



Inlet Grove Community High School, Inc. Governing Board Meeting

MINUTES Tuesday, January 21, 2020

- I. Call to Order at 12:13 pm.

- II. Determination of Quorum:
 - Members
 - Dr. Charles W. Woodard, Chair
 - Dr. Barbara Shuler, Vice-Chair
 - R. Henry Di Giacinto, Board Member
 - Michelle Ruiz, Board Member/Parent Liaison
 - Lonnie Martens, Board Member
 - Clarence Williams, Board Member
 - Staff
 - Dr. Emma Banks, CEO/President
 - Annette Gardner, Account IV
 - Olga Herrera, Executive Assistant

- III. Officers and Board Members Report
 - a. Officers Reports: The Board has nothing to report at the moment.
 - b. Voting of a new Board Member: Dr. Woodard introduced Crystal Atkinson to the Board Members. Board Member approved Ms. Atkinson as a new member.
 - c. Parent/Liason Michelle Ruiz will be stepping down of this position. Ms. Ruiz's last day is February 5, 2020.

- IV. Administrative Reports and Discussions
 - a. CEO/President's Reports, Dr. Emma Banks presented the following reports:
 - i. Seniors Graduation: Dr. Banks is meeting with at-risk students, parent and Assistant Principal to discuss their graduation statues. Dr. Banks stated that the school is continuously sending reminders to students via text-based systems parents are included in these reminders. The latest messages sent: scholarships, individual reminds for grades, classes and graduation status meetings.
 - ii. Social Studies, the department is continuing to be lax with the PLC, meetings are scheduled to discuss with teachers the need to understand the reading process in order to do the reading and writing across the curriculum effectively.
 - iii. From the Assessment Department, Dr. Banks communicated that IGCHS scheduled SAT for March 14, 2020. Dr. Banks explained that before the SAT day orientation is scheduled for the students to understand the DO'S and DON'TS, the process of the picture taking and the breakdown of the day. We also offer transportation to the students if they encounter any issues. The testing window for Accessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs 2.0) runs from January 27, 2020, until March 20, 2020. The FSA Grade 10 ELA Writing & Reading Retake assessments window (for 11th and 12th-grade students) and Algebra 1 EOC Retakes window (for 12th-grade students only) will both begin February 24, 2020, and continue until March 13, 2020.



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- iv. ESE Department, Dr. Banks let the Board Members know that at this moment the ESE department has 69 students the codes included 251 and 252. 5 IEPs Meetings scheduled for January and 2 Re-Evaluation due January 21, 2020.
 - v. Recruiting, currently, 130 students have applied, 70 students have been accepted, and we have received 30 registrations. These numbers reflect well for the upcoming year. Grades for the fourth grading period went in and each of the administrators will be reviewing student grades, meeting with students with D's and F's. Mr. Billy Gira has set up SBT meetings for those students determined to need academic, disciplinary, or attendance support. For the next school year, we will need to recruit Math, Social Studies and English teachers.
 - vi. Open House will take place on January 22, 2020, at 6:00 pm. Everyone is invited.
- b. Financial Reports by Annette Gardner: Ms. Gardner presented and explained the Financial Report to the Board Members. An Amended Budget will be presented after these reports due to the Corrective Action Plan FY 2019-2020. The following is the financial report:
- i. Revenue increased: \$10,000 donation from Emma Banks/CEO.
 - ii. Expenses decreased/increased: Instructional account a salary reduction of \$9,999.69. Career Instructional account \$11,116.44 increased in ER Health Insurance contributions. Guidance \$4,885.83 increased salary. Media \$1,914 decreased ER Health contribution. Instructional Support Technician \$713 decreased ER Health contributions. Administration \$28,366.15 salary reduction, increased ER Health contributions. Fiscal Services \$6,670.37 salary reduction, increased ER Health contributions. Operation of Plant \$12,737.84 salary reduction, decreased ER Health contributions.
 - iii. Submitted Title I second quarter reimbursements due January 17, 2020, from October to December 2019, the reimbursement total of \$79,840.71.
 - iv. The City of Riviera Beach utility bill was credited to IGCHS, due to water leakage. the water bill adjustment was for a total credit amount of \$5,948.96.
 - v. The following are the management reports at the end of December 31, 2019, and January 21, 2020. Net Income - \$119,794.38 due to pending AR. Statement of cash flows at the end of January 21, 2020, - \$194,471.13. The A/P Aging detail is included as well with a total of \$106,537.91 as of January 21, 2020. Included in the fiscal year 2019 - 2020 Employee List including ended salaries and differences.
- V. Old business
- a. Arnold Law Firm - Dr. Banks communicated to the Board Members that the attorney's fees are extremely high, we had minimized the communication between the school and the attorney.
 - b. Night School Program - Dr. Banks reconfirmed to the Board Members that the programs are no longer offer at the school and the District is paying the Director's salary.
 - c. Outstanding Bills, Dr. Banks distributed copies of any outstanding invoices to the Board.



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- d. IGCHS Medical Symposium, February 8, 2020. Dr. Banks invited all board members to this event, also communicated that the administrators' team is working together on this event to make it a success.
- e. My Teacher My Hero Awards Gala, Dr. Banks will email the sponsorship package to the Board Members, including the description letter of the Awards Gala.
- f. Mental Health Awareness Convention. Dr. Banks informed the Board Members that this event is been promoted and coordinated by the Mosaic Group.
- g. Careersource MOU, Michael Corbit VP of Business Services from CareerSorce, presented the following, CareerSource is chartered by the state of Florida and has a dedicated team of career counselors, business coaches, and training providers to help area businesses stay competitive through training grants and talent acquisition, and job seekers find new jobs through career assessments, training, and employment assistance. CareerSource has been awarded a marine pre-apprenticeship grant. CareerSource will work with IGHS to administer pre-apprenticeship and apprenticeship curriculum and training services to interested eligible students that would like to gain pre-apprentice and employment in the marine industry. CareerSorce discovered that one of the targeted industries needed in Palm Beach is the Marina Industry. IGCHS has a great program and CareerSorce would like to have IGCHS to be involved in this pre-apprenticeship program. CareerSource's goal is to attract students into the Marine Industry and get employment within Palm Beach County. The CareerSource created an MOU draft and would like for the Board Members to review, discuss and make a decision if this is a program that IGCHS will be interested in participating in. Before making any decisions the Board Members would like to see a complete description of the curriculum, where the equipment is coming from, students' school materials, manuals, books and a breakdown of funds from CareerSource to support this program.
- h. School Security Guard Contract, Dr. Woodard presented to the Board Members the Law Enforcement Service Agreement between the District and IGCHS, for review and approval. The Board Members approved the School Security Guard Contract.

VI. New Business

- a. New Board Member Approval: Dr. Woodard introduce new Board Member Crystal Atkinson to the Board Members
- b. Corrective Action Plan (CAP): Prior to renewing the contract this CAP has to be approved by the board and sent to the District no later than February 14th. The following items are listed by the District in our CAP:
 - i. **Evidence** that expenditures did not exceed available resources in each fund. Overall, expenditures exceeded revenues for the fiscal year 2019.
 - ii. **Maintains positive financial trends.** Financial Indicators show negative trends over the previous two fiscal years.
 - iii. **Maintain an adequate fund balance.** FY19 Ending General Fund balance per audit was \$52,967, which is below the recommended minimum ratio of 3%.



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Dr. Banks' action plan starting January 1, 2020, a monthly amount of \$10,000 will be in the reserve account. This will continue until June 30, 2020. By executing these deposits a total savings of \$60,000 will reflect in the reserve account. Additional, to \$41,760 from the cuts salaries and a donation from Dr. Banks of \$10,000. With a total savings of \$101,760 for the fiscal year 2019-2020.

To bring the fund balance to \$101,760.00 for the school year ending June 30, 2020, Dr. Banks has made adjustments by cutting salaries. From the CEO's salary, a check of \$10,000 will go into the reserve account. the CAO will work 226 days for a total savings of \$12,000. The accountant II will work 226 days for a total savings of \$5,760. The reading teacher's salary will be reduced with a total savings of \$14,000

Dr. Banks' goal for the fiscal year 2020-2021 and starting July 2020-2021 is to deposit an amount of \$15,000 in reserve account each month, given a total of \$180,000 for the fiscal year.

The payroll history will be sent to the District as evidence of the CAP, Dr. Banks will be monitoring the expenditures to make sure that is no overspend.

VII. Public Comment on Non-Agenda Items. Nothing at the moment

VIII. Next Governing Board Meeting Date will be **February 18, 2020**.

Motion #1: Henry Di Giacinto made the motion to accept Crystal Atkinson as a Board Member, Board Members voted and approved. **Vote Unanimous.**

Motion #2: Lonney Martens made the motion to accept the CAP provided to the board by Dr. Banks, Board Members voted and accepted. **Vote Unanimous.**

Motion #3: Henry Di Giacinto made a motion to have a revised MOU version with specifics about this program, details on what the program covers and the breakdown of the CareerSource funds for the program, final voting is on the table until a clear definition is made regarding the responsibilities of both parties CareerSource and IGCHS. **Vote Unanimous.**

Motion #6: The Board members voted and approved the School Security Guard Contract. **Vote Unanimous.**

Motion #7: Henry Di Giacinto made the motion to accept the Amended Budget and Financial Report presented today by Ms. Gardner and pending on an additional amendment to make it more accurate. **Vote Unanimous.**

IX. Meeting Adjourned at 2:35 pm.



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Dr. Charles Woodard, Chairman

Charles W. Woodard, Ph.D.

Date:

January 25, 2020