

**INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.**

**MEETING DATES FOR 2021-2022**

September 1<sup>st</sup>

November 3<sup>rd</sup>

February 9<sup>th</sup>

May 26<sup>th</sup> (Annual Meeting)

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

**Board of Directors**

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

**Meeting of the Board of Directors  
September 1, 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. Consent Agenda**

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated May 26, 2021 & June 24, 2021.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2021-2022 school year; further authorizing the Chief Academic Officer to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved the Individual Charter School Title I Budget Appropriation Details Forms for the 2021-2022 school year for the Title 1 distinguished schools; further authorizing the Chief Academic Officer to review and make necessary changes and execute for submission.
- d. **APPROVED:** The Board approved the Teacher Salary Increase Allocation Plans; further authorizing the Chief Academic Officer to execute for submission.
- e. **APPROVED:** The Board approved to authorize the Board Chair to approve to submit the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2021.
- f. **APPROVED:** The Board approved to authorize Victor Rodriguez, as Chief Academic Officer, on behalf of the Board of Directors, specifically the Board Chair, the ability to execute all academic/education items and deliverables due to the individual sponsors, including but not limited to Out of Field Waivers, Employee Contracts, School Improvement Plans, Title 1 Budgets, District and State Deliverables, etc...
- g. **APPROVED:** The Board approved to Renew the International Studies Virtual Academy Charter School Contract for a five-year term; further approving to add grades K-5 & increase student contract capacity.
- h. **APPROVED:** The Board approved to Ratify the following Resolutions by the Board Chair:
  - i. Approved the proposed Board Policy regarding Involuntary Examinations (attached). Per Senate Bill 590, each charter school governing board is required to adopt a policy and procedures for parent/guardian notification prior to the removal of a minor student for an involuntary examination. This policy will address and comply with SB 590 and amended Section 1002.33(9)(q), Florida Statutes.

## INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

- ii. Approved the use of the Florida Consortium of Public Charter School's (FCPCS) State-Approved Evaluation Systems for the following new charter schools opening SY2021-2022:
  1. International Studies Academy Middle School #5556
  2. International Studies Academy High School #5555
- i. **APPROVED:** The Board approved to authorize the Board Chair and/or Chief Academic Officer the ability to approve and authorize the Principals to submit the Instructional Continuity Plans (ICP) by the required due date.
- j. **APPROVED:** The Board approved to Ratify the decision for International Studies Charter Middle School and International Studies Charter High School to “opt-in” to receive a 2020-2021 School Grade – “A” Schools.
  - i. Congratulations to Principal Rodriguez and his entire team on this accomplishment.

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

### 4. Action & Discussion Items

- a. Accreditation Update
- b. **APPROVED:** The Board approved to nominate Sofia Ruiz del Árbol Moro to represent the Consul of Spain. *(Final Election may occur after completion of required security clearance & board training).*  
*Motion to approve by Corinne Pollini; second by Roger Pardo; motion passed unanimously*
- c. Principal Reports
  - i. International Studies Charter Middle / High School (Principal Alina Lopez)
  - ii. International Studies Virtual (Principal Doug Rodriguez)
  - iii. International Studies Academy (Principal Jennifer Jaynes)
- d. Other Items by Board Members, Staff, Consulates, or ESP

### 5. Announcements & Notifications

- a. Next Board Meeting: November 3<sup>rd</sup>

### 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 3, 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)*  
Sofía Ruiz del Árbol Moro *(Present)*

## **Meeting of the Board of Directors November 3, 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 at 10:05am
- b. Established a quorum
- c. **APPROVED:** The Board approved to Elect Ms. Sofía Ruiz del Árbol Moro (confirming completion of governance training and clearance in both Miami-Dade and Broward Counties)  
*Motion to approve by Corinne Pollini; second by Roger Pardo; motion passed unanimously*

### 2. Public Comment

- a. None

### 3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated September 1, 2021.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2021-2022 school year; further authorizing the Chief Academic Officer to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved of the Revised Individual Charter School Title I Budget Appropriation Details Forms for the 2021-2022 school year for the Title 1 distinguished schools; further authorizing the Chief Academic Officer to review and make necessary changes and execute for submission.

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

### 4. Action & Discussion Items

- a. Report by Chief Academic Officer
  - i. Accreditation Update
    1. Board Member virtual attendance will be necessary on December 6<sup>th</sup>
- b. Financial Report
  - i. **APPROVED:** The Board reviewed and approved to Receive and File the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2021.
  - ii. **APPROVED:** The Board approved to Ratify the following of Loans:
    1. \$75k recoverable grant provided by Academica to Virtual.
    2. \$15k long term loan by Academica to Virtual.
  - iii. **APPROVED:** The Board reviewed and approved the Revised 2021-2022 Annual Budgets.  
*Motion to approve the financial report by Corinne Pollini; second by Roger Pardo; motion passed unanimously*

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

- c. Principal Reports
  - i. International Studies Charter Middle / High School (Principal Alina Lopez)
  - ii. International Studies Virtual (Principal Doug Rodriguez)
  - iii. International Studies Academy (Principal Jennifer Jaynes)
- d. Other Items by Board Members, Staff, Consulates, or ESP

**5. Announcements & Notifications**

- a. Next Board Meeting: February 9<sup>th</sup>

**6. Adjourned Meeting at 10:45am**

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 9, 2022.

# 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)*  
Sofía Ruiz del Árbol Moro *(Absent)*

## **Meeting of the Board of Directors February 9, 2022**

*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 individual schools.*

## **Minutes**

### **1. Opening Exercises**

- a. Meeting call to order at 10:06am
- b. Established a quorum
- c. Special thanks to Christine and the entire team for their progress on the accreditation.

### **2. Public Comment**

- a. None

### **3. Consent Agenda**

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated November 3, 2021.
- b. **APPROVED:** The Board approved the Out of State/Country Field Trip(s):
  - i. ISCHS TV Production - Long Beach California on 2/18/2022
- c. **APPROVED:** The Board approved the School-Level Parent and Family Engagement Plans (PFEP) for the individual schools located in Broward County.
- d. **APPROVED:** The Board approved to authorize the individual Principals the ability to execute all necessary documents / assurances for all ESSER grant documents.

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

### **4. Action & Discussion Items**

- a. Report by Chief Academic Officer
  - i. Accreditation Update – Went very smoothly; received corporate accreditation.
  - ii. ISA Assistant Principal Position
- b. Financial Report
  - i. None
- c. Principal Reports
  - i. International Studies Charter Middle / High School (Principal Alina Lopez)
  - ii. International Studies Virtual (Principal Doug Rodriguez)
  - iii. International Studies Academy (Principal Jennifer Jaynes)
- d. Other Items by Board Members, Staff, Consulates, or ESP

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

**5. Announcements & Notifications**

- a. Next Board Meeting: May 26<sup>th</sup>

**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, 2022.

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)*  
Sofía Ruiz del Árbol Moro *(Present)*

**Meeting of the Board of Directors  
May 26, 2022**

*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 individual schools.*

**Minutes**

**1. Opening Exercises**

- a. Meeting called to order a 9:31am
- b. Established a quorum

**2. Public Comment**

- a. None

**3. Consent Agenda**

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated February 9, 2022.
- b. **APPROVED:** The Board approved to Receive & File the Financial Statements for the period ending March 31, 2022.
- c. **APPROVED:** The Board approved the Annual Approval of 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. Internet Safety Policy
- d. **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.
- e. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2022-2023 School Year.
- f. **APPROVED:** The Board approved to Accept the Annual Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information.
- g. **APPROVED:** The Board approved the Submittal of the Mental Health Plan.
- h. **APPROVED:** The Board approved the Teacher Certification Extension Request(s) which were submitted and presented.



## INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

- i. **APPROVED:** The Board approved the Resolutions by the Board Chair:
  - i. Approved for International Studies Academy Middle School #5556 and International Studies Academy High School #5555 to apply to and participate in the Florida High School Athletic Association (FHSA).
  - ii. Approved to amend the office address of International Studies Virtual Academy to 12900 NE 17 Ave., North Miami, FL, 33181.
- j. **APPROVED:** The Board approved the 2022-2023 Parent Involvement Representatives:
  - i. International Studies Charter Middle School – Alina Lopez
  - 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
    - 1. Further approving to designate Jeanette Nunez as the Conflict Resolution Person, in the event the Parent Involvement Representative is unable to assist.
- k. **APPROVED:** The Board approved to extend the term of the existing Charter School Educational Services and Support Agreement with Academica for one additional year, expiring June 30, 2023.
- l. **APPROVED:** The Board approved to submit the 2021-2022 Annual Audits by the required due dates, with Board Chair review and approval.

*Motion to approve the consent agenda by Corinne Pollini; second by Sofia Ruiz; motion passed unanimously*

### 4. Action & Discussion Items

- a. Principal Reports
  - i. International Studies Charter Middle / High School (Principal Alina Lopez)
  - ii. International Studies Virtual (Principal Doug Rodriguez)
  - iii. International Studies Academy (Principal Jennifer Jaynes)
- b. Financial Report (*Alina Chester*)
  - i. **APPROVED:** The Board reviewed and approved the Final 2021-2022 Annual Budgets.
  - ii. **APPROVED:** The Board reviewed and approved the Proposed 2022-2023 Annual Budgets.  
*Motion to approve the financial report by Corinne Pollini; second by Roger Pardo; motion passed*
- c. Seeking a volunteer to attend the Contract Renewal Committee Meeting for International Studies Virtual is scheduled for May 31<sup>st</sup> at 2pm in which a Board Member is required to attend (via Zoom), in which Ileana is not available to attend.
- d. **APPROVED:** The Board approved the agreement with Doral College.
- e. **APPROVED:** The Board approved to utilize the Doral Leadership Institute Consortium of Public Charter Schools Instructional Personnel Evaluation System and School Administrator Evaluation System for the 2022-2023 School Year; further approving to not renew membership with the Florida Consortium of Public Charter Schools.
  - i. By doing so, the schools will no longer need to remain members of the Florida Consortium of Public Charter Schools, which is costly at \$5.50 per student.
  - ii. DLI is also working on obtaining approval of Governing Board Training module with the State of Florida.  
*Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously*
- f. Other Items by Board Members, Staff, Consulates, or ESP
  - i. Board Member Pardo addresses the Board regarding other Academica schools hiring teachers of ISCHS without proper communication.
    - 1. Anthoni Dominguez-Villa from the French Consulate reiterates Board Member Pardo's statement.

### 5. Announcements & Notifications

- a. Have a safe summer!!

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

**6. Adjourned Meeting at 10:01am**

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 August 31, 2022.