

International Leadership Charter High School  
Board of Trustees  
Minutes of August 27, 2013  
6:00 -7:30 PM

Nubia Moreno, Lupita Samuels, Dr. Elaine Ruiz López, John Paul González  
Doreen Bermúdez, Dr. Doris Torres

Meeting called to order at 6:15 PM

Discussion took place re routine procedural items, to include: logistics of beginning of new semester, enrollment targets, waiting list, staffing/hires.

School was painted and overall maintenance completed in preparation for 3 weeks of Professional Development and first days of school.

CEO Report

- A review of the interim financial reports and the status of the Fiscal Audit was provided. Preliminary field work and review of fiscal controls and school finances has begun. This portion of audit is scheduled to be completed by ODMD September 6, 2013. The Audit is due to NYS and NYC authorizers by October 30, 2013. Our Director of Finance, Jenny Peguero is managing the numerous audit requests and is being assisted by Edna Natividad new Fiscal Associate assisting Ms. Peguero in the record keeping of accounts payable and receivables, bank reconciliations, etc.
- Board closed and moved to executive session to discuss personnel matters.

Executive session ended at 7:45 pm.



# International Leadership Charter High School

Board of Trustees

Oct 1, 2013

Meeting

Present: Nubia Moreno, Dr. Elaine Ruiz-López, John Paul González, Doreen Bermúdez, Lupita Samuel

- Meeting was called to order at 6:00 pm. Approval of the minutes of the previous board meeting.
- Board member Doreen Bermudez was congratulated for her well organized presentation. She organized a workshop for update for the parent council conference that was held to discuss the use and monitoring of social media by students as it relates to faculty and staff. A comprehensive presentation was made on the charter school's personnel policy that prohibits contact with students via Facebook, Instagram and other social media and digital media. There was a very good discussion about protecting students from predators and unwanted contact. A letter petition was signed reaffirming support for the charter school policy that prohibits current and former staff from contacting students.

## CEO/Head of School Report

- The school has entered into a partnership with Kaplan to provide intensive tutoring/coaching for 60-90 minutes, twice weekly for Juniors and Seniors. It includes PSAT and SAT preparation for the exams during school hours.
- ILCHS is pleased to announce that we have partnered with **KAPLAN** for 6 instructors whom will teach and prepare our 11<sup>th</sup> and 12<sup>th</sup> grade students for the upcoming PSAT and SAT exams. This academic preparation will begin on September 27<sup>th</sup>. The total investment is approximately \$32,000.00.
- Tae Kwon Do classes will begin for the seniors the week of September 30<sup>th</sup>. We are pleased to announce that as a result of the collaboration with **Korea Tae Kwon Do** and the Korean Consulate, our seniors will learn the Korean language and culture as part of this program. This is the third year of our partnership with Korea TKD. The total investment for this program is \$40,000.00.
- Common Core aligned Textbook upgrades for Grade 9 Biology & Algebra; Grade 11 US History & Government, English Literature and Novel; Pre-Calculus for a total investment of \$50,000.00.
- There will be a College Fair Oct 23, 2013 is the first onsite college fair for 11<sup>th</sup> and 12<sup>th</sup> grades.
- **FAST Track Program: The Wall Street Finance and Scholastic Training (FAST) Track Program** is a rigorous nine-month program that exposes talented women and minority high school students to the financial services industry. Beginning in October, students meet with mentors twice a month and focus on developing skills in two key areas: financial literacy and career/personal development.

Financials were reviewed books are balanced and the audited financial statements are on track to be submitted to authorizer on or before October 31, 2013.

- Adjourned at 7:30 pm.

Respectfully submitted by John Paul González, Board of Trustees



International Leadership Charter High School  
Board of Trustees  
Minutes of November 26, 2013  
6:00 -7:30 PM

Lupita Samuels, Dr. Elaine Ruiz López, John Paul González, Doreen Bermúdez, Nubia Moreno,  
Dr. Doris Torres

Meeting called to order at 6:15 PM

The October 22, 2013 minutes were approved.

CEO Report

- A review of the interim financial reports and the status of the Fiscal Audit was provided. The bulk of the meeting was dedicated to the review of financial matters. No material changes or weaknesses were noted by the audit firm.

A comprehensive review of the status of facilities project was discussed.

- Several upgrades to the school's website were reviewed and discussed.
- Presentation of an evolving 3 to 5 year Strategic Plan was made to expand school's infrastructure, vision and fundraising and development capacity.
- Presentation of Leadership Team process to increase efficiency and communication to include the requirement for submission of Weekly Priorities and Quarterly Goals.

Enrollment/Staffing

Discussion took place re routine procedural items, to include: enrollment targets, waiting list, staffing/hires. Charter school is considering registering with Vanguard to increase enrollment of ELL and Sped students.

Meeting closed at 7:45 PM



International Leadership Charter High School  
Board of Trustees  
Minutes of December 17, 2013  
6:00 -7:30 PM

Lupita Samuels, Dr. Elaine Ruiz López, John Paul González, Doreen Bermúdez  
Excused: Nubia Moreno,

Meeting called to order at 6:15 PM

**School Finances**

- A review of the interim financial reports prepared by the Director of Finance was presented for period ending November 31st. Positive cash flows and revenues noted.

**Update on New School Facility**

- A comprehensive review of the status of facilities project was discussed. There have been numerous engineering challenges. A review of the owners representative agreement was discussed. Pile Driving continues.

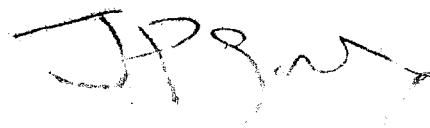
**School Enrollment & Outreach Plan 2014-15 Academic Year**

Lottery Date established for April 1, 2014 at 6:00 PM. Marketing and Advertisement campaign was discussed for placement of our recruitment efforts in "El Diario", "The Daily News" and in local newspapers. A series of 6 Open Houses will be scheduled starting on January 29, 2014.

**Fundraising and Development**

The vision for fundraising and development campaign was discussed as well as the recruitment of new Board members with non profit fundraising experience. Elaine presented the engagement with CSBM for the initial fundraising and development strategy. In addition, a company that has a positive track record with branding and fundraising is being considered as part of he Fundraising and Development . The Fundraising Goal of the 2014 year is \$100K. The Charles Hayden Foundation issued a letter to ILCHS advising that we were awarded \$35,000.00 to support activities of the College Preparatory Program.

There was a Follow-up discussion of an evolving 3 to 5 year Strategic Plan which included time bound Quarterly Goals presented by Elaine at previous board meeting.



Meeting closed at 7:45 PM

International Leadership Charter High School

Board of Trustees

3-5-14

Lupita Samuels, Doreen Bermúdez, Dr. Elaine López, John Paul González, Nubia Moreno, Jenny Peguero, Director of Finance

Meeting was called to order at 6:35 pm

CEO Report:

After a careful review of the written finance report, there were no significant changes as the books were balanced, the cash flow is positive and all of the accounts payables are up to date. There was a discussion about board member recruitment with skill sets to strengthen and support the next phase of charter school's development. There was a presentation of various resumes received. There were visits to the charter school by the interested applicants.

Governance:

The Board of Trustees approved the submission of application for board members; comes to us with significant experience in non profit management, fundraising, communications, media and marketing. He expressed being ready to volunteer to a charter school that is having an important impact on the education of high school students in the Bronx.

In addition, the BOT also reviewed resumes for two other potential board members: Ms. Ramos and Mr. Warren. They will be asked to submit their applications after their visits to our charter school.

Strategic Planning & Development

The BOT reviewed and approved the job description for the proposed new position for a COO. With the BOT approval, Dr. Ruiz-López has contracted the services of the search firm Harris, Rand and Lusk for the identification of the most highly qualified candidate who will have the CEO's level of experience and work collaboratively to oversee staffing, the development of resources and operational capacity in preparation for the move to the new school building next year.

Facilities Update:

BOT receive an update on the construction of the new facilities by Ms. Jenny Peguero. There have been delays due to weather and other unforeseen circumstances, however the project is moving forward shortly with the completion of the pile work and the foundation work.

Public Session ended.

- Adjourned at 7:55 pm.



International Leadership Charter High School

Board of Trustees

March 31, 2014

Lupita Samuels, Doreen Bermúdez, John Paul González, Nubia Moreno  
Dr. Elaine Ruiz López [virtual attendance]

Meeting was called to order at 6:35pm.

Action Item:

Our Board of Trustees (BOT) unanimously approved the previous meeting board minutes. There was a reaffirmation and approvals of board resolution to put forward the board application for Ms. Ramos

Lottery and Enrollment:

There was a review the logistics provided by the CEO for the upcoming lottery. It was again agreed by that there should be Board presence. Ms. Bermúdez volunteered to attend. We have received 4 times the amount of applications required for enrollment. We anticipate a good turnout at the public lottery random selection event.

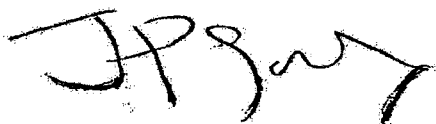
Facilities Update:

There was a review and update on the "project status". There was a resumption of work after a very long, frigid and snowy season. On Site pre-construction work continues. Our CEO and Director of Finance are working diligently with our owner's representative in order to ensure that the project is making progress and time lost due to weather and other unforeseen circumstances.

Meeting adjourned at 7:40 PM



Respectfully submitted by John Paul González

A handwritten signature in black ink, appearing to read "JP González". The signature is written in a cursive style with a large initial "JP" and a stylized surname.



## **Board Meeting Minutes April 23, 2014**

In attendance: John Paul Gonzalez, Elaine Ruiz- Lopez, Lupita Samuels, Doreen Bermudez, Elissa Ramos. Excused absence-Nubia Moreno  
Quorum was met and meeting started on time.

The Board welcomed Mrs. Elissa Ramos to her first meeting of the Board of Trustees. Mrs. Ramos has a Social Work background and has held various positions as Director and more recently as Executive Director of a Social Services agency in Westchester County.

### **CEO report:**

- Detailed report on the construction update and the actions to implement as the moved its delayed.
- A comprehensive Financial report for the quarter was provided. The cash flows are positive and revenue sources have been coming in on time. Accounts payable are on target.
- International Education Week was a great success and Alumni from previous 3 cohorts participated in the day's event and made spoke to our students.

### **New School Facility:**

There was an update on the new construction and a written status report was submitted to BOT. The document was reviewed and questions pertaining to the projected enrollment and was discussed. Given the delays in the opening of building the numbers of projected enrollment will be adjusted to a lower number that what was initially anticipated. This will be reflected in the budget that will be submitted in the July meeting.



**Lottery and Enrollment:**

A de-brief of the lottery and registration was presented.

The lottery was successful and there were in excess of 300 applications received. A complete list and detailed information was provided on the business/development strategic plan. Our incoming 9th grade class and registration for Fall of 2014 will be 125 students.

BOT brought up different topics related to the day to day operations in order to ensure consistent support of CEO and big picture initiatives.

It is anticipated that there will be growth in the charter school's operational team in order to build capacity for new facility.

Our meeting was adjourned at 8pm.

Respectfully Submitted,

John Paul González

A handwritten signature in black ink, appearing to read 'JP González', is written below the typed name.

**International Leadership Charter High School  
Board meeting Minutes  
5/21/14**

In attendance: John Paul Gonzalez, Elaine Ruiz- Lopez, Lupita Samuels, Doreen Bermudez, Elissa Ramos. Excused-Nubia Moreno

Meeting came to order at 6:40 PM

Minutes were unanimously approved as presented for the April 23, 2014 board meeting.

### **CEO Report**

#### School Finances:

The Interim Financials were presented for period ending May 31, 2014. Cash flows are reported as positive and the Total Revenue was reported at \$ 4,411,540.00 with Total Expenses at \$2,425,350.00; and the General & Administrative expenses total \$ 1,039,436.00 with changes in net assets at \$ 946,754.00.

The fiscal report was accepted as presented.

#### Fundraising and Development:

There has been a comprehensive process for how fundraising and development is being approached. Letters of Intent for various foundations have been written and presented, as well as proposals and introductory meetings that have been scheduled. Part of the plan includes targeted meetings with potential funders and donors. The annual target continues to be projected at \$250,000.00 for the upcoming fiscal year.

#### Academic Program:

The NYSED issued the NYS Report Cards. Our Graduation rate for the previous 2013 Academic Year is confirmed at 96%. In addition, on May 5, 2014 ILCHS has received once again, recognition from US NEWS & World Report that our charter high school is a Bronze Medal winner for Best High School and for decreasing and closing the performance gap over local and statewide schools.

#### College Prep Update:

The upcoming graduation is projected to be 97% of our total cohort who will receive a Regents High School Diploma. Of that number, 98% have received college acceptance letters and will enroll in the fall.



Facilities Update:

The construction is ongoing and the timeline continues to be for completion in November of 2014 and move in date for January 2015. Excavation and pouring of concrete are the immediate next steps. The delays in the move in date may impact the greater projections for student enrollment as we must continue operations in current facility.

ILCHS has started drafting plans for the creation of a School Based Adolescent Health Clinic, and a Library/Media Center as part of two new school-wide programmatic initiatives. For the "Health Clinic" We have hired an Education Pioneer who has an MPA and is experienced with similar adolescent programs in health. We have begun the conversations with potential health partners for this initiative. Part of this process will include the development of a greater Health and Wellness Policy. There are projected plans to begin searching for potential partners to assist in the development of a garden that can be connected to the Science Labs that will be built.

Safety and Security:

A review of Visitor policy will now require stricter procedures for barring unannounced visitors to the school premises. This includes having an appointment in advance that is authorized by a member of the Leadership Team. It will also require that visitors and parents be scanned for safety reasons with security wands. Maintenance of order while on school premises will be expected and threats of any kind will be grounds for immediate call to 911 and removal from premises.

The Board congratulated Dr. Ruiz Lopez for her outstanding leadership.

The next meeting has been scheduled for Tuesday, July 8th.

Respectfully Submitted,

John Paul Gonzalez

