

Inlet Grove Community High School, Inc. Governing Board Meeting

Governing Board Meeting Minutes

Tuesday, July 18, 2019

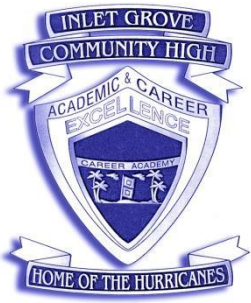
- I. Call to Order: 11:10 am
- II. Determination of Quorum: yes

Members

Staff

Dr. Charles W. Woodard, Chair	Dr. Emma Banks, CEO/President
Dr. Barbara Shuler, Vice Chair	Annette Gardner, CFO
Henry Di Giacinto, Member	Olga Herrera, Administrative Assistant

- III. Officers and Board Members Report and Discussions
 - a. Office Reports: Nothing to report at this moment
- IV. Administrative Reports and Discussions
 - a. CEO/President's Report: Dr. Emma Banks:
 - i. IGCHS currently has 754 students enrolled.
 - ii. Mr. Sutton and Ms. Wiggins are the only two (2) teachers pending on updated certificates.
 - iii. We are proud to announce that IGCHS is an "A" school.
 - iv. Senior class began the school year at 68%, the career department has the students increased to 92.6%. Our goal is 94%. Class of 2021 at the end of FY 2018 - 19 had 191 10th graders.
 - v. The following is the Assessment Report: Algebra including Fall, Winter and Spring EOC results, for the school year; first time testers grades 9th to 11th 52% passed. Geometry including Fall, Winter and Spring EOC results, for the school year; first time testers grades 9th – 12th 60% passed. Biology including Fall, Winter and Spring EOC results, for the school year; first time testers grades 9th – 12th 77% passed. History including Fall, Winter and Spring EOC results, for the school year; first time testers grades 9th – 12th 85% passed.
 - vi. Workshops and conferences: we attended the National Charter Schools Conference which included different workshops: Mental Health, FTE, Student support, wellness, governance, education, communication, facilities, leadership, etc. This conference was educational and informative.
 - b. Financial Report: Presented by Annette Gardner: The number of FTE is 750 students, as of 7/18/2019 we have 754 students
 - i. Gross estimated revenue is \$5,255,056.33
 - ii. Other revenue \$1,049,669.76 some of the items included: industry certifications, Adult ED, AP/IB funds, teacher lead funds, donations, facility rent, and others (attached). For a total expenses of \$6,304,726.09
 - iii. The Budget overview gross profit of \$7,583,348.37 concur with the budget report.
 - iv. FTE July's payment included additional expenses, these expenses are monthly fees for local area network and internet, AT&T increased, phone system (Avaya) increased, Adult /Ed payment increased.
 - v. CFO had presented Kahle CPA's letter confirming accounting services, signatures and modifications requested by the Board.
 - vi. FRS case, the employee in case is requesting an additional drop extension. Dr. Banks previously approved two (2) drop extensions, however, the District is requiring having this document approve and signed by the District.



Inlet Grove Community High School, Inc. Governing Board Meeting

- vii. The General Liability is renewed, we financed the premiums of \$100,657.38 with AFS/IBEX at an interest rate of 3.950% with a down payment of \$15,074.01, finance charge of \$1,562.48, monthly payments of 10 months each \$8,744.65.
- viii. Looking into the possibility of removing one of the bus drivers from time card into payroll, Dr. Banks will made the decision.

V. Old business

- a. Arnold Law Firm Update – The Charter School Contract was reviewed by the attorney and sent to board members for discussions, edits and approval.
- b. Travel Reimbursement – IGCHS is currently using the District’s travel reimbursement form. One of the Florida statues includes travel reimbursement, although, the board members can set up and approve new policies. Dr. Banks will present a travel budget during the annual meeting including a list of conferences/workshops.
- c. Audit Report: The final audit response was submitted to the District.
- d. Meeting with Mrs. Wanda Paul – Mrs. Paul is requesting a complete list of all the school career programs. Mrs. Paul is planning a scheduled visit meeting for the end of July.

VI. New Business

- a. Annual Board Meeting Retreat: The Board Meeting Retreat will take place at the Marriott Hotel located on Okeechobee Blvd., on August 1, 2019 between 8:00am and 1:00 pm.
- b. New Policies – The new policies and procedures will be discuss during the Annual Board Meeting
- c. New Students – The new students report will be presented during the Annual Board Meeting
- d. By-Laws Update – For review and discussion during the Annual Board Meeting the board members have a copy of the By-Laws
- e. New Parent Liaison – During Open House, the open position for a new Parent Liaison will be announced.
- f. New Board Members (7) – The Board still accepting resumes for new board members
- g. New CPA – CFO previously presented new CPA information (b. vi.), contract, and letter.
- h. New Forms: The new forms for Board Members review are the Dual Enrollment and Early Enrollment Admission (attached).

VII. Public Comment on Non-Agenda Items: The Bright Futures Academy is increasing students enrollment, currently has 275 students. Sunday, July 28, 2019 Bright Futures Academy has scheduled a picnic with the purpose of promote the Academy and introducing new programs, staff, goals, projects: such as the organic garden and music.

VIII. Next Governing Board Meeting Date – Board Members will not hold a meeting in August, instead the Annual Board Retreat Meeting will take place.

For the record, Mr. Di Giacinto expressed his gratitude and his privilege to be part of IGCHS Board Members. Mr. Di Giacinto is committed to learn, support and represent the board to the best of his abilities.

IX. Meeting Adjourn: 12:37 PM

Motion #1: The Governing Board Members voted and accepted the Financial Budget Report FY20 presented by CFO. **Vote Unanimous**

Motion #2: The Governing Board Members voted for approval of Financial Budget Report FY20 with the necessary changes under Other Revenue from Donation Concession to Donation Foundation. **Vote Unanimous**

Charles M. Woodard Ph.D

July 24, 2019

Dr. Charles Woodard, Chairman

Date