

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 December 12, 2018

Minutes

1. Opening Exercises

- a. Meeting call to order at 9:15 am
- b. Established a quorum
- c. **APPROVED:** The Board approved to elect Mr. Gabriel Cremades to the Board of Directors.
Motion to approve by Jose Ramon Purroy; second by Corinne Pollini; motion passed unanimously

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 12, 2018 Board of Director's Meeting.
- b. **APPROVED:** The Board approved to adopt the minutes from the November 13, 2018 Board of Director's Meeting.
- c. **APPROVED:** The Board approved the individual Revised Charter School Title I Budget Appropriation Details Forms for the 2018-2019 school year for the Title 1 distinguished schools.
- d. **APPROVED:** The Board approved to ratify the approval for each charter school to apply for the Safe Schools Grant (approx. total of \$25k).
- e. **APPROVED:** The Board approved the Financial Statements dated September 30, 2018.

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

4. Action & Discussion Items

- a. Principal Report
 - i. Possible change to school times effective the 2019-2020 school year; looking to have only one arrival and one dismissal; this would allow a savings due to reducing hours of security; main concern is for safety issues; need to amend the approved traffic study to allow the one drop off and pick up time.
 1. **APPROVED:** The Board approved to direct Civica to investigate the possibility to amend the arrival and dismissal times of the school.
Motion to approve by Corinne Pollini; second by Roger Pardo; motion passed unanimously

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- ii. Facilities
 - 1. Awning Project
 - a. Review of drawing and different proposals.
 - b. **APPROVED:** The Board approved the Awning Project for an amount not to exceed \$30,000.
Motion to approve by Corinne Pollini; second by Roger Pardo; motion passed unanimously
 - 2. A/C Replacement update
 - iii. Technology
 - 1. FIPA is donating 15 iPads for use with the French program
 - 2. Refurbishing laptops to update them for best efficiency
 - iv. Students
 - 1. 1st Pose Winner for Hamilton College (\$50k-60 per year); she is also a finalist for the Gates Scholarship.
 - 2. 6 students chosen by the Kiwanis Club of Little Havana to take part in the Big Brother Big Sister group and the possibility of earning a Florida Prepaid Scholarship.
 - v. Teacher Salaries
 - 1. The district approved to begin paying out the increase in January (5%); as of now charter schools are not going to receive funds for the increase; total increase is 12.5% to 22%; ISCHS can afford to cover the 5% match this year.
- b. Financial Report
- i. Annual Audited Financial Statements for the period ending June 30, 2018
 - 1. Report by Ana Martinez
 - 2. **APPROVED:** The Board approved to Receive & File Individual Annual Audit Reports for the year ending June 30, 2018.
 - ii. **APPROVED:** The Board approved to adopt the Revised Annual Budgets.
 - 1. Possible change in Title 1 eligibility for funds for the upcoming school year; foreign families are not applying.
 - iii. **APPROVED:** The Board approved to authorize Academica to process payment of registered agent corporate filing and statutory representation invoices upon receipt (Corporation Service Company), without the purchase order and approval requirement.
 - 1. These invoices typically total up to about \$600 annually at most and are important to pay in a timely manner to maintain corporate records up to date.
 - 2. Amending Financial Policies & Procures to include a line item to be added where we discuss items exempt from approvals and POs, such as rent and utilities.

Motion to approve the Financial Report 4B by Roger Pardo; second by Corinne Pollini; motion passed unanimously
- c. Other Items by Board Members, Staff, Consulates, or ESSP

5. Notifications and Announcements

- a. Next Board Meeting: March 13th
- b. National Charter School Conference in Las Vegas the last week of June

6. Adjourned Meeting

* The minutes were adopted by the Board of Directors at a meeting held on March 14, 2019.