



Inlet Grove Community High School, Inc. Governing Board Meeting

Meeting Minutes

Tuesday, September 24, 2019

- I. Call to Order by Dr. Woodard at 12:15pm
- II. Determination of Quorum:

Members	Staff
Dr. Charles W. Woodard, Chair	Dr. Emma Banks, CEO/President
Dr. Barbara Shuler, Vice Chair	Annette Gardner, CFO
R. Henry Di Giacinto, Board Member	Olga Herrera, Executive Assistant
- III. Voting of New Members and Parent Liaison (resumes attached)
 - a. Michelle Ruiz, Parent Liaison. Originally from PA 2017 and a previous board member, currently Director of Operations. Accepted as a Member by the Board
 - b. Clarence D. Williams III, Board Member. Originally, from OH, Law Enforcement background in FL since 2002. Accepted as a Member by the Board
 - c. Lonnie Kay Martens, Esq., Board Member. Previous employed at IGCHS, law background and law consultations, currently working in real state. Accepted as a Member by the Board
 - d. William Washington – Board Member, Treasurer – **Absent**
- IV. Public Comments on Non-Agenda Items
 - a. Ms. Webb (parent of a student at IGCHS) addressed the board with a fundraiser project; Ms. Webb will send a proposal to the Board Members for review and decision.
- V. Officers and Board Members Report
 - a. Officers Reports – Officers have nothing to report at this moment.
- VI. Administrative Reports and Discussions
 - a. CEO/President's Reports by Dr. Emma Banks
 - i. Our current enrollment is 792 students
 - ii. We are looking for a Math and ESE teacher
 - iii. On Tuesday and Thursday during lunchtime and, Wednesday and Friday from 1:00pm to 3:00pm tutoring is offered to all students. The school offers transportation to students.
 - iv. FSSA opened on Sep 9th and will close on Sep 27th, next assessment will be between December 2nd to the 20th.
 - v. Career Academies and Industry Certifications: The senior class of 2020 has begun the school year at 78% of class earning industry certifications.
 - b. Financial Report by Annette Gardner and Mark Escoffrey, Auditor. Mark Escoffrey presented the Independent Auditor's Report and Financial Statements that included:
 - i. Independent Auditor's Report: explained the management's responsibility for financial statement, Auditor's responsibility, Opinion and other matters. Under the Overview of the Financial Statements, due to Net Pension Liability from FRS the school's liability exceeded assets by \$1,939,122 as June 2019. As of 6/30/2019, the revenue source total is \$7,141,731 and expense as of 6/30/2019



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is \$7,335,746. The school charged an unallocated depreciation expense of \$20,493 during the year ended Jun 30, 2019.

- ii. Report on Internal Control over Financial Reporting: Auditor conducted the audit in accordance with auditing standards accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards.
- iii. Management Letter: This letter is a summary of financial statements, auditor's responsibility, prior audit findings, official title, financial condition, transparency, other matters and the purpose of this letter.

VII. Old business by Dr. Banks

- a. Arnold Law Firm: The Tax Referendum Lawsuit filed by the Charter Schools of PBC was denied by the court and, an appeal was filed and maybe a possibility that can be turnover by a high court.
- b. Mental Health Plan: After we submitted the Mental Health Plan to the District, we decided to submit our own, although, some limitations exist because of the resources used by the District that we are responsible for the charges.
- c. Audit Report: Dr. Charles Woodard, Mr. Baker, and Dr. Banks attended the auditing meeting on Friday, September 20th at District's office. During this meeting, the Medical Night Program was the focus of the audit.
This program was established in 2003 and approved by the superintendent and staff for 5 years, and, renewed for an additional 10 years. The focus during this meeting was the discussion on how this program is funded. Consideration was given to closing the program and if that happens, it will not be a need to be under the Corrective Action Plan (CAP).
A second meeting is scheduled for next month to go over the CAP or any decision made by the school in regards to the program.
- d. Showcase of Schools: Initially was communicated to us that IGCHS was not able to participate in the Showcase of Schools. Dr. Banks had several conversations with key District staff, the decision was reversed, IGCHS is able to participate.
- e. Mosaic Group Contract, presented to the Board members for their review and approval.
- f. Grant Letter: Publix Charities approved Dr. Banks for funding support with the reading program.

VIII. New Business

- a. Safe Driver Plan, The Board Members requested to add the following: 8 hours of in-service, reporting of unusual behavior or unusual activity, and employee/driver's signature and date.
- b. Anti-Bully Program: Reggie D. and the Sheriff Office created this program for students at IGCHS. This program teaches the students how to identify violence, avoid negative peers, recognize trauma, cope with stressors, and develop teamwork.
- c. Urban League MOU: distributed to the Board Members for their review and approval regarding services and support to IGCHS with the Teen Outreach Program.
- d. Adult Ed Letter: distributed to the board members for their review and approval on a partnership with PBSC (Ava Parker President)



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- e. Bright Futures Academy Transportation Contract: Reviewed and approved by the Board Members.
- f. Grants applied: We have applied with the following foundations, Walmart, Quantum, Family Scholar House Foundations

- IX. Next Governing Board Meeting Date: October 15, 2019
- X. Meeting Adjourn: 2:20 pm

MOTION #1: The Board Members voted for Michelle Ruiz as the new Parent Liaison. **Vote Unanimous**

MOTION #2: The Board Members voted for Clarence D. Williams III and Lonnie Kay Martens as new Board Members. **Vote Unanimous.**

MOTION #3: The Board Members voted and accepted the auditor's report. **Vote Unanimous**

MOTION #4: The Board Members voted and accepted the Mosaic Group contract. **Vote Unanimous**

MOTION #5: The Board Members voted and accepted the partnership letter in between PBSC and IGCHS. **Vote Unanimous**

MOTION #6: The Board Members voted and accepted the Bright Futures Academy Bussing Contract. **Vote Unanimous**

Dr. Charles Woodard
Chair

Date

