

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

FOR

MIAMI-DADE:

INTERNATIONAL STUDIES CHARTER MIDDLE SCHOOL | INTERNATIONAL STUDIES CHARTER HIGH SCHOOL |
INTERNATIONAL STUDIES VIRTUAL ACADEMY (6-12)

BROWARD:

INTERNATIONAL STUDIES ACADEMY MIDDLE SCHOOL (6-12) | INTERNATIONAL STUDIES ACADEMY HIGH SCHOOL (9-12)

2023-2024

BOARD OF DIRECTORS

Eleonora Cuesta, President & Board Chair
Roger Pardo, Secretary
Corinne Pollini
Jose Ramon Purroy
Sofia Ruiz del Árbol Moro

MEETING MINUTES

*July 19th at 12pm
September 13th
November 15th
February 28th
May 28th (Annual Meeting)

International Studies Charter High School, a non-profit organization,
will comply with chapter 119 of the Florida Statutes, relating to public records, and s. 286.011, relating to public meetings and records,
public inspection, and penalties the Florida Statutes relating to public records and public meetings.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Eleonora Cuesta, President & Board Chair *(Present)*
Roger Pardo, Secretary *(Present)*
Corinne Pollini *(Present)*
Jose Ramon Purroy
Sofía Ruiz del Árbol Moro *(Present)*

**Special Meeting of the Board of Directors
July 19, 2023**

*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 located in Miami-Dade and Broward Counties.*

Minutes

1. Opening Exercises

- a. Meeting called to order at 12:15pm
- b. Established a quorum

2. Public Comment

- a. None

3. Action & Discussion Items

- a. Insurance Renewal / Proposal
 - i. **APPROVED:** The Board reviewed & approved to ratify the Self-Insurance Program and approved the Risk Sharing Agreement.
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously

4. Adjourned Meeting at 12:18pm

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 13, 2023.

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

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Eleonora Cuesta, 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 September 13, 2023

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 located in Miami-Dade and Broward Counties.

Minutes

1. Opening Exercises

- a. Meeting called to order at 10:04am
- b. Established a quorum
- c. Special welcome to members of the public joining us today both in person and on Zoom.

2. Public Comment - None

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated May 25, 2023 and July 19, 2023.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field and/or ESOL Waiver Assignments for the 2023-2024 school year; further authorizing the Board Chair and/or Vice-Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved to ratify the individual Mental Health Plans, as necessary.
- d. **APPROVED:** The Board approved the submittal of the Teacher Salary Increase Allocation Plans upon completion.
- 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, 2023.
- f. **APPROVED:** The Board approved to receive & file the Financial Statements for the quarter ending June 30, 2023.
- g. **APPROVED:** The Board approved to ratify the Board Chair's approval of the Internet Safety Policy to comply with Fla. Admin. Code R. 6A-1., which was approved by the September 1st deadline.
- h. **APPROVED:** The Board approved to authorize the individual Principals the ability to execute all necessary documents and/or reimbursement requests for ARP (American Rescue Plan) / ESSER 3 and CCRSA (ESSER 2).
- i. **APPROVED:** The Board approved the individual School Improvement Plans, as necessary.

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

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

4. Action & Discussion Items

- a. Principal Reports
 - i. International Studies Charter Middle / High School (*Principal Alina Lopez*)
 - 1. Enrollment updates
 - 2. Middle school renewal this year; visit occurring this Friday.
 - 3. Discussed US News School rankings; rankings were based off of the 18-19 school or the 20-21 school for schools that opted in that year.
 - ii. International Studies Virtual (*Principal Noelle Iglesias*)
 - 1. Enrollment is at 33 students
 - 2. Marketing
 - 3. Testing and physical testing requirements
 - 4. Offering Virtual Clubs
 - 5. Parent University
 - iii. International Studies Academy (*Principal Jennifer Jaynes*)
 - 1. This is the school's 3rd year
 - 2. Working very well with the Principal of Ben Gamla on traffic
 - 3. Fully staffed
 - 4. Club Rush and Honor Societies
 - 5. Language classes are doing great; Italian is full.
 - 6. Update on rooftop
- b. Financial Report
 - i. Audited financials are due soon, so working hard on getting these complete and submitted.
 - ii. Updated budgets will be presented at the next meeting after the October FTE counts.
- c. Other Items by Board Members, Staff, Consulates, or ESP

5. Announcements & Notifications

6. Adjourned Meeting at 10:31am

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 15, 2023.

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

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Eleonora Cuesta, 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 15, 2023**

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 located in Miami-Dade and Broward Counties.

Minutes

1. Opening Exercises

- a. Meeting called to order at 10:00am
- b. Established a quorum
- c. Special welcome to members of the public joining us today both in person and on Zoom.

2. Public Comment - None

3. Consent Agenda

All items listed with letter designations were considered routine and will be enacted by one motion.

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated September 13, 2023.
- b. **APPROVED:** The Board approved to Ratify the Non-Exclusive Space Usage and License Agreements between International Studies Virtual Academy and Mater Academy, Inc. (dba Mater Academy Brickell).

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

4. Action & Discussion Items

- a. Principal Reports
 - i. International Studies Charter Middle / High School *(Principal Alina Lopez)*
 1. Completed the renewal process and were approved for 15 years; Principals Honor Roll celebrated; Silver Knight Nominees; planning a college tour in March; preparing for interim testing; receiving fewer new applications than previous years.
 - ii. International Studies Virtual *(Principal Noelle Iglesias)*

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1. One of our biggest goals has been to increase parent and student social interaction; incorporated junior and senior parent meetings and grade level “meet ups”; math lab; opened enrollment for 2nd semester; first field trip 12/15 to Everglades Holiday Park; Honor Roll celebrations.
- iii. International Studies Academy (*Principal Jennifer Jaynes*)
 1. Applications for next year have opened, first round of acceptance letters will go out in December; biggest competition are the private schools, not necessarily the larger public schools; ongoing marketing efforts; National Honors Society established – they go once a week to Ben Gamla; college acceptance letters are coming in; upcoming testing preparations; reviewing data with teachers and Hermes; CTE classes; 1st Quarter Honor Roll video game truck event at the school.
- b. Financial Report
 - i. **APPROVED:** The Board Reviewed & Approved the Financial Statements and Independent Auditors’ Reports for the period ending June 30, 2023; including ratification of all necessary Year End Grants and/or Loans.
 - ii. **APPROVED:** The Board Reviewed & Approved the Revised Annual Budgets for the 2023-2024 School Year.
Motion to approve the financial report by Corinne Pollini; second by Roger Pardo; motion passed unanimously
- c. Other Items by Board Members, Staff, Consulates, or ESP
 - i. Board Member Pardo suggests to re-visit visits with Carver and other language schools as an articulation option. Fernando thinks this is a great idea and will look into it.
 - ii. Presentation of Field Trip Form
 1. Condensed information on current field trip permission forms with a necessary waiver which protects the School and Board; all on one page now. If there are any suggestions to help make this better, please reach out to Collette.
 - a. Board Chair Cuesta discusses the need to include special language for water-related field trips. She also discusses overnight trips and different requirements.
 - b. **APPROVED:** The Board approved to adopt the Field Trip and Waiver Form (as amended) and directs the schools to use this form for all field trips.
Motion to approve by Roger Pardo; second by Corrine Pollini; motion passed unanimously

5. **Announcements & Notifications**

6. **Adjourned Meeting at 10:40am**

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 February 21, 2024.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

A Florida not-for-profit corporation

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Eleonora Cuesta, President & Board Chair (*Present*)

Roger Pardo, Secretary (*Present*)

Corinne Pollini (*Present*)

Jose Ramon Purroy (*Present*)

Sofía Ruiz del Árbol Moro (*Absent*)

**Meeting of the Board of Directors
February 28, 2024**

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 located in Miami-Dade and Broward Counties.

Minutes

1. Opening Exercises

- a. Meeting called to order at 11:01am
- b. Established a quorum

2. Public Comment - None

3. Consent Agenda

All items listed with letter designations are considered routine and were enacted by one motion.

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated November 15, 2023.
- b. **APPROVED:** The Board approved the Out of State and/or Country Field Trips:
 - i. ICHSH - Long Beach California for the STN Competitions March 13-18
- c. **APPROVED:** The Board approved the Board Resolutions for Out of Field, ESOL and/or Gifted Waiver Assignments for the 2023-2024 school year; further authorizing the Chief Operating Officer authority to review and make necessary changes and execute for submission (including any necessary additions).
- d. **APPROVED:** The Board approved the Individual Charter School Title I Budget Appropriation Details Forms for the 2023-2024 school year for the Title 1 distinguished schools; further authorizing the Board Chair the authority and direction to review and make necessary changes and execute for submission (including any necessary revisions).
- e. **APPROVED:** The Board approved to authorize the Board Chair to approve all necessary Charter School Amendment Requests, including but not limited any necessary HP Amendments and the following:

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

- i. International Studies Academy Middle School requests an amendment to the Charter Agreement to increase the enrollment capacity from 300 to 380 students.
 - ii. International Studies Academy High School requests an amendment to the Charter Agreement to decrease the enrollment capacity from 372 to 292 students.
- f. **APPROVED:** The Board approved to receive & file the quarterly financials for the period ending December 31, 2023.

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

4. Action & Discussion Items

- a. Principal Reports (updated on enrollment/lottery, events, athletics, data, tutoring/student support, staffing)
 - i. International Studies Charter Middle / High School (*Principal Alina Lopez*)
 1. Requesting Project Approval:
 - a. Cafeteria Sound and Video System for \$32,000-\$40,000; the cafeteria is the only place to hold assemblies and it has not been working properly for a while.
 - b. **APPROVED:** The Board approved the International Studies Charter Middle / High School Cafeteria & Video System for an amount not to exceed \$40,000.
Motion to approve by Corinne Pollini; second by Roger Pardo; motion passed unanimously
 2. Parents are helping with transportation to/from athletic events for the athletes; discussed need for a bus in the future and the costs involved.
 - ii. International Studies Virtual (*Principal Noelle Iglesias*)
 1. Earned a school grade for the first time and it was an "A"
 2. One student is graduating with their AA from Doral College!
 - iii. International Studies Academy (*Principal Jennifer Jaynes*)
- b. Financial Report
 - i. Alina Chester is currently setting up meetings with each Principal to discuss and review the 24-25 school year budgets; these budgets will be presented to the Board at the last meeting of the year.
- c. Other Items by Board Members, Staff, Consulates, or ESP

5. Announcements & Notifications

6. Adjourned Meeting at 11:21am

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 28, 2024.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

A Florida not-for-profit corporation

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

Board of Directors

Eleonora Cuesta, 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

May 28, 2024

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 located in Miami-Dade and Broward Counties.

Minutes

1. Opening Exercises

- a. Meeting called to order at 10:03am
- b. Established a quorum
- c. The Board Chair thanks the Principals for another amazing year.

2. Public Comment - None

3. Consent Agenda - All items listed with letter designations are considered routine and were enacted by one motion.

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated February 28, 2024.
- b. **APPROVED:** The Board approved to receive & file the quarterly financials for the period ending March 31, 2024.
- c. **APPROVED:** The Board approved to re-appoint the Parent Involvement Representatives for the 2024-2025 school year.
- d. **APPROVED:** The Board approved the Annual Ratification & Reapproval 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. Bylaws

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- e. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Student Policies, including:
 - i. Anti-Discrimination Policy / Title IX
 - ii. Out of State and Country Field Trip Policy
 - iii. Student Enrollment Lottery Policy
 - iv. Internet Safety Policy
- f. **APPROVED:** The Board approved the Annual Ratification & Updates to Policies: Policy and Procedures for Charter School Compliance with School Safety and Security Requirements template (each school must complete their own document using approved template).
- g. **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.
- h. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2024-2025 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 the Board Members and Officers for the 2024-2025 School Year:
 - i. Eleonora Cuesta, President & Board Chair
 - ii. Roger Pardo, Secretary
 - iii. Corinne Pollini
 - iv. Jose Ramon Purroy
 - v. Sofía Ruiz del Árbol Moro
- k. **APPROVED:** The Board approved to Renew the Leadership Training Services Agreement & School Site Memorandum of Understanding with Doral Leadership Institute for Professional Development Services.
- l. **APPROVED:** The Board approved the Submittal of the Mental Health Plan.
- m. **APPROVED:** The Board approved the GASB audit engagement renewal.
- n. **APPROVED:** The Board approved to Ratify the Broward County Public Schools Premium Services Agreement.
- o. **APPROVED:** The Board approved to utilize Doral Leadership Institute Consortium of Public Charter Schools Instructional Personnel Evaluation System and School Administrator Evaluation System as the Teacher and Administrator Evaluation Tool.

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

4. Action & Discussion Items

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

- a. Principal Reports – Each Principal provided updates on data, enrollment, staffing, graduation and other events.
 - i. International Studies Charter Middle / High School (*Principal Alina Lopez*)
 - ii. International Studies Virtual (*Principal Noelle Iglesias*)
 - iii. International Studies Academy (*Principal Jennifer Jaynes*)

- b. Financial Report
 - i. **APPROVED:** The Board approved the Final 2023-2024 Annual Budgets.
 - ii. **APPROVED:** The Board approved the Proposed 2024-2025 Annual Budgets.
Motion to approve 4biài by Corrine Pollini; second by Roger Pardo; motion passed unanimously

 - iii. **APPROVED:** The Board approved to move the schools' internal accounts to PNC Bank.
 1. Roger Pardo suggests to also look at his bank in Coconut Grove. Ana explains that with all of the other networks moving the fees can be better negotiated. She also reviews the additional measures taking in place regarding fraud.
Motion to approve by Roger Pardo; second by Corrine Pollini; motion passed unanimously

- c. Other Items by Board Members, Staff, Consulates, or ESP

5. Announcements & Notifications

6. Adjourned Meeting at 10:36am

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 18, 2024.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

A Florida not-for-profit corporation