

International Leadership Charter High School

Meeting of Board of Trustees

August 23, 2011

Present: Dr. John Jenkins, Dr. Ted Ingram, Dr. Elaine Ruiz-López, Dr. Ted Ingram, Anthony Vargas, John Paul González, Edilis Gonzalez, Yvette Rivera Diaz

Excused: Christian Meinert, Nubia Moreno

Guest: Prospective Board Member--Mary Rice Booth

- Meeting was called to order at 6:57 pm.
- Minutes of the previous board meeting were unanimously approved.
- Dr. Jenkins introduced prospective board member, Mary Rice Booth. Ms. Rice Booth made a brief presentation about herself. Dr. Jenkins also reminded the board that Tanya Alford, parent member, has also been invited to joined the board and that a resolution was approved at a previous board meeting. All prospective board members have been introduced in person with exception of Ms. Munet who has been invited to attend the next meeting.
- Motion to accept Ms. Rice Booth as a new board member was unanimously approved. The resolution will be submitted to the Charter School's Office for review and official approval.
- Board member, Christian Meinart, due to his personal workload, will not continue on the board for the 2011-2012 academic year. Elaine recommended that the Board Chair or Secretary prepare a thank you letter for his service.
- Ms. Yvette Rivera Diaz was introduced as the new Director of Curriculum and Instruction and was asked to briefly address the board about her background and experiences.
- The facilities committee updated the board on the new school facilities project; the design build/team and financing strategy was discussed. The Board continues to work with the new finance company and underwriters who are pursuing New Market tax credit and Municipal Bonds for our charter school. Ziegler, was determined to have more comprehensive and thorough approach in presenting the financing options and the interpretation of the building plans to the facilities committee. Anthony Vargas and Dr. López carefully delineated the next steps and what was needed for the upcoming months. The Board approved an aggressive timeline and master schedule that has been developed and will be fast tracked with the assistance of our owner's representative, LandAir and Perkins Eastmen who have also been invited to present a scope of work for the board's review and approval based on the pre-schematic drawings presented. The goal is for the project to be completed by August 2012. The presentation made by this firm was exceptional and they have a positive track record with their work with charter schools.
- There was a motion made by Dr. Jenkins and seconded by Anthony Vargas to approve and sign the Reimbursement Resolution that would ensure that any expenditures would be reimbursed

through the Bonds secured. In addition, there was also a motion made to authorized that the CEO provide signature for approval and to make a deposit of \$10,000.00 for the work that the bank required for the processing of legal and administrative fees. There was also board approval to move forward with the contract for the property and to move forward toward the completion of a credit package for Ziegler. All motions passed unanimously.

- Board ended the public session and adjourned at 8:30 pm. Our Next meeting is Sept 6, 2011.

Respectfully submitted by John Paul González, Secretary BOT

A handwritten signature in black ink, appearing to read "JP González", is written over a horizontal line. The signature is stylized and cursive.

International Leadership Charter High School

Minutes Board of Trustees Meeting

September 6, 2011

Present: Dr. John Jenkins, Anthony Vargas, Elaine Ruiz López, John Paul Gonzalez, Mary Rice Booth, Dr. Ted Ingram

Guest: Mari Plaza Munet; Prospective board member

Meeting started at: 7:25 pm

Approval of August 22, 2011 Minutes

Board Chair Announcements:

The NYS Charter Law requires that each charter school board meet 12 times a year. We will have an extra meeting in January that will coincide with the Board Retreat, and add a meeting in June.

The board chair introduced Mari Plaza Munet, who is prospective board member. She spoke about her background and professional activities. The board approved her application as a potential board member and a resolution supporting her board membership was approved. Unanimous vote to invite Mari Plaza Munet as a new board member. These documents along with her resume will be submitted to the charter school's office.

CEO Report:

Academic:

A full summary of the preparations for the first day of school was discussed. The current enrollment total is 340.

End of Year and Compliance Reports:

The Annual Report was completed and submitted July 31st.

The Reconciliation was also submitted in July.

The required Annual Independent Audit has almost been completed. All of the fiscal and programmatic data has been collected. The final report will be released by October 31st. The preliminary meetings with audit team has been very positive and consistent with anticipated positive findings.

Financial Reports:

Fiscal reports were reviewed and found to be in balance. There is a positive cash flow. A motion to approve documents was passed. The next per pupil allocation and will be issued on November 1st

Facilities:

A lengthy discussion was held about the new facilities, the new timelines, deadlines, and the phases of the development. Perkins Eastmen will present preliminary drawings at a meeting that will take place at the charter school on . There will be a budget submitted that will reflect a finalized version of the projected hard and soft costs of the Design Build Project. Landair- our owner's representative will be present.

Weekly finance conference calls are taking place among team members Matt Omearas, Leith Ter Mullen and representative from Fillmore. There is a credit package that the underwriters are working on.

A letter to Deputy Mayor Robert Steele will be drafted in order to request the mayoral zoning waiver as was done for the current space. A meeting will be held with the Charter School's Office to request guidance and support on our new school facilities project.

Eric Haas was retained as the new real estate attorney that has the expertise needed at this time in order to assist us resolving the lease renewal issues and to represent us on matters that go beyond Ken Somers expertise.

Ended 9:05 pm



Respectfully submitted,

John Paul González

International Leadership Charter High School

Board of Trustees Meeting

October 6, 2011

Location: 2900 Exterior Street, Bronx, NY 10463

Present: Dr. Ted Ingram, Dr. Elaine Ruiz-López, Dr. John Jenkins, Anthony Vargas, Esq., Mary Rice Booth, John Paul González, Tonya Alford

Staff/Guests: Edilis Gonzalez, Richard Rivera

Meeting was called to order at 6:47 pm.

- General announcements were made. College visits (Fordham and Columbia) with several others planned for November 2011, to include: SUNY (various campuses), Mount St. Vincent, Bridgeport, McCaully Honors at CUNY. A course on writing personal statements is being offered at ILCHS.
- A brief update on fiscal matters and two board resolutions were passed and approved by the BOT to allow our CEO to continue to pursue financing to support our new school's facilities project and delegate authority to make decisions with regard to agreements and contracts in connection with said project.
- A brief update by the facilities team on the progress of the design and build of new school construction. Schematics by Perkins Eastman was provided, agreements for expeditors and probes and surveys that must be conducted were included in packets as well. It was reported that we are still on a fast track schedule and that there are ongoing weekly finance meetings with a focus on pursuit of private financing.
- Dr. Jenkin's presented an overview that focused on reflections of the status of the board over the past three years, where we are as a team, transitioning of leadership for the next term, and next steps.
- Richard Rivera presented the challenges that come into play when natural leadership changes occur. He presented on the process of letting go, neutral zone, the desired state and the state of performance /new beginnings. He led a discussion on
 1. clarity of roles and responsibilities
 2. focus on results
 3. strong partnerships (Board and CEO)
 4. the right structure
- Board moved to accept John Paul González as interim acting chair until the next annual meeting takes place as long as another member is willing to take on the role as Board Secretary.

Meeting ended at 8:26

Respectfully submitted by



John Paul González

Board Secretary

International Leadership Charter High School Minutes

Date: 12/13/2011

Board members in attendance: John Paul Gonzalez, Dr. Elaine Ruiz Lopez, Mary Rice Boothe, Tonya Alford, and Anthony Vargas, Esq.

Excused: John Jenkins, Ted Ingram, Nubia Moreno

Guest in attendance: Richard Williams and Richard Rivera

Approval of November minutes.

Reviewed, motion made by Elaine Ruiz Lopez to accept the minutes, motion seconded by Anthony Vargas. Voted on and unanimously accepted by the board.

Financial Report.

Richard Williams our accountant and fiscal associate was asked to present a statement of financial position and balance sheet summary.

Net assets to date are \$1.8 million and cash flow summary showing a positive cash flow of \$1.6 million. Richard also gave us a statement of activity summary.

CEO's Report.

Elaine gave us a summary of Segler's Finance Bond Schedule. Segler has requested that the Finance Committee meet with them for due diligence purposes. Anthony Vargas and further clarified the financing schedule.

The AIA architect contract was discussed and status provided for review. There was motion by the BOT made to delegate the responsibility to Elaine to continue to engage the architects and to make a payment of \$161,000 to Perkins from the loan amount provided by Capitol One. A motion was made that the approval of the architect contract should be tabled until the subsequent meeting after the legal team has reviewed and commented. This was seconded by John Paul. The board passed this motion unanimously.

Meeting Adjourned @ 7:45 PM

Respectfully Submitted John Paul Gonzalez

Board Secretary



International Leadership Charter School

Tuesday, February 21, 2012

Approved Board Minutes

Meeting was called to order at 6:35pm

Attendance: Dr. Elaine Ruiz Lopez, Dr. Ted Ingram, Mary Rice Boothe, Nubia Moreno, LSamuels, Tonya Alford:

Excused: Anthony Vargas, Esq; John Paul Gonzalez; Dr. John Jenkins

Approval of minutes

CEO Report

Financials and Facilities

Interim financials prepared by Richard Williams was presented. There is a positive balance and all operational obligations and overhead expenses have been satisfied. Next allocation is scheduled as a receivable May 1st.

Pursuant to previous agreements and goals for securing a permanent home for a new school facility, ILCHS closed on the property on 2//12. The seller made an offer to assist with the financing. the offer was accepted and \$530K of the loan secured through Capitol One was applied toward the deposit. The plans and design documents are near completion. PEA is reviewing the changes requested within A1A contract. Real Estate counsel has reviewed and provided comments. the contract will be revised to reflect changes prior to execution.

Securing financing for the construction of school is the next challenge. Our CEO has coordinated complex pieces of this project and has been meeting weekly with and expanded facilities and finance team to ensure that we have options and keep within six months of the timeline for completion. In addition to Landair our owner's representative and PEA the team now also includes Mr. Monge from Monge Capital whom has expertise in securing NMTC and working Capitol for non profits, health clinics, and urban project. The finance strategy includes the continued pursuit of Tax Exempt Bonds and NMTC aree being pursued to leverage funds.

The Zoning override was approved on and signed by Deputy Mayor on February 20, 2012

There is a schedule of investments bankers and funders who are scheduled to visit school over the next three weeks.

Board Recruitment

There was a resolution on January 21, 2012 that was presented at previous meeting during Board Retreat re the board nomination of Lupita Samuels. There was a reaffirmation of her nomination onto the ILCHS BOT Information was forwarded to the CSO as part of the due diligence and approval process.

There was a surprise visit from the CSO. Rick Larios and Jessica Fredston-Herman conducted a walk through. Dr. Lopez, Richard Williams, fiscal associate and Evelyn Bautista Miller met with Rick and Jessica during this informal visit. Our official site visit has been scheduled for April 18th.

Academic Report

Lorraine Gutierrez was hired as our Director of Curriculum and Instruction. We are on track for Mock Regents in April and May and the administration of Regents exams in June 2012. Professional development plans are underway for Spring Faculty Retreat on March 28th. Teacher recruitment to increase our pipeline of HQ teachers has begun for the following academic year. 100% of our seniors have submitted college applications and already 60% have received acceptance letters. Three of our seniors have been invited to admissions interviews at Yale, Princeton and Harvard.

Meeting adjourned: 8:00pm

Respectfully submitted by Ted Ingram, BOT

Acknowledged by: J.P. Ingram

International Leadership Charter High School

Board of Trustees

March 20, 2012

Meeting

Location: 2900 Exterior Street, Bronx, NY 10463

Present:

BOT

Nubia Moreno, Dr. John Jenkins, Dr. Ted Ingram, Dr. Elaine Ruiz-López, Anthony Vargas, John Paul González, Mary Rice Boothe.

Excused: John Jenkins, Ted Ingram

Guest: Richard Williams, Lupita Samuels

Staff: Edilis González

- Meeting was called to order at 7:15 pm.
- Minutes of the previous board meeting were unanimously approved.
- CEO Report and Financial Report by CEO:

Chair reported on the facilities committee that met prior to the board meeting and presented an overview of the status of facilities-- In particular, the New Market tax Credit to try to bring into low-income communities. The CEO also presented further updates on the impending new school project, and distribution of relevant correspondence from the Law Dept., and letter to the NYC the Mayor's office.

- Board ended the public session approved.
- Executive session ensued. Adjourned at 8:00 pm.

Respectfully submitted by John Paul González, Secretary BOT

