

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Ileana Melian, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy *(Present)*
Gabriel Cremades *(Present)*

**Meeting of the Board of Directors
September 22, 2020**

***Due to COVID-19 and Executive Order by Office of the Governor of the State of Florida,
this meeting is being held solely via communications media technology.*

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated June 25, 2020.
- b. **APPROVED:** The Board approved the Out of Field Waiver Assignments for the 2020-2021 school year.
- c. **APPROVED:** The Board approved the Charter School Title I Budget Appropriation Details Forms for the 2020-2021 school year.
- d. **APPROVED:** The Board approved to Ratify the Teacher Salary Increase Plans.
- e. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.

Motion to approve the consent agenda by Roger Pardo; second by Corinne Pollini; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report *(Victor Rodriguez)*
 - i. Requested a school year calendar amendment to add Teacher Planning Days.
 1. **APPROVED:** The Board approved to authorize the Board Chair to work with Principal Rodriguez to determine what, if any, additional Teacher Planning Days to add to the 20-21 School Year Calendar.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
 - ii. Requested certificate extension until the end of December for 3 teachers.
 1. **APPROVED:** The Board approved to request certificate extensions for the 3 teachers, as discussed. Further authorizing the Board Chair to provide necessary documentation to support this approval.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
 - iii. Enrollment is slightly under what was expected; Board Member Pardo discusses the travel bank that is prohibiting some families from being able to return.
 - iv. Board Member Prado requests that the school look into the ability for families to purchase the previously offered K-12 student insurance.

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- v. Working with ADP for specific cases that teachers may not want to return to work physically on campus.

- b. **APPROVED:** The Board approved to request to amend the International Studies Virtual Academy Charter School Contract to add grades K-5, thus making it a K-12 at the time of renewal this year; further approving a five-year renewal of the contract & increase student contract capacity.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- c. **APPROVED:** The Board reviewed and approved Review and Approval of Revised 2020-2021 Annual Budget.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- d. Other Items by Board Members, Staff, Consulates, or ESP

5. Notifications and Announcements

- a. Next Board Meeting: November 18th

6. Adjourned Meeting

The undersigned hereby certifies that he/she is a Director and/or Officer of INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on November 18, 2020.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Ileana Melian, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy
Gabriel Cremades *(Present)*

**Meeting of the Board of Directors
November 18, 2020**

*In an effort to allow greater public participation and to best accommodate stakeholders,
this meeting was held via communications media technology with a physical access site at the school.*

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated September 22, 2020.
- b. **APPROVED:** The Board approved the following items related to the Active Assailant Response:
 - i. Approve to adopt the Active Assailant Response Board Policy
 - ii. Approve to authorize the individual schools to adopt the Active Assailant Response / Stabbing Procedure or their Sponsor's Plan/Procedures.
 - iii. Approve to adopt the nationally recognized Active Assailant Response Training Course (i.e. C.R.A.S.E. Civilian Response to Active Shooter Events.)
- c. **APPROVED:** The Board approved to receive and file the 9/30/20 financial statements.

Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report *(Victor Rodriguez)*
 - i. **APPROVED:** The Board reviewed and approved the MOU Between Spain and MDCPS.
 - ii. Update on COVID-19; have been lucky to not have any positive cases on campus.
- b. Financial Report
 - i. **APPROVED:** The Board reviewed and approved to Receive & File the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2020.
 - ii. **APPROVED:** The Board reviewed and approved to ratify the year-end grants and loans.
 - iii. **APPROVED:** The Board reviewed and approved the Revised Financial Policies and Procedures.
 - iv. **APPROVED:** The Board reviewed and approved the Revised 2020-2021 Annual Budgets.
 1. Discussed potential of online testing.

Motion to approve items 4a-b by Roger Pardo; second by Corinne Pollini; motion passed unanimously

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- c. Report by Colegia
 - i. **APPROVED:** The Board reviewed and approved the Colegia Resolution.
 - ii. **APPROVED:** The Board reviewed and approved the Colegia Software Agreement.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- d. Other Items by Board Members, Staff, Consulates, or ESP
 - i. French Program (*Roger Pardo*)
 1. Review the attached Articles of Organization of this Foundation that will financially support the French Dept of ISCHS,
 2. Considering that the future of this French Dept is directly linked to the future of the students, we would like to know how the Board and Academics see the future of this French Dept in the School.
 3. The Board tabled this item pending review by legal; a special meeting will be called.

5. Notifications and Announcements

- a. Next Board Meeting: February 17th

6. Adjourn Meeting

The undersigned hereby certifies that he/she is a Director and/or Officer of INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on February 17, 2021.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.
A Florida not-for-profit corporation

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Ileana Melian, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy *(Present)*
Gabriel Cremades *(Present)*

Meeting of the Board of Directors February 17, 2021

In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was held via communications media technology with physical access site at the school.

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated November 18, 2020.
- b. **APPROVED:** The Board approved to receive and file the financial statements for the period ending December 31, 2020.
- c. **APPROVED:** The Board approved to authorize the Board Chair to submit any necessary charter school contract amendment requests by the March 1st deadline.

Motion to approve the consent agenda by Roger Pardo; second by Corinne Pollini; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report *(Victor Rodriguez)*
 - i. Letter to AEFEE
 - ii. Security inspection by City of Miami PD and updates made
 - iii. Staffing update; down 2.5 teachers; lunch deficit
 - iv. Would like to install “roll-downs” around the lunch area to keep the rain out; received a quote 2 years ago for approx. \$14k; currently soliciting an updated quote.
- b. **APPROVED:** The Board discussed and approved to apply for Corporate System Accreditation with Cognia.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- c. Financial Report
 - i. Update on FEFP and ESSER funding (no action necessary)
 - ii. **APPROVED:** The Board discussed and approved the Revised 2020-2021 Annual Budget.
 1. Includes cost of roll-down awning discussed in the Principal Report.
- d. **APPROVED:** The Board discussed and approved to receive Title II funds on a reimbursement basis pursuant to Section 1002.33(17)(c), F.S. for all ISCHS, Inc. schools, effective the 2021-2022 school year, until further notice.

Motion to approve 4cii and 4d by Roger Pardo; second by Corinne Pollini; motion passed unanimously

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- e. ISCHS Broward
 - i. Update on new school opening; charter approval scheduled to occur in April; marketing; principal selection; Julio Robaina suggest that the Board authorize Academica and Principal Rodriguez to review Principal candidates and present final selections to the Board for approval; the board agrees. Principal Rodriguez would like to interview the existing staff of the current school.
 - ii. **APPROVED:** The Board approved to authorize counsel to negotiate the contract with the district and the board chair to sign.
 - iii. Elisa Bueno from the Spanish Consulate addresses the Board with concerns to the trend in reduction of students in the ISP program; concerned that if the trend continues that they will have to remove the Spanish teacher in which they have provided. Discussed international recognized diplomas; need to know if the school is interested in these diplomas. Principal Rodriguez states that they are interested in the diploma. He addresses the reduction of students in not only the Spanish IS program, but all 3 IS programs. Due to changes in State curriculums and AP courses, more students are moving towards taking AP courses.
- f. French Foundation – Board Member Pardo informs the Board that the French Foundation has been formed; he is requesting Board approval to contact the French parents; Board Chair Melian states that she does not see a problem with it and suggests that Principal Rodriguez schedule a parent meeting.
- g. Other Items by Board Members, Staff, Consulates, or ESP

5. Notifications and Announcements

- a. Next Board Meeting: May 26th (an additional meeting may need to be called)

6. Adjourned Meeting

The undersigned hereby certifies that he/she is a Director and/or Officer of INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on May 26, 2021.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Ileana Melian, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy *(Absent)*
Gabriel Cremades *(Present)*

**Special Meeting of the Board of Directors
April 8, 2021**

*In an effort to allow greater public participation and to best accommodate stakeholders,
this meeting was held via communications media technology with physical access site at the school.*

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. None

3. Action & Discussion Items

- a. **APPROVED:** The Board approved to appoint Ms. Jennifer Jaynes as the Principal for International Studies Academy (ISA) Middle School and International Studies Academy (ISA) High School (both opening in Broward County this coming August).
 - i. Board Chair Melian explains the committee and interview process for this position. The committee overwhelming agrees that the existing AP of the Miami campus, Jennifer Jaynes.

- b. **APPROVED:** The Board approved Awning Proposal for approx. \$15k.

Motion to approve items 3a-b by Roger Pardo; second by Corinne Pollini; motion passed unanimously

- c. Other Items by Board Members, Staff, Consulates, or ESP
 - i. Principal Rodriguez discusses a teacher that has requested to be Sponsored by the school to remain working in the US. He will provide additional information for the Board's consideration at the next meeting.

4. Notifications and Announcements

- a. Next Board Meeting: May 26th

5. Adjourned Meeting

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

The undersigned hereby certifies that he/she is a Director and/or Officer of INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on May 26, 2021.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Ileana Melian, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy *(Present)*
Gabriel Cremades *(Present)*

**Meeting of the Board of Directors
May 26, 2021**

*In an effort to allow greater public participation and to best accommodate stakeholders,
this meeting was held via communications media technology with physical access site at the school.*

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated February 17, 2021 & April 8, 2021.
- b. **APPROVED:** The Board approved to receive and file the financial statements for the period ending March 31, 2021.
- c. **APPROVED:** The Board approved the 2021-2022 Parent Involvement Representatives:
 - i. International Studies Charter Middle School – Victor Rodriguez
 - ii. International Studies Charter High School – Ofelia Alvarez
 - iii. International Studies Virtual Academy – Lina Sierra
 - iv. International Studies Academy Middle School – Jennifer Jaynes
 - v. International Studies Academy High School – Marla Devitt
- d. **APPROVED:** The Board approved to appoint Ms. Jeanette Nunez as an additional Conflict Resolution Person.
- e. **APPROVED:** The Board approved to Ratify & Reapprove the Board Policies & Procedures, including:
 - i. Conflict of Interest *(Each Board Member is required to sign and return the written acceptance form)*
 - ii. Ethics
 - iii. Whistle Blower
 - iv. Professional Development Plan for Administrators
 - v. Student Enrollment / Lottery
 - vi. Internet Safety Policy

**There have been no changes to any of these policies since the Board's re-approval last year.*
- f. **APPROVED:** The Board approved to authorize the Board Chair the ability to approve any year-end financial items which may be necessary to close the books.
- g. **APPROVED:** The Board approved the Board Members and Officers for the 2021-2022 School Year:
 - i. Ileana Melian, President & Board Chair
 - ii. Roger Pardo, Secretary
 - iii. Corinne Pollini

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- iv. Jose Ramon Purroy
- h. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2021-2022 School Year.
- i. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
- j. **APPROVED:** The Board approved to authorize the Board Chair the ability to retain a FLDOE approved vendor to comply with Alyssa's Alert Law.
- k. **APPROVED:** The Board approved to authorize the Board Chair the ability to approve and execute all necessary and required items by Broward County Public Schools over the summer break for the two new schools.
- l. **APPROVED:** The Board approved to Renew the Charter School Educational Services and Support Agreement with Academica Dade, LLC. for one additional year, expiring June 30, 2022; further approving a one-year term with Academica Broward, LLC for the following new schools to the agreement:
 - i. International Studies Academy Middle School
 - ii. International Studies Academy High School
- m. **APPROVED:** The Board approved the 2021-2022 Articulation Agreement.
- n. **APPROVED:** The Board approved the Engagement Letter with Gravier for review of PPP Loan Forgiveness Procedures.
- o. **APPROVED:** The Board approved the Submittal of the Mental Health Plans for the individual schools.
- p. **APPROVED:** The Board approved to Ratify the 2020-2021 FSSAT; further approving the submittal of the 2021-2022 FSSAT.

Motion to approve the consent agenda by Corinne Pollini; second by Roger Pardo; motion passed unanimously

4. Action & Discussion Items

- a. Principal's Reports
 - i. ISCHS Miami Campus (*Victor Rodriguez*)
 - 1. J1 Visa Request
 - 2. Graduation is June 5th at Jungle Island at 12pm
 - ii. ISA Broward Campus (*Jennifer Jaynes*)
 - iii. Board Chair Melian announced a potential campus in Las Vegas that is being reviewed
- b. Financial Report (*Alina Chester*)
 - i. **APPROVED:** The Board reviewed and approved the Final 2020-2021 Annual Budgets.
 - ii. **APPROVED:** The Board reviewed and approved the Proposed 2021-2022 Annual Budgets.
Motion to approve the financial report by Corinne Pollini; second by Roger Pardo; motion passed unanimously
- c. **APPROVED:** The Board approved to authorize the Board Chair to negotiate and execute the Facility Lease for the ISA Broward campus.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- d. Emergency Order 2021-EO-02 – School Grades and School Improvement Ratings
 - i. **APPROVED:** The Board approved to authorize the Board Chair, with input from the Principal, to opt in or out to receiving a school grade for the 2020-2021 school year, within 30 days of FSA results being published.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- e. Doral College / Leadership Report (*Judy Marty & Ryan Kairalla*)

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- i. **APPROVED:** The Board approved to authorize the Board Chair to execute the Professional Development Title 2 MOU Agreement.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- ii. Innovate 2021

- f. Other Items by Board Members, Staff, Consultants, or ESP
 - i. Board Member Cremades announces that he is moving back to Spain and therefore, resigning from the Board.
 - ii. **APPROVED:** The Board approved to accept the resignation of Board Member Gabriel Cremades, effective immediately.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously

5. Notifications and Announcements

- a. Next Board Meeting: September 1st (a special meeting may need to be called over the summer break)

6. Adjourned Meeting

The undersigned hereby certifies that he/she is a Director and/or Officer of INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on September 1, 2021.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Ileana Melian, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy *(Present)*

Meeting of the Board of Directors June 24, 2021

*In an effort to allow greater public participation and to best accommodate stakeholders,
this meeting was held via communications media technology with physical access site at the school.*

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. Established a quorum

2. Public Comment

- a. None

3. Action & Discussion Items

- a. Accreditation Update
 - i. Presentation of Organization Chart
- b. Approval of New Principals and Other Administrative Positions
 - i. **APPROVED:** The Board approved to appoint Victor Rodriguez as the Chief Academic Officer; further approving to name him as “Principal on Special Assignment” with Miami-Dade County Public Schools.
 - ii. **APPROVED:** The Board approved to appoint Alina Lopez Principal of International Studies Charter Middle School #6045 and International Studies Charter High School #7007.
 - iii. **APPROVED:** The Board approved to appoint Douglas Rodriguez as the Principal of International Studies Virtual Academy #6017.
Motion to approved 3b by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- c. Other Items by Board Members, Staff, Consulates, or ESP
 - i. None

4. Adjourned Meeting

The undersigned hereby certifies that he/she is a Director and/or Officer of INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation.

The minutes were adopted by the Board of Directors at a meeting held on September 1, 2021.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.
A Florida not-for-profit corporation