Administration emphasized that employees must maintain required certifications, credentials, background clearances, and other documentation appropriate to their positions. When eligibility is unclear, written clarification should be obtained from the appropriate district, state, or professional standards authority.

Personnel decisions will consider student safety, certification and screening requirements, contractual obligations, enrollment, available funding, operational needs, and applicable laws and policies.

5. Professional Standards and Employee Eligibility

The board discussed professional standards information and circumstances in which an individual's eligibility to work in or around a school environment may require additional review. Because employees may have contact with students even when they are not assigned to classrooms, restrictions and clearance requirements must be considered carefully.

Leadership stressed the importance of relying on formal documentation rather than informal or verbal information. Appropriate legal or professional guidance should be sought when the school's obligations are uncertain.

6. Return -to -Work Documentation

Administration reviewed return-to-work procedures for employees following extended absences. Employees must provide required documentation before resuming duties. Incomplete documentation will be followed up with the employee and, when appropriate, the issuing provider.

The board emphasized consistent procedures, complete records, clear communication, and risk management.

7. Financial Position and Cost Management

Administration reviewed the school's financial position and cost-control measures. Approximately $340,000 was reported as remaining in reserve, with leadership indicating that the reserve is not intended for ordinary operating expenditures.

Administration discussed efforts to reduce monthly expenses, evaluate staffing levels, review contracted services, and rebuild or preserve adequate reserves while protecting instructional and operational priorities.

8. Custodial and Janitorial Services

Administration reported concerns with the performance of the current contracted cleaning provider, including incomplete trash removal, inconsistent cleaning of garbage containers, and areas of the facility not consistently meeting expectations.

Alternative custodial arrangements are being evaluated. Options include another contractor or a hybrid/in-house model using full-time and/or part-time employees for daytime and evening coverage. A cost analysis will compare wages, benefits, retirement costs, staffing hours, contractor expenses, service quality, and accountability.

9. Fundraising, Grants, and Community Partnerships

Leadership discussed continued fundraising and development of community partnerships. Opportunities include grants, business partnerships, donations, scholarships, community events, and a possible flea-market fundraiser.

The school will continue seeking external resources that can support students and programs without placing unnecessary pressure on the operating budget.

10. Sales Tax Revenue and Expenditure Plans

The board reviewed sales tax revenue and expenditure plans for Fiscal Years 2025–2026 and 2026–2027. Administration explained that applicable funds must be used for qualifying capital expenditures with the required useful life.

Approximately $61,000 from fiscal year 2025-2026 in applicable funding was discussed for eligible capital purchases. Technology was identified as a priority, including Chromebooks, laptops, desktop computers, and equipment required for career education programs and the new facility.

Administration indicated that approximately 200 computers or devices may ultimately be needed, subject to final technology assessment.

11. Board Action – Sales Tax Plans

Mr. Jim Pegg/Board Member motion was made and Ms.LaVoise Smith /Vice Chairperson properly seconded to approve the applicable sales tax revenue and expenditure plan for Fiscal Year 2025-2026. The motion carried unanimously.

A separate motion from Mr. Jim Pegg/Board Member was made and Ms.LaVoise Smith /Vice Chairperson properly seconded to approve the applicable sales tax revenue and expenditure plan for Fiscal Year 2026-2027. The motion carried unanimously.

12. Financial Reporting, GASB Report, and Audit Preparation

The board reviewed the applicable GASB report and third-quarter financial information, including the balance ($122,868) sheet, annual budget, revenue, expenditures, and year-to-date activity.

At the time of the third-quarter report, approximately 81% of anticipated annual revenue had been received. Administration discussed the distinction between restricted/referendum funds and general operating reserves.

Financial records continue to be reconciled in preparation for the audit. Older transactions and account items requiring cleanup will continue to be reviewed with appropriate financial professionals.

13. Board Action – GASB Financial Report and Fy2025-26 Referendum 4th Qtr. and FY2025-26 Academic Acceleration Options Expenditure Survey.

Following review and discussion, Ms. LaVoise Smith /Vice Chairperson motion was made and Mr. Jim Pegg/Board Member properly seconded to accept the GASB financial report as presented. The motion carried unanimously. Annette Gardner presented the following for Board approval FY2025-26 Referendum 4TH Quarter. Mrs. LaVoise Smith /Vice Chairperson motion was made and Mr. Jim Pegg/Board Member properly seconded to accept the GASB financial report as presented. The motion carried unanimously.   The report for the following was presented for FY2025-26 Academic acceleration Options Expenditure Survey, Dr. Charles Woodard/ Chairperson motion was made Mrs. LaVoise Smith /Vice Chairperson seconded to accept. The motion carried unanimously.

14. Technology Planning

Administration reviewed technology needs for the new facility and instructional programs. Chromebooks are suitable for many students; however, certain career and technical education programs require software that may require laptops or desktop computers.

Purchasing decisions will consider instructional requirements, student enrollment, device lifespan, software compatibility, available capital funding, and facility needs.

15. Academic Performance – Overall Update

Administration presented student achievement data and recognized areas of growth. Leadership reported strong performance in several high school subjects and industry certification while identifying middle school areas that require targeted improvement.

Industry certification performance was reported at approximately 98%. Administration noted that previous reporting or accountability issues affected whether certain certifications counted toward acceleration measures and stated that a revised strategy will be used.

16. High School Academic Achievement

Reported performance included approximately 71% in Biology, 91% in U.S. History, 75% in Civics, and approximately 79% in seventh-grade mathematics in the measures discussed.

Leadership stated that several prior targets were met or exceeded and that new achievement targets will be established. Administration also discussed an overall accountability goal of approximately 786 points in pursuit of an A school rating.

17. Middle School Academic Priorities

Middle school performance remains a strategic focus. Sixth-grade proficiency was discussed at approximately 70% in one measure, compared with state performance in the low-to-mid 60% range.

Eighth-grade ELA was identified as an area requiring additional attention. Sixth-grade algebra performance was discussed at approximately 45%, and middle school science at approximately 29% in the measures reviewed.

Administration will use targeted interventions, progress monitoring, acceleration data, certification alignment, and instructional support to improve these outcomes.

18. Instructional Improvement Strategies

Strategies include targeted intervention for struggling students, monitoring learning gains and proficiency, strengthening eighth-grade performance, supporting sixth-grade algebra, improving middle school science, maintaining strong social studies outcomes, and reviewing reporting requirements that affect accountability measures.

19. Student Programs and Enrichment

Administration discussed continued expansion of student programs. The school has been approved for 21st Century programming for boys and girls, supporting additional activities and enrichment opportunities.

Athletics, clubs, career education, and extracurricular programming remain important components of student engagement and recruitment.

20. Staffing Adjustments and Operational Efficiency

Administration discussed staffing reductions and position eliminations made in response to enrollment, financial conditions, and changing service models. Classroom coverage will use existing personnel when appropriate, followed by contracted substitute services when necessary.

Enrollment was described lower than the comparison of fiscal years from past years as discussed. Leadership will continue aligning staffing with actual enrollment, instructional requirements, and available resources.

21. Enrollment Trends and Educational Competition

The board discussed the expanding educational marketplace, including homeschool programs, micro-schools, virtual education, private providers, scholarship-supported programs, and other charter options.

Administration stated that recruitment and program offerings must evolve to remain competitive and responsive to family preferences.

22. Digital Marketing and Recruitment Strategy

Administration discussed strengthening digital marketing, including Google advertising, search-engine visibility, social media campaigns, targeted outreach, promotion of specialized programs, and direct communication with prospective families.

Leadership noted that competing charter schools use paid online advertising and that improved digital visibility may help the school reach families who increasingly search online for educational options.

23. Home Education, Micro -School, and Educational Service Opportunities

The board discussed expansion of services for homeschool, micro-school, and other nontraditional students. Through Step Up students by becoming an Education Service Provider in their market place. Administration reported completion of the process to participate as an educational service provider.

This may allow the school to offer individual academic courses, specialized instruction, career-related opportunities, enrichment, and other approved services to students who are not enrolled full-time.

24. Step Up for Students and Scholarship -Supported Services

Administration provided an update regarding work with Step Up for Students and scholarship-supported educational services. Eligible families may be able to use scholarship funds for approved courses and services, potentially reducing or eliminating direct costs to families.

Examples discussed included individual courses that may otherwise cost approximately $1,000–$1,300, depending on the course and program. Administration discussed the potential for scholarship-supported services to expand access and create an additional revenue source.

25. Scholarship Funding and Revenue Opportunities

Leadership discussed the growing availability of education scholarship accounts and the opportunity to serve eligible families. The initiative is intended both to expand educational opportunities and diversify school revenue.

Administration reported that a social media marketing campaign associated with the scholarship initiative is expected to begin within the next several weeks.

26. Expansion of Educational Services

Potential expanded services include individual academic courses, career and technical education, enrichment activities, homeschool support, micro-school services, specialized instruction, and other scholarship-supported offerings.

Administration will continue assessing program feasibility, pricing, eligibility, staffing requirements, and potential revenue.

27. Personnel Development and Administrative Training

Leadership discussed training and mentoring selected staff for additional administrative responsibilities. Staff development is intended to support continuity, succession planning, organizational capacity, and effective operations as the school grows and transitions.

28. Strategic Priorities and Follow-Up

Administration will continue focusing on enrollment growth, academic improvement, financial stability, personnel compliance, facility transition, operational efficiency, technology planning, digital marketing, and expansion of educational services.

29. Final Recruitment, Marketing, and Transition Update

Administration provided a final update on student recruitment efforts. Grassroots recruitment has continued in local communities, including outreach in areas such as Presidente and Palm Beach. Leadership noted that recruitment remains challenging because prospective students are increasingly difficult to reach through traditional methods.

The school is expanding its marketing strategy beyond grassroots outreach. Administration discussed billboard advertising, including visibility along I-95, as well as radio, digital marketing, and an email marketing campaign.

A behavioral and targeted digital advertising strategy is also being developed. Marketing efforts are expected to use online engagement and search behavior to better reach prospective families. Planned platforms and strategies include Meta advertising through Facebook and Instagram, continued use of paid Google search, and improved search visibility for families looking online for charter-school options.

Administration stated that social media marketing will be coordinated with student recruitment so prospective families can more easily locate and learn about the school. Leadership will continue evaluating the effectiveness of these efforts and may pursue additional advertising options if current strategies do not produce sufficient enrollment growth.

The board was also informed that a newly elected board member had visited the school and expressed a positive impression. Board members will continue to be invited to visit the campus and remain engaged in school activities.

Administration briefly discussed the anticipated transfer/transition timeline for the new facility, with planning continuing for a future move as facility arrangements are finalized. Additional communication will be provided as the transition schedule becomes more definite.

30. Action Items

- Continue monitoring enrollment and recruiting middle and high school students.
- Continue community outreach, social media, and digital recruitment efforts.
- Explore Google advertising and other search-engine marketing opportunities.
- Schedule the new facility walkthrough and finalize room/office assignments.
- Evaluate furniture, equipment, and technology for transfer or purchase.
- Follow up on outstanding contracts, certifications, clearances, and return-to-work documentation.
- Obtain formal written clarification on professional standards or employment eligibility when required.
- Continue monitoring reserve funds, operating expenses, and staffing levels.
- Complete the custodial-services cost analysis and evaluate alternative cleaning models.
- Continue fundraising, grant development, and community partnership efforts.
- Implement the approved FY 2025–2026 and FY 2026–2027 sales tax expenditure plans.
- Finalize technology requirements and eligible capital purchases.
- Continue financial reconciliation and audit preparation.
- Implement targeted academic strategies for eighth-grade ELA, sixth-grade algebra, and middle school science.
- Continue monitoring industry certification, acceleration data, learning gains, and accountability points.
- Continue implementation and marketing of scholarship-supported educational services.
- Develop appropriate individual courses, enrichment, homeschool, and alternative-education offerings.
- Continue staff training, mentoring, and leadership development.
- Continue grassroots recruitment and community outreach in Palm Beach County.
- Implement and monitor billboard, radio, email, and digital marketing campaigns.
- Expand targeted social media advertising through Facebook, Instagram, and paid Google search.
- Improve online search visibility so prospective families can more easily locate the school.
- Continue inviting board members to visit the school and remain engaged in campus activities.
- Finalize and communicate the facility transfer timeline as transition planning progresses.

31. Meeting Summary

The Governing Board reviewed major operational, financial, personnel, academic, and strategic matters affecting the school. Key topics included enrollment and recruitment, staffing and certification, professional standards, the new facility, custodial services, financial management, technology purchases, academic performance, scholarship-supported educational services, and the school's response to changing educational options. The board approved the following unanimously FY 2025–2026 and FY 2026–2027 sales tax revenue expenditure plans and accepted the GASB financial report, the FY2025-26 Referendum 4th Quarter and the FY2025-26 Academic Acceleration Options Expenditure Survey as presented. Final discussion emphasized expanded recruitment through grassroots outreach, email, social media, targeted digital advertising, and paid search, along with continued planning for the facility transition. Administration will continue prioritizing student achievement, enrollment growth, financial stability, responsible staffing, compliance, facility readiness, board engagement, and strategic expansion of educational services.

32. Meeting Conclusion and Adjournment

With no additional reports or business requiring action, the meeting concluded after approximately 2 hours, 16 minutes, and 11 seconds. The Governing Board meeting was adjourned following completion of the final recruitment, marketing, facility-transition, and administrative updates.

Meeting Adjourned: 2:14pm