

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 *(Absent)*

Meeting of the Board of Directors August 31, 2022

In an effort to allow greater public participation and to best accommodate stakeholders, this meeting was being 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 10:01am
- 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, 2022.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved the Teacher Salary Increase Allocation Plans; further authorizing the Board Chair to execute for submission.
- d. **APPROVED:** The Board approved the Individual Charter School Title I Budget Appropriation Details Forms for the 2022-2023 school year for the Title 1 distinguished schools; further authorizing the Board Chair or Vice-Chair to review and make necessary changes and 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, 2022.
- f. **APPROVED:** The Board approved the GASP Charter Schools Engagement Letter with HLB Gravier, LLP.
- g. **APPROVED:** The Board approved the Out of State and Country Field Trips:
 - i. International Studies Academy Middle/High School
 1. Washington, D.C. Close Up
 2. Europe
- h. **APPROVED:** The Board approved the 2022-2023 Active Assailant Response and Stabbing Procedures.

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

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

4. Action & Discussion Items

- a. Announcement of Resignation of Board Director & Board Chair, Ms. Ileana Melian (*effective at the end of today's meeting*).
 - i. Ms. Melian nominates Ms. Eleonora Cuesta as her successor as a Director & Board Chair.
 - ii. **APPROVED:** The Board approves to accept the resignation of Board Director & Board Chair, Ms. Ileana Melian; the Board further approves to elect Ms. Eleonora Cuesta as a Director & the new Board Chair.
 1. *Both effective at the end of today's meeting.*
Motion to approve by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- b. Principal Reports
 - i. International Studies Charter Middle / High School (Principal Alina Lopez)
 1. Updates on staffing, enrollment; discussed some facility concerns; Mr. Julio Robaina updated on the necessary and ongoing repairs which are being made.
 - ii. International Studies Virtual (Principal Doug Rodriguez)
 1. Enrollment is at 36 students; will have to go through a renewal again this year due to the one-year renewals that have been offered to date.
 - iii. International Studies Academy (Principal Jennifer Jaynes)
 1. Updates on staffing, enrollment and the beginning of the school year.
- c. Other Items by Board Members, Staff, Consulates, or ESP
 - i. Board Member Pardo discusses a program for the French teachers to assist with housing costs due to increased cost of living.

5. Announcements & Notifications

- a. Special thanks to Board Chair Melian for her service since 2014.

6. Adjourned Meeting at 10:35am

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 16, 2022.

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 November 16, 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 located in Miami-Dade and Broward Counties.

Minutes

1. Opening Exercises

- a. Meeting called to order at 10:08am
- b. A quorum was established

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated August 31, 2022.
- b. **APPROVED:** The Board approved of Board Resolutions: Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.

Motion to approve the consent agenda by Corinne Pollini; second by Jose Ramon Purroy; motion passed unanimously

4. Action & Discussion Items

- a. Principal Reports
 - i. International Studies Charter Middle / High School
 - ii. International Studies Virtual
 - iii. International Studies Academy
- b. Financial Report
 - i. **APPROVED:** The Board reviewed and approved the Revised 2022-2023 Annual Budgets.
 - ii. **APPROVED:** The Board reviewed and approved the Financial Statements and Independent Auditors' Reports for the period ending June 30, 2022.
 - iii. **APPROVED:** The Board reviewed and approved the Year-End Grants and Loans for the period ending June 30, 2022.
 - iv. **APPROVED:** The Board reviewed and approved the Revised Financial Policies.
Motion to approve the financial report by Roger Pardo; second by Corrine Pollini; motion passed unanimously
- c. Other Items by Board Members, Staff, Consulates, or ESP

5. Announcements & Notifications

- a. Next Board Meeting: February 8th

6. Adjourned Meeting at 10:35am

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

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The minutes were adopted by the Board of Directors at a meeting held on February 22, 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 (*Absent*)
Sofía Ruiz del Árbol Moro (*Present*)

Meeting of the Board of Directors February 22, 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 call to order at 10:01am
- b. Established a quorum

2. Public Comment

- a. None

3. Consent Agenda

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated November 16, 2022.
- b. **APPROVED:** The Board approved the Board Resolutions for Out of Field Waiver Assignments for the 2022-2023 school year; further authorizing the Board Chair to review and make necessary changes and execute for submission.
- c. **APPROVED:** The Board approved to adopt the 2022-2023 Instructional Continuity Plan (ICP); public wishing to provide feedback are encouraged to do so, as stated on the cover page of the plan. Further directing all schools to post the adopted plan on their individual websites and to place a request for public feedback on their upcoming parent meeting agendas.
- d. **APPROVED:** The Board approved to Ratify the Resolutions by the Board Chair:
 - i. Approved to receive Title II funds on a reimbursement basis pursuant to Section 1002.33(17)(c), F.S. for all ISCHS, Inc. schools located in Broward County, effective the 2023-2024 school year, until further notice.
- e. **APPROVED:** The Board approved to Receive and File the Financial Statements for the period ending December 31, 2022.

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

4. Action & Discussion Items

- a. Principal Reports
 - i. International Studies Charter Middle / High School (*Principal Alina Lopez*)
 1. Data review – 70% proficiency or higher, anticipating an “A”, offering assistance to lower level and ESOL; school-wide SAT on March 1st, offering SAT prep; enrollment lottery occurring today, received over 650 applications this year, hoping to bring in 175 new students; parking garage construction ongoing; would like to purchase a bus; starting an afterschool fitness and academic program; working on adding more AP classes in each language program.
 - ii. International Studies Virtual (*Principal Doug Rodriguez*)

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1. CRC recently approved to renew the school for 5 years; holding own graduation as opposed to sharing with other schools; exceptional young lady graduating now and expected to be admitted into many wonderful universities.
- iii. International Studies Academy (*Principal Jennifer Jaynes*)
 1. Special thanks to the Italian Consulate for their \$12k grant to help with 2 teacher costs; registration update, targeting 6th and 9th grade, 73 Ben Gamla students have applied; FSA retakes ongoing; target tutoring; subject selection completed for next year; recently lip-sync show; field day upcoming; honor roll breakfast; end of activities; excited to see colleges and universities which some of the seniors have been accepted; roof update.
- b. Other Items by Board Members, Staff, Consulates, or ESP
 - i. Board Member Pardo discusses teacher retention; his organization is assisting their teachers with their rent costs.
 - ii. Board Member Pardo informs that he has been contacted by several parents and there is confusion with the school name in the International Program and the lack of some language offerings within some of the schools.
 - iii. International College Fair
 - iv. Elisa Bueno discusses a visit upcoming from the International Inspector of Spain; she visited all of the local schools who offer Spanish programs.

5. Announcements & Notifications

- a. Next Board Meeting: May 25th

6. Adjourned Meeting at 10:32 am

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 25, 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 (*Absent*)

**Annual Meeting of the Board of Directors
May 25, 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 12:08pm
- 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 were enacted by one motion.*

- a. **APPROVED:** The Board approved the Board of Directors Meeting Minutes dated February 22, 2023.
- b. **APPROVED:** The Board approved to Receive and File the Financial Statements for the period ending March 31, 2023.
- c. **APPROVED:** The Board approved the Parent Involvement Representatives for the 2023-2024 school year; further approving to designate Jeanette Nunez as the Conflict Resolution Person, in the event the Parent Involvement Representative is unable to assist.
- d. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Governing Board Policies (*Conflict of Interest (Each Board Member is required to sign and return the written acceptance form), Ethics, Whistle Blower, Bylaws*).
- e. **APPROVED:** The Board approved the Annual Ratification & Reapproval of Student / School Policies (*Anti-Discrimination, Out of State and Country Field Trips, Student Enrollment / Lottery Policy, Bullying Policy, Internet Safety Policy, FHSAA*).
- f. **APPROVED:** The Board approved the Annual Ratification & Reapproval of School Safety Policies & Procedures, including: (*Charter School Safe School Officer Policy, Florida Safe Schools Assessment Tool (FSSAT), Alyssa's Alert, FortifyFL, Active Assailant Policy, SESIR, Active Assailant Response / Stabbing Procedure, Hostage / Barricaded Situation, Emergency Evacuations / Lockdown Drills, Lockdown Procedures - Full Lockdown - Code Red, Lockdown Procedures / Partial Lockdown - Code Yellow, Family Reunification Plan, Critical Incident Response: Roles and Responsibilities, Bomb Procedures, Involuntary Examinations & Reporting Requirements, Tornado Watch*).
 - i. Further approving the adoption and submittal of "The Policy and Procedures for Charter School Compliance with School Safety and Security Requirements Set Forth in Florida Statutes and Rule GA-1.0018; and Florida Administrative Code".
- 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.

INTERNATIONAL STUDIES CHARTER HIGH SCHOOL, INC.

- h. **APPROVED:** The Board approved the Preliminary Board of Directors Meeting Schedule for the 2023-2024 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 Ratify the 2023 Annual Report.
- k. **APPROVED:** The Board approved the Board Members and Officers for the 2023-2024 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
- l. **APPROVED:** The Board approved to authorize the individual schools the option to develop and submit their own Mental Health Plan or for the individual schools to opt-in to their Sponsor's Mental Health Plan.
- m. **APPROVED:** The Board approved the Resolutions by the Board Chair:
 - i. Approved to request to increase the student capacity in the charter school contract for International Studies Academy High School #5555 from 400 students to 372 students to align with the site capacity of the facility.
- n. **APPROVED:** The Board approved to Ratify the CPI Adjustments to Fixed Rents Under Various Charter School Facility Leases with misc. Landlords.
- o. **APPROVED:** The Board approved to amend the school office address to 230 SW 17th Road, Miami, FL 33129 (Mater Academy Brickell Campus).
- p. **APPROVED:** The Board approved to adopt the following policies of The School Board of Broward County for all International Studies Charter High School, Inc. schools located in Broward County:
 - i. Behavior Threat Assessment (BTA) trainings and intervention services (per Section 1006.07(7), Florida Statutes)
 - ii. Parent right to access school safety discipline incident (per Section 1006.07(9), Florida Statutes)
 - iii. Timely parent notification of threats, unlawful acts or significant emergencies (per Section 1006.07(4) and (7), Florida Statutes)
 - iv. School Safety Requirements and Monitoring (per Rule 6A-1.0018, Florida Administrative Code); Safe School Officer - must be assigned to a school facility for extracurricular activities and for school-sponsored events.
- q. **APPROVED:** The Board approved to Renew the following Charter School Contract(s) for a five-year or fifteen-year term (*based on school grade eligibility*):
 - i. International Studies Charter Middle School #6045
- r. **APPROVED:** The Board approved to utilize Doral Leadership Institute Consortium of Public Charter Schools Instructional Personnel Evaluation System and School Administrator Evaluation System as their Teacher and Administrator Evaluation Tool for the 2023-2024 school year.
- s. **APPROVED:** The Board approved the submittal of the Teacher Salary Increase Allocation Plans.

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

4. Action & Discussion Items

- a. Principal Reports
 - i. International Studies Charter Middle / High School (*Principal Alina Lopez*)
 - 1. The French Ambassador visited the school today and met with the students and teachers.
 - 2. Discussed data, enrollment, summer camp, construction

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3. Graduation is tomorrow.
 - ii. International Studies Virtual (*Principal Doug Rodriguez*)
 1. Graduation is June 10th with the other virtual schools.
 2. Discussed enrollment, working with new sports academies,
 - iii. International Studies Academy (*Principal Jennifer Jaynes*)
 1. Graduation next week on the 31st
 2. Discussed enrollment, sports and other activities, PTSO involvement, data, adding turf to the roof for PE and other sports.
- b. Academica / Colegia Report
- i. **APPROVED:** The Board reviewed and approved to renew the ESP Agreement with Academica, further authorizing the Board Chair to continue negotiations (as necessary) and execute. (*Collette Papa*)
 - ii. **APPROVED:** The Board reviewed and approved the Colegia Software License Agreement (*Ryan Kairalla*)
 - iii. Tabled: Insurance Renewal (*David Cohen*)
 1. In summary, the schools form a cooperative risk-sharing pool, funded by contributions made by each school on a pro rata basis (measured by insured values of each site) into a loss reserve account. Monies in the account are invested to be productive, in loss-risk financial assets. If a loss occurs at any site, the necessary funds for the retained portion of the loss are withdrawn from the loss reserve account. Ownership of the account stays with the schools, but the funds are deployed for losses, should they occur. The pool is annual, matching the term of the property insurance, but is expected to be renewed each year so long as the market conditions for property insurance warrant.
 2. Review of Risk Sharing Agreement
 3. Board Member Pardo requests actual values as opposed to percentages in order to make a decision. The Board discusses and agrees it is best to table this item for today pending the additional requested information.
Motion to approve items 4bi & ii by Roger Pardo; second by Jose Ramon Purroy; motion passed unanimously
- c. Financial Report
- i. **APPROVED:** The Board reviewed and approved the Final 2022-2023 Annual Budgets.
 - ii. **APPROVED:** The Board reviewed and approved the Proposed 2023-2024 Annual Budgets.
 - iii. Tabled: The Review and approval of the Revised Financial Policy Manual.
 1. Staff requested additional time to prepare this item.
Motion to approve items 4ci & ii by Roger Pardo; second by Corrine Pollini; motion passed unanimously
- d. Other Items by Board Members, Staff, Consulates, or ESP

5. Announcements & Notifications

- a. Reminder to complete the Annual ESP Survey for Governing Board Members & Administrators.
- b. Reminder to RSVP for the Annual EOY Celebration.

6. Adjourned Meeting at 12:47pm

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