

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 18, 2019**

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. A quorum was established

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the May 15, 2019 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to adopt the minutes from the June 28, 2019 Board of Director's Meeting.
- c. **APPROVED:** The Board approved the out of field waiver(s) for instructional personnel with out of field assignments.
- d. **APPROVED:** The Board approved the Revised individual Charter School Title I Budget Appropriation Details Forms for the 2019-2020 school year for the Title 1 distinguished schools; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- e. **APPROVED:** The Board approved to authorize the submittal of the individual Florida Safe Schools Assessment Tools (FSSAT).
- f. **APPROVED:** The Board approved to utilize the Florida Consortium of Public Charter School Evaluation System for teacher observation and evaluation for the 2019-2020 school year.
- g. **APPROVED:** The Board approved to authorize the submittal the 2019-2020 Students Attired for Education Incentive Fund (Charter Schools) Declaration Form at their discretion.
- h. **APPROVED:** The Board approved to allow for Qualifying Virtual Students (FRL Qualified) to participate in the Free Lunch Program offered at any of the local Brick & Mortar charters.
- i. **APPROVED:** The Board approved to ratify the 6/30/19 recoverable grant from Academica to International Studies Virtual Academy in the amount of \$15,000.

Motion to approve the consent agenda by Roger Pardo; second by Jose Ramon Purroy; motion passed unanimously

4. Action & Discussion Items

- a. Principal Report
 - i. PE Cover; previously approved, but, working on it now; currently in permitting.
 - ii. Security upgrades for hardening grant; added some additional cameras and speakers.

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- b. Security Report & Updates (*Willie Tagle*)
- i. General Update – discussed implementation of reporting is the SSO does not go to the school to ensure that there is always law enforcement on campus; the school is currently using the City of Miami Police.
 - ii. **APPROVED:** The Board approved the following Guardian Action Items:
 1. To request permission for the Governing Board Chair to request the county sheriff to establish a guardian program for the purpose of providing guardian training in any county where the school district has not voted, or has declined, to implement a guardian program.
 2. To request permission for the Governing Board Chair, in any county where the school district has not voted, or has declined, to implement a guardian program, and the county sheriff denies the governing board's request to establish a guardian program, to negotiate and enter into a contract with a sheriff of a foreign county that has established a guardian program to provide the required guardian training.
 3. To request permission for the Governing Board Chair to deliver notice as required by F.S. section 30.15 of any contract with a foreign county sheriff that has established a guardian program to provide the required guardian training prior to its execution to the Superintendent of Schools and the County Sheriff in any county where the school district has not voted, or has declined to implement a guardian program, and the county sheriff declines to establish a guardian program.
 - iii. **APPROVED:** The Board approved the following Active Assailant Response items:
 1. Approved to adopt the Active Assailant Response Board Policy
 2. Approved to authorize the individual schools to adopt the Active Assailant Response / Stabbing Procedure or their Sponsor's Plan/Procedures.
 3. Approved to adopt the nationally recognized Active Assailant Response Training Course (i.e. C.R.A.S.E. Civilian Response to Active Shooter Events.)
Video can be seen here: <https://youtu.be/j0It68YxLQQ>

Motion to approve all items by 4b by Jose Ramon Purroy; second by Gabriel Cremades; motion passed unanimously
- c. Report by Doral College (*Dong Rodriguez*)
- i. Updates
 - ii. Review of new fee structure – *Attachment*
- d. **APPROVED:** The Board reviewed and approved the Financial Statements and Independent Auditors Reports for the individual schools for the 2018-2019 School Year.
Motion to approve by Jose Ramon Purroy; second by Gabriel Cremades; motion passed unanimously
- e. Other Items by Board Members, Staff, Consulates, or ESSP
- i. Victor Barroso presents a possible school site in Broward County; it is an existing charter school facility; requesting the board to approve to submit a charter school application for this site; the board will still have plenty of time to do their due diligence before making any concrete decisions.
 1. **APPROVED:** The Board approved the submittal of a 6-12 and 9-12 replication charter school applications in Broward County.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously

5. Notifications and Announcements

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 January 29, 2020.

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 (*Absent*)

**Meeting of the Board of Directors
January 29, 2020**

Minutes

1. Opening Exercises

- a. Meeting called to order
- b. A quorum was established

2. Public Comment

- a. There were no comments by the public.

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the September 18, 2019 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending September 30, 2019.

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

4. Action & Discussion Items

- a. Board Chair Report
 - i. Possibly submitting an application for a new charter school in Nevada
 1. A call is occurring this afternoon; additional updates will be provided at the next meeting.
 - ii. Update on application for a new charter school in Broward to open either August 2020 or 2021.
 1. Application is due next week; it will be reviewed by the Chair and Principal Rodriguez prior to submittal.
- b. Principal Report
 - i. Introduction of new AP, Jennifer Jaynes.
 - ii. Update on traffic – the one arrival and one dismissal has been approved by the County; this will be implemented for the 2020-2021 school year.
 - iii. Update on awning project – still in permitting.
 - iv. 8th Grade Promotion Announcement
 - v. High School Graduation will be on May 29th
- c. Presentation by President Rodriguez of Doral College
 - i. **APPROVED:** The Board reviewed & approved the Updated Payment Schedule for Educational Services Agreement with Doral College, Inc.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- d. Financial Report
 - i. **APPROVED:** The Board reviewed & approved the Revised Financial Policies and Procedures: Asset Capitalization Thresholds.
 - ii. **APPROVED:** The Board reviewed & approved the Revised 2019-2020 Annual Budget.

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

- e. Other Items by Board Members, Staff, Consulates, or ESSP
 - i. Brickell site is planned to open August 2022.

5. Notifications and Announcements

- a. The next Board Meeting will be on March 18th

6. Adjourned Meeting

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The minutes were adopted by the Board of Directors at a meeting held on April 22, 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 (*Absent*)
Gabriel Cremades (*Absent*)

**Emergency Virtual Meeting of the Board of Directors
March 25, 2020**

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. Action & Discussion Items

- a. **APPROVED:** The Board reviewed and approved of Resolution with regards to Novel Coronavirus Disease 2019 (COVID-19).
 - i. The resolution draft provided is a placeholder – the version presented to the Chair will specifically state the correct organization name and will reference the Board Chair rather than the President.
 - ii. In a broad sense, this resolution addresses the Board’s response to the COVID-19 outbreak and resulting school closures we are currently experiencing. It authorizes the Board Chair/President to take emergency and recovery actions necessary to operate virtually and to implement distance learning during the time period of any interruptions caused by the pandemic.
 - iii. The resolution generally does 3 things with respect to operations during the COVID-19 pandemic –
 1. it covers past, present, and future actions:
 2. Past: Ratifies and confirms the actions that have already been taken
 3. Present (it seeks to maintain the status quo): Authorizes the chair to take the actions necessary to protect the health, safety, and welfare of the school, its students, staff, and employees and to keep daily operations running as smoothly as can be expected given the circumstances
 - a. Making necessary expenditures of hardware, software, means of connectivity, retaining qualified consultants
 - b. making operating/budgeting decisions for the school sites,
 - c. decisions regarding terms of employment for all employees
 4. Future: it covers Any other activity required under the circumstances:
 - a. including seeking grants, reimbursements and other additional funding sources available to mitigate the expense to the Board,
 - b. any necessary agreements
 - c. and with regard to future actions, it requires the board chair to report to the board periodically on the decisions made and actions taken and to have these ratified

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

- b. **APPROVED:** The Board discussed and approved to continue the use of the Board Chair to Pandadoc for ACH and other signing opportunities.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously

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- c. Other Items by Board Members, Staff, Consulates, or ESP
 - i. There were no additional items.

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 April 22, 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 *(Present)*
Gabriel Cremades *(Present)*

Meeting of the Board of Directors April 22, 2020

Minutes

1. Opening Exercises

- a. Meeting called to order.
- b. A quorum was established.
- c. Congratulations to Principal Rodriguez, his staff and students on the recently announced US News and World Report School Rankings:
 - i. 83rd in the nation
 - ii. 16th Charter School in the nation
 - iii. 8th best in Florida
 - iv. 5th best in Miami-Dade

2. Public Comment

- a. Roger Pardo says that online school is going wonderful, except his daughter has too much homework. Principal Rodriguez states that she is taking 5 AP courses. He has addressed the work load with the teachers and will speak with them again.

3. Consent Agenda

- a. **APPROVED:** The Board approved to adopt the minutes from the January 29, 2020 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to adopt the minutes from the March 25, 2020 Board of Director's Meeting.
- c. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending December 31, 2019.

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

4. Action & Discussion Items

- a. COVID-19 Update
 - i. Online Learning Update *(Antonio Roca)*
 - ii. General Updates *(Julio Robaina)*
 - iii. **APPROVED:** The Board approved to Ratify the submittal of the Paycheck Protection Program Application Form for a forgivable SBA loan under the Coronavirus Aid, Relief, and Economic Security (CARES). Further approving the Board Chair to continue the application process and execute any necessary documents relating to this transaction and accepting funding.
Motion to approve by Corinne Pollini; second by Roger Pardo; motion passed unanimously
- b. Legislative Update *(Julio Robaina)*
- c. Principal Report *(Victor Rodriguez)*
 - i. **APPROVED:** The Board approved the Proposed *(amended from MDCPS & Academica version)* 2020-2021 School Year Calendar.

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

ii. Best & Brightest

1. **APPROVED:** The Board approved the Best & Brightest “add-on” fund allocation plan, as discussed and attached.

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

- iii. Notification of college acceptances; over 2 million dollars in scholarships to date
- iv. Graduation will be held on May 29th at 7:00 PM (virtually)
- v. ARC in Broward next week for the charter school application that was submitted

d. Financial Report

- i. **APPROVED:** The Board approved the Revised Financial Policies and Procedures: Asset Capitalization Thresholds (reducing from \$5,000 to \$1,000).

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

e. Other Items by Board Members, Staff, Consulates, or ESP

- i. There were no additional items at this time.

5. Notifications and Announcements

- a. The next Board Meeting will be on May 20th via Zoom.

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 June 25, 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 *(Present)*
Gabriel Cremades *(Absent)*

**Meeting of the Board of Directors
June 25, 2020**

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 to adopt the minutes from the April 22, 2020 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to ratify the Board Chair's approval to adopt the Miami-Dade County Public School's Threat Assessment Policies and Procedures.
- c. **APPROVED:** The Board approved the 2020-2021 Parent Conflict Liaisons.
 - i. International Studies Charter Middle School – Jeanette Nunez
 - ii. International Studies Charter High School – Maggie Fresen
 - iii. International Studies Virtual Academy – Kelly Mallon
- d. **APPROVED:** The Board approved Ratified & Reapproved 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. Florida High School Athletic Association (FHSAA)
 - vi. Student Enrollment / Lottery
 - vii. Internet Safety Policy**There have been no changes to any of these policies since the Board's re-approval last year.*
- e. **APPROVED:** The Board approved to Receive and File the financial statements for the period ending March 31, 2020.
- f. **APPROVED:** The Board approved the Wellness Policy.
- g. **APPROVED:** The Board approved the Colegia and Our Virtual Distance Learning Program Parent Consent Form.
- h. **APPROVED:** The Board approved the Board Members and Officers for the 2020-2021 School Year:
 - i. Ileana Melian, President & Board Chair
 - ii. Roger Pardo, Secretary
 - iii. Corinne Pollini
 - iv. Jose Ramon Purroy
 - v. Gabriel Cremades

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- i. **APPROVED:** The Board approved the Board Chair the ability to work with the Principal and Budget Analyst to create and submit the Teacher Salary Increase Plans once the deadline is announced; the Board shall ratify the plans at the first board meeting of the school year.

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. The awning permit was just approved; estimated completion is 6-8 weeks; if it's not complete by the start of school, then it should be done by late August / early September.
- b. Financial Report (*Alina Chester*)
 - i. **APPROVED:** The Board reviewed and approved the Final 2019-2020 Annual Budgets.
 - ii. **APPROVED:** The Board reviewed and approved the Proposed 2020-20201 Annual Budgets.
 - iii. Discussed CARES Act Funding & Teacher Salary Increases
Motion to approve the consent agenda by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- c. Presentation by Doral College (*Doug Rodriguez & Lourdes Isla*)
 - i. Funding for AP and Dual Enrollment Courses
 - ii. Bachelor in Early Education Program
- d. Other Items by Board Members, Staff, Consulates, or ESP
 - i. There were no additional items at this time.

5. Notifications and Announcements

- a. Currently the next board meeting has not been scheduled. It is certain that one will most likely be needed prior to the start of school.

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 22, 2020.