



# Inlet Grove Community High School, Inc. Governing Board Meeting

## Minutes

Tuesday, February 19, 2019

- I. Call to Order at 12:09 p.m.
- II. Determination of Quorum:

Members	Staff
Dr. Charles W. Woodard, Chair	Dr. Emma Banks, CEO/President
Dr. Barbara Shuler, Vice Chair ( <b>Absent</b> )	Annette Gardner, CFO
Craig Kahle, Treasurer	Olga Herrera, Administrative Assistant
Debra Mittleman, SAC President/Board Secretary	
Julius Wynn, Parent Liaison	
- III. Officers and Members Report and Discussions
  - a. Office Reports: Public notices, agenda and meetings are posted on School's Website.
- IV. Administrative Reports and Discussions
  - a. CEO/President's Report: Dr. Emma Banks
    - For any repairs needed around campus we need to send an order request to the District
    - School's options for FY19 including a new restructure
    - Current enrollment is 742 – so far for next year 188 students applied
    - Adult Education has currently 36 students enrolled
    - SBT currently supporting 22 students with a variety of services
  - b. Financial Report: Annette Gardner
    - February reconciliation is not done at this moment. Currently we have a credit card for operating expenses, Governing Board to vote on credit card limit, must have in place a credit card policy usage and approval signature from Dr. Banks
    - Adult Education: Adult Education must present a P&L report for next meeting, have a clear knowledge between balance sheets and a cash flow statement
    - We have a notice from an employee with contribution that was never reported back in 2012 (Drop Member) – Currently we are asking the FRS for payment options. As far as we know, at this moment we do not have any other outstanding cases. It has been identified where was the breakdown and appropriate corrections have been made. Moving forward a process is in place for Drop Members.
    - Bill Hunter is the current CPA and retiring June 30, 2019, we need to find a replacement.
- V. Old business
  - a. Arnold Law Firm Update: Payments are done and on time
  - b. MTMH Update: Date is set for May 18th 2019 at 6:00 pm at the Palm Beach County Convention Center in West Palm Beach
- VI. New Business
  - a. FSA Assessments: Assessments need to be posted including dates and times
  - b. Testing Strategies: All strategies need to be posted including dates and times
  - c. Expulsion Process Update: District needs to be aware and inform of any incident regarding expulsion process.
  - d. New School Calendar: Due July 1, 2019
  - e. Graduation: May 16th at 9:00 am



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- f. Termination of Charter School Process: We must have complied with all District requirements to avoid termination of charter. If a charter is terminated parents have to be notified, a transition meeting must take place. The District will request students daily sign-in attendance, ESE Folders active and inactive, curriculum and instruction, updated charter tools benchmarks, fiscal management.
  - g. ESP/Professional Development: It is a workshop at the convention center Riviera Marina on February 21, 2019 if anyone would like to participate
  - h. School Environment Safety Incident Reporting Process
  - i. Meeting with Wanda Paul: last week of February to go over school's achievements and goals
  - j. Preparing for Next Year: Plan is in place, discuss options for the future of the school
  - k. Board Member Meeting Marcia Andrews visited the school reviewed school's achievements and goals
- VII. Personnel
- a. Teacher/Staff Pay Raise – At this moment the school is not in a position to provide any type of pay increase.
- VIII. Public Comment on Non-Agenda Items: Nothing at this moment
- IX. Next Governing Board Meeting Date: March 12, 2019
- X. Meeting adjourned at 2:15pm

*Debra Mittleman*

*2/27/2019*

Debra Mittleman, SAC President/Board Secretary

Date

*Charles W. Woodard Ph.D*

*2/25/2019*

Dr. Charles W. Woodard, Chair

Date