



Inlet Grove Community High School, Inc. Governing Board Meeting

Tuesday, January 8, 2019 - MINUTES

I. Call to Order: 1:06 PM

II. Determination of Quorum:

Members

Staff

Dr. Charles W. Woodard, Chair

Dr. Emma Banks, CEO/President

Dr. Barbara Shuler, Vice Chair

Annette Gardner, CFO

Craig Kahle, Treasurer

Olga Herrera, Administrative Assistant

Debra Mittleman, Board Secretary/SAC President

Julius Wynn, Parent Liaison

III. Administrative Reports and Discussions

- a. CEO/President’s Report: **Dr. Emma Banks** - Arnold Law Firm: School’s renewal must have a legal representation to deal with contract negotiations on February 2019. Shawn A. Arnold, Esq., is a potential candidate. At the same time, we will need legal representation for the Tax Referendum Letter, currently Arnold’s law firm is representing a group of charter schools.

At this moment we need to focus on cost, fees and specific details of legal services. We need to have the appropriate legal representation, two different engagement letters/contracts one for general purposes and another for any special issues. The legal representation must be well versed on charter school laws, rules, procedures, etc. The District is willing to build a new school for us with the purpose of having IGCHS to become part of the District and under the District’s umbrella.

- b. Arnold Law Firm, **Shawn A. Arnold**, Esq. – Provided general information regarding legal representation for special issues and general consul related with IGCHS for the calendar year of 2019. All charter schools should be funded the same way as a district school. Currently, Arnold Law Firm has 5 charter schools’ contracts in process. Legal fees are not reimbursable. In order to start the process, the representation agreement letter must be signed.
- c. MOTION #1: To employ Arnold Law Firm and have them represent IGCHS as general consul for the calendar year 2019. All in favor? please say Aye. AYE
- d. MOTION #2: To employ Arnold Law Firm to represent IGCHS for special issues to be determent by the school board for the calendar 2019. All in favor? please say Aye. AYE

IV. Old business

- a. District Audit – Night Program, Ms. Susy Kay from the Inspector General Office Department as an Audit Supervisor will be auditing the community and the day school. As an Internal Audit one of the responsibilities is to identified how to improve processes and make suggestions to make it better. It will be a week of testing, observing, documentation and reporting. Once information is compile and reports are created if corrections needed to be made it can be review and make appropriate changes if



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necessary. Once a report is finalized the school has 21 working days to respond, and it is a public record.

- V. Public Comment on Non-Agenda Items – Nothing at this moment
- VI. Next Governing Board Meeting February 19th
- VII. Meeting adjourned at 2:45 pm

Charles W. Woodward Ph.D.

1/16/2019

Dr. Charles Woodward
Chairman

Date

Debra Mittleman

1/22/2019

Debra Mittleman
Board Secretary

Date