



Inlet Grove Community High School, Inc. Governing Board Meeting

MINUTES

Tuesday, April 16, 2019

- I. Call to Order
- 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, SAC President/Board Secretary	
Julius Wynn, Parent Liaison	
- III. Officers and Board Members Report and Discussions 12:13 pm
 - a. Office Reports:
 - i. Board of Directors Bylaws of succession procedures, Board of Directors responsibility is to hire and evaluate the CEO of IGCHS.
 - ii. All finances status, changes, or additional charges must be communicated instantly to the board members. Reviewing Form 990 Pag.11 (see balance sheet attached) we can see financial status and details, for example the increased of total liabilities at the beginning of the year vs. end of the year. Last year in cash we had \$262,000 this year we only have \$99,000, it is mayor decrease and at this moment we are operating in a deficit, we are not meeting our current expenses.
 - iii. AR reports for Adult Edu, pending funds report will be done before the end of the FY, we concentrate on what we have in the bank at this moment. We need to make sure all the money is collected otherwise the Adult Edu program process has to be reevaluated.
- IV. Administrative Reports and Discussions
 - a. CEO/President's Report: Dr. Emma Banks –
 - i. FSA ELA for 11th and 12th grade testing is completed (March 13th). PERT will be on April 25th to 11th and 12th grade students who need to satisfy their graduation requirements. 94% graduation SAT requirement for students
 - ii. We have 736 students at this moment. Recruitment for next year is at 201 students applied. 130 students been accepted and 57 registered. Enrollment for 9th grade currently 209.
 - iii. Students with a grade of a "F" are meeting with AP and CEO/President. The tutoring program still in progress to continue supporting students.
 - iv. Food service agreement is under review by APs and attorney.
 - v. City council members on board to support school. Goal is to continue been an A School.
 - vi. Safety and Crisis Respond Plans are completed and sent to district and the FSDOE.



Inlet Grove Community High School, Inc. Governing Board Meeting

- b. Financial Report: Annette Gardner (see attachments for financial breakdown details) - Also discussed under III. b. ii. Title I budget approved for \$242,495.00. Net Operating Income for the period ending on March is -\$94,161.62. We have funds pending from Title I (see summary attached), for \$37,305.25. The District posted a new charter school benchmark. Benchmark is requesting copies of cancelled checks and check registers for the months of October 2018 and February 2019 this are due May 1, 2019.
 - c. Adult Ed Financial Report – Moses Baker report from attachment, also discussed above under III. b. iii. Winter Terms end 4/18/2019. 3 Students earned their GED this term. Total of 45 ESOL, GED and Co-Enrolled students. Summer Term is April 29 to July 19, 2019. Technology update was completed by the district. Website available for students to make payments and to register. Currently we have in place 14 different Community School/Workforce Related Programs.
- V. Old business
- a. Arnold Law Firm Update – Contract has been delayed. Need to bring 7th and 8th graders and consider a name change. Attorney is reviewing and will be distributed to the Board Members once is completed.
 - b. MTMH Update – Requesting support for this event and to purchase at list one ticket.
 - c. FSA Assessments everything is on target and next month testing is scheduled.
 - d. 7th Annual Medical Symposium – On April 13th it was a success with over 700 people.
 - e. Parent Volunteer – Award to present to a Parent. SAC advisor committee is not really needed as long as we have a Governing Board. Although, we need to have the community involved with our school. Achievements from the advisor committee: support Principal. 5 stars’ designation school must require a committee to qualified for this award. Be clear between the difference in PTA committee and SAC committee.
 - f. Grant United Way:
- VI. New Business
- a. Checklist for CEO/President of IGCHS Evaluation: Need to send and updated evaluation.
 - b. Resolution: Dr. Banks personal bank account needs to be spared from school’s account.
 - c. Industry Certification: Done.
 - d. By-Laws Update: Provided a copy to board members for review and edits until next annual meeting.
 - e. New Parent Liaison: Anyone interest to apply for the Parent Liaison position may submit resume to the Board Members to review and make a decision.
 - f. New Board Members: We will advertise to the public any open positions.
 - g. CPA New: Jun 30 last date for the current CPA need a new person, request for a proposal by IGCHS CFO.
 - h. Charter News Daily: For everyone’s information (see attachment), also email was sent to all Board Members.
 - i. National Charter School Week – October in Orlando



Inlet Grove Community High School, Inc. Governing Board Meeting

Motion 1: The succession plan must be done in accordance to the Governing Board rules, bylaws and regulations. All in favor, Aye

Motion 2: Treasurer and Board Members reviewed and approved Form 990 and appears to be in order. All in favor, Aye

Motion 3: To keep SAC committee. All in favor, Aye

Motion 4: Dr. Emma Banks' personal bank card account must be remove from Bank of America to BB&T with a limit of \$6,000 any purchase over \$2,000 The Board Members needs to approve prior of purchase. All in favor, Aye

- VII. Public Comment on Non-Agenda Items
- VIII. Next Governing Board Meeting: May 21, 2019
- IX. Meeting Adjourn at: 2:06

Debra Mittleman
Debra Mittleman,
SAC President/Board Secretary

April 25, 2019
Date