



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

## MINUTES MEETING

Tuesday, October 15, 2019

- I. Call to Order by Dr. Charles Woodard, Chairman, at 12:22 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              |
| Clarence Williams, Board Member                            | Olga Herrera, Executive Assistant |
| Michelle Ruiz, Board Member/Parent Liaison <b>(Absent)</b> |                                   |
| Lonnie Martens, Board Member                               |                                   |
| R. Henry Di Giacinto, Board Member <b>(Absent)</b>         |                                   |
  
- III. Officers and Board Members Report
  - a. Board Members Reports: Nothing to report at this moment
  
- IV. Administrative Reports and Discussions
  - a. CEO/President's Reports, presented by Dr. Emma Banks.
    - i. Industry Certification: The industry certifications started on October 7, and successfully tested Adobe, Dreamweaver, Premier Pro and Microsoft. IGCHS current class count for 11<sup>th</sup> grade is 169. Recruitment will start on October 17<sup>th</sup> at H.L. Watkins MS, on October 24<sup>th</sup> at Roosevelt MS and November 7<sup>th</sup> at Jeaga MS.
    - ii. ESE: IEP renewals for the month of October are completed. All reevaluations are completed through FTE week.
    - iii. 2020-2021 Recruitment is in place, five students have applied. At this time, we have two teachers positions available, one for Math and the other opening for English.
    - iv. The fall 2019 Florida State Standards Assessment window closed on September 27, 2019. Students took FSA English Language Arts (ELA) Writing/Reading Retakes, FSA Algebra 1 EOC Retakes, FSA Geometry EOC and U.S. History EOC Retakes. Inlet Grove C.H.S. will be administrating the PSAT/NMSQT to all our 10<sup>th</sup> grade students and about ten (10) 11<sup>th</sup> grade students on Wednesday, October 30, 2019. 10<sup>th</sup> grade students use this opportunity to practice for the SAT. 11<sup>th</sup> grade students will take the PSAT/NMSQT for the opportunity to earn a National Merit Scholarship.
    - v. Mental Health Program: as a requirement from the District the assigned AP must completed a series of training, this program is working well and students are getting the support needed.
    - vi. Enrollment: Our enrollment is 790 students. FTE Week was on October 7<sup>th</sup> to the 11<sup>th</sup>. Our Class size average for classes is 24.74, pending final recalibration.



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- vii. Title I: We completed the Annual Requirements by having the Title I Annual Meeting where parents learned about our School Wide Plan, School Parent Compact and our Parent and Family Engagement Plan.
  - viii. The mandatory drills process has changed and the required new schedule is in place.
  - ix. Support staff employees contract have been amended with new decreased salaries, and for the teachers' contracts, we have no changes.
  - x. Georgia Jacoviello, is rehired and assigned to work on 2020 My Teacher My Hero Award Gala and our 1st 2020 Mental Health Workshop planned for the month of November, date to be determined.
- b. Financial Reports by Annette Gardner: Ms. Gardner is presenting the amended budget FY 2019-2020 for board approval with the following information:
- i. FTE count is 785 from 750, pending recalibration to confirm final FTE numbers
  - ii. Increases revenue \$208,168.07.
  - iii. Total additional revenue of \$94,888.07 – Decrease in Community School Donation for \$150,000.00, Increase in revenue Teachers' Lead Fund of \$1,720.00 and an increase in revenue for bus contract with Bright Futures of \$35,000.00.
  - iv. Expenses Increased, in Instructional for \$29,228.12; part of this increase is for the 7 months leased equipment. Increase in the career Instructional of \$19,949.63. Increase school administration \$40,258.54 with the Mosaic Group Marketing and Public Relations Services. Increase in Pupil transportation of \$11,873.52 for bus driver's salary. Increase of plant of \$14,159.09 salary of the gatekeeper security.
  - v. Decrease Report, in the 6500 department (Instructional Support Technician) of \$4,991.65 salary plus benefits. Decreased in General Administration this is where we paid the school District administration fees decreased of \$50,757.12. Decreased Fiscal Services of \$3,000.00.
  - vi. Reserve Fund of \$38,167.94.
  - vii. By the end of September, the cash flow was \$24,486.23.
  - viii. September's reconciliation is not finalized at this moment, CPA is working on it and it will be emailed as soon as completed.
- V. Old business
- a. Arnold Law Firm: The attorney's office emailed the final Resolution letter regarding the Night School Programs; see the attached document for more details. We need to review and approve it. The attorney will be present for the phone call meeting on October 21<sup>st</sup>.
  - b. Night School Program and Resolution: Please refer to the attached document titled "Resolution of the Governing Board of Inlet Grove Community High School"  
The Night Medical Program has been discontinued. Dr. Banks regrets that by closing this program Dr. Banks cannot offer any support to our community. The District stated that Mr. Baker will be part of the District to continue running the program.



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- c. Accounting Policy and Procedures Manual: We submitted a draft to the District for their revision. The District made few changes, we need to revise and go over the manual.
- d. Audit Meeting: At this moment, we are still waiting for a resolution from the District to schedule a date and time for this meeting.
- e. Showcase of Schools: Inlet Grove Community High School's showcase will take place on October 22<sup>nd</sup> from 4:00pm to 8:00pm.

### VI. New Business

- a. Safe Driver Plan: Board Members requested to add the driver's 8 hours in-service training, date and signature. The new Safe Driver Plan document shows the changes requested by the Board Members.
- b. Anti-Bully Program: The Anti-Bully program took place the month of September with about 15 to 20 students. The purpose of this program was to bring awareness, to train, to coach and to empower children to identify violence and bullying. Reggie Dee (Producer), PBC Sheriff's Deputies, School Police Officer, IGCHS Students and Administrator, coordinated the Anti-Bully Program.
- c. Dual Enrollment: The DEO in Tallahassee has a new person for dual enrollment Mr. Roderic Duckworth. Mr. Duckworth will visit the school to go over the process and procedures regarding Dual Enrollment.
- d. Quantum Grant: We are looking for the Quantum Foundation to support the Mental Health Program. A request for a grant is currently pending on final decision. We also have a former teacher who will volunteer to help us create grants and proposal.

VII. Public Comment on Non-Agenda Items: None.

VIII. Next Governing Board Meeting Date is on November 19, 2019 at 12:00 pm.

**MOTION #1:** The Board Members voted and accepted the Resolution regarding the elimination of the of the night school program. **Vote Unanimous.**

**MOTION #2:** The Board Members voted and accepted the 2019-2020 Amended Budget. **Vote Unanimous.**

**MOTION #3:** The Board Members voted and accepted the Safe Driver Plan. **Vote Unanimous.**

IX. Meeting Adjourn: Dr. Charles Woodard, Chairman, adjourned the meeting at 1:45 pm.

Dr. Charles Woodard,  
Chairman

10/21/2019

Date