

Inlet Grove Community Middle/High School
600 W. 28th Street
Riviera Beach, Florida 33404

Governing Board Meeting Minutes

Inlet Grove Community High School

Date: March 10, 2026

Time: 12:00 p.m.

Attendance

In Person:

1. Dr. Emma Banks
2. Monica Banks
3. Francisco Lopez
4. Dr. Charles Woodard
5. Lavoise Smith
6. Bill Washington
7. Mindy Borchardt
8. Sheretta Hackett

Via Google Meet:

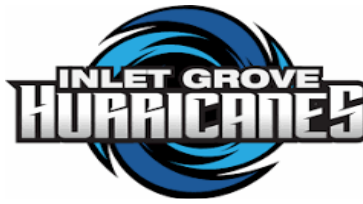
1. Dr. George Lockhart- Board Member

A quorum was established, and the meeting was called to order at 12:02 p.m.

Overall Meeting Focus

The Governing Board meeting centered on four major areas:

- Leadership updates and personnel actions
- Facility relocation planning (Lincoln Elementary and alternative sites)
- Enrollment, safety, and operational planning for a combined middle/high campus
- Financial reporting, referendum amendment approval, and budget transparency



The discussion reflected a strategic transition period as the organization evaluates relocating operations and expanding into a district-supported facility while maintaining fiscal responsibility.

Leadership & Governance Updates

- The meeting opened with introductions and board member updates, including the onboarding of **new accountant Mindy Borchardt-Baston**.
- 15 years working in the Budget Treasurer Office and former FAU Medical Billing coding, Adult Day Care Center as well as the Accountant CPA.
- Longstanding experience in education finance was highlighted by Ms. Borchardt-Baston, reinforcing confidence in financial leadership.
- Board membership updates included:
- Interest from Carl Morgan in rejoining the board (resume to be submitted)
- Continued need for a **parent-liaison board member**
- Remote participation by George Lockhart was acknowledged.

Key Action (Leadership)

- The board **voted to reinstate Dr. Banks as CEO of Inlet Grove Middle High School**, and the motion passed by **Ms. Lavoise Smith** and **Seconded by Bill Washington**.

Facility Planning & Relocation (Lincoln Elementary)

Primary Site Discussion

- **Lincoln Elementary** was identified as the preferred relocation site.
- Capacity was estimated to support approximately **1,100 students**, sufficient for current enrollment. Mr. Lopez provided an update to see alternative for a new school maybe needed,

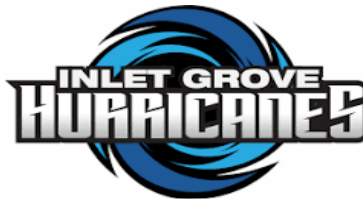
Alternative Site

- **Meridian property proposal** was presented as a secondary ("Plan B") option.
- Board agreed it was exploratory only and not preferred over Lincoln. Ms. Lavoise Smith stated we shouldn't move until the school is opened. Middle and High School.

Expansion Strategy

- The board rejected immediate pursuit of a **\$35M expansion bond**, citing financial risk.
- Instead, leadership recommended a **phased, staged expansion approach** after relocation.

Campus Design & Safety Planning



A major portion of the meeting focused on how to safely integrate middle and high school students:

- Physical separation of student populations is required
- Proposed structure:
 - Separate wing for middle vs. high school
 - Administrative offices placed centrally as a buffer
- Safety concerns addressed:
 - Prevent fraternization between age groups
 - Controlled hallway movement
 - Separate lunch scheduling or zones
 - Controlled access to gym, restrooms, and shared spaces

Shared Spaces & Scheduling

- A single cafeteria will be used with **staggered lunch periods**
- Gym and shared facilities will require structured scheduling to avoid student overlap

Enrollment, Discipline & Student Trends

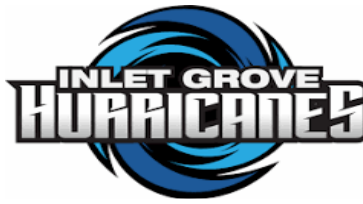
- Total enrollment reported: **836 students**
- Declines noted in middle and high school populations
- Reasons for attrition included:
 - Relocation
 - Transportation challenges
 - Facility concerns
 - Withdrawals due to disciplinary issues

Discipline Review

- Discussion included handling violent behavior cases
- Transfers to alternative or charter placements were reviewed

4. Facilities, Construction & District Coordination

- District involvement in design planning was discussed, including use of district architects and curriculum input.
- The district is expected to transfer or manage properties including:
 - Park
 - Auditorium
 - Gym



Access & Construction Oversight

- Access to the facility during renovation will be limited
- Full-time monitoring is not financially feasible
- Proposal:
 - Staff-led walkthroughs after hours
 - Documentation of progress and concerns

Furniture, Equipment & Moving Costs

- District may provide **partial FF&E (furniture, fixtures, equipment) funding**
- Media center furniture is not included
- Major concerns:
 - Total moving costs not yet determined
 - Need for external donors or vendors
 - Budget gaps remain unresolved

Timeline

- Target move-in date discussed: **August 27 (next year)**
- Access and renovation schedule still pending confirmation from district

Financial Reporting & Referendum Approval

Reporting Issues Identified

- Missing or delayed financial reports (February transactions not posted)
- Concerns about incomplete management report data
- Discrepancy flagged in financial statements (loss vs revenue inconsistency)

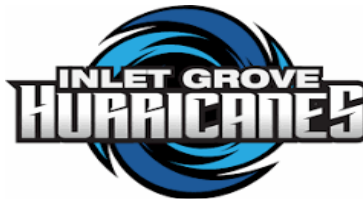
Recommendation

- Delay full reporting until complete financial data is available was discussed but not fully adopted

Referendum Amendment Approval

- Amendment reviewed and approved by vote
- Financial adjustment:
 - Added: **\$7,677.67**
 - Remaining balance: **\$3,622.33**

Outcome:



- The amended referendum management report **1st motion by Mr. Bill Washington and second motion was by Ms. Lavoise Smith. Governing Board approved** the amended referendum management report.

Follow-Up Financial Actions

- Clearer report will be uploaded for transparency
- Board requested simplified explanation for future meetings
- 990 tax document review to be revisited next meeting

Action Items Summary

Key assignments moving forward include:

Governance & Staffing

- Submit resume for board candidate (Carl Morgan)
- Recruit parent-liaison board member

Facilities & Planning

- Coordinate Meridian communication and property discussions
- Develop staged expansion plan
- Lead Lincoln design coordination meetings
- Determine administrative office placement plan

Construction & Logistics

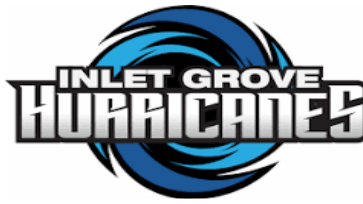
- Estimate moving and furniture costs
- Coordinate district access scheduling
- Conduct post-school walkthroughs of facilities

Financial Management

- Review tax returns and financial discrepancies
- Upload clarified referendum report
- Prepare simplified financial explanations
- Review 990 documentation at next meeting

Adjournment

Meeting was adjourned at 1:31PM



Next Governing Board Meeting April 14, 2026 12PM NOON

Charles W. Woodard, Ph.D.

Dr. Charles Woodard, Chairperson

3/1026 _____
Date