

International Leadership Charter High School

Board of Trustees Meeting Minutes

9-25-12

Present: Nubia Moreno, Lupita Samuels, Dr. Elaine Ruiz-López, and John Paul González, Dr. Doris Torres, Richard Rivera, Governance Consultant

Meeting was called to order at 6:20pm. Minutes of the previous board meeting were unanimously approved.

CEO Report

There are 286 students enrolled, registration continues. We have engaged Vanguard to assist with recruitment of ELL and SPED students. We also have placed numerous full page ads in the mainstream Spanish language paper "El Diario de La Prensa" to outreach to the Latino and immigrant community to increase our number of ELL students.

Faculty are in place and we started the academic year strong with 25 teachers.

Dr. López shared a slide show of photos of student graduation ceremony and photos at Gracie Mansion with Mayor Bloomberg and Chancellor Walcott during the Valedictorian and Salutatorian Dinner.

Graduation was a huge success in that 95% of our seniors graduated within four years and 98% received college acceptance letters. There will be follow-up with the graduates to ensure that they are pursuing their plans to enroll.

This year's graduating class will be the fourth cohort of students that ILCHS graduates. We have submitted 6 names for consideration by the POSSE Foundation and expect to have some of our seniors class participating in the final rounds.

Dr. López explained in great detail the visit to Wall Street. Our charter school was introduced to Muriel Seibert, the first female on the NY Stock Exchange. One of the programs reviewed was the Financial Literacy program which is currently being implemented in the 12th grade as part of an Economics and Financial Literacy class.

Municipal Bonds and other financing strategies were discussed and continue to be deliberately pursued to secure \$18 million to cover the expenses for the construction of our charter school's new facility.

Financial Audited Statements are in process and are expected to be positive and completed on time with no Management Letter issued.

Board Development

Our governance and organizational consultant, Rich Rivera reviewed topics to further develop good governance, foster board leadership and better communication within the school

community at all levels. This entailed review and discussion of "Leading for Engagement and Performance" a comprehensive and custom report tailored to our school.

The meeting Adjourned at 8:35 pm.

Respectfully submitted,

John Paul González, Acting Chair and Secretary

A handwritten signature in black ink, appearing to read "JP González". The signature is written in a cursive, somewhat stylized font.

International Leadership Charter High School

Board of Trustees

Nov 6, 2012

Meeting

Location: 2900 Exterior Street, Bronx, NY 10463

Present:

BOT

Nubia Moreno, Dr. Elaine Ruiz-López, Lupita Samuels, John Paul González

Guest: Dr. Doris Torres

- Meeting was called to order at 6:41 pm.
- Approval of the minutes of the previous board meeting was tabled until next week.
- CEO Report and Financial Report:

The fiscal audit has been completed and there were no significant weaknesses. The audit showed sound and viable financial oversight and governance.

Board unanimously approved the financial audit statements.

A discussion concerning the need to request an extension of the promissory note for land acquisition ensued. Motion to extend promissory note was unanimously approved.

The land acquisition and several developments were further discussed, such as the tax-exempt review board and BUILD NYC.

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

Respectfully submitted by John Paul González, Acting Chair and Secretary BOT



International Leadership Charter High School

November 27, 2012

Meeting

Location: 2900 Exterior Street, Bronx, NY 10463

Board: Nubia Moreno, Dr. Elaine Ruiz-López, Lupita Samuels, John Paul González,

Doris Torres

- Meeting was called to order at 6:00 pm.
- Approval of the minutes for the previous board meeting.
- CEO Report and Financial Report:

The Board informed the Board of Trustees of the official release of the NYC DOE Progress Report for ILCHS. Our charter school earned an "A" rating for the second year in a row and is in the 99th Percentile. This places the school at the top 1% of high performing high schools. The Daily News reported that we were # 7 of all NYC Public High Schools. The New York City Charter centered conducted an analysis that demonstrates that we are #2 of the highest performing charter high schools in NYC. The BOT congratulated our CEO for the outstanding results and her dedication to quality and excellence. Dr. Lopez informed the Board that the school community will be celebrated for this exemplary achievement in spite of the obstacles and challenges over the past 7 years.

The audited financial statements were provided electronic file to all and the first quarter financials were distributed. The report of revenue and expenditures and statement of financial position were balanced and no cash flow issues anticipated. No questions or concerns were raised and the financials were approved.

Dr. Lopez reported on the status of the application to EDC. The hearing hosted by EDC and Build NYC on December 6, 2012 was discussed. Ms. Jenny Peguero, our Special Projects Manager for Finance attended the hearing representing ILCHS. The hearing was the first step before all of the institutions whom applied for funding were considered.

The four new transactions resolutions to be discussed by New York City Build board were:

Bronx Charter School for Excellence
Congregation Yeshiva Beis Chaya Mushka, Inc.
International Leadership Charter High School
Talmud Torah Ohel Yochanan

All organizations to include two charter schools were discussed are moving on to the meeting of the NYC Board of Trustees for a vote on December 11, 2012. The request for ILCHS new school construction is for 17 million dollars. All indicators reflect that our application to pursue the tax exempt bond financing will be approved. We will learn of outcome at our next scheduled board meeting 12/11/12.

The board approved action on the resolution that was prepared by NYC Build and reviewed by our Bond Borrower's Counsel to approving financing of facilities for International Leadership Charter School and authorizing the issuance and sale of approximately \$17,000,000 of the Build NYC Resource Corporation's Tax-Exempt Revenue Bonds, Series 2012 (International Leadership Charter School Project)

Board ended the public session adjourned at 7:35 pm.

Respectfully submitted by John Paul González



International Leadership Charter High School

Board of Trustees

Dec. 11, 2012

Meeting

BOT: Nubia Moreno, Dr. Elaine Ruiz-López, Lupita Samuels, John Paul González, Doris Torres,

Staff: Rene Herniquez, Edilis González, Jenny Peguero, Guest: Samuel Moreno

- Meeting was called to order at 6:00 pm.
- Approval of the minutes of the previous board meeting was approved.
- CEO Report and Financial Report:

Interim Financial report for month ending October 31st was presented and reviewed. Statement of Revenues and expenditures and statement of financial position are in balance and no projected cash flow issues going into the second quarter. The Board congratulated Dr. Elaine Ruiz Lopez on another positive set of Audited financial statements.

Charter school is breaking for winter holidays and will resume on January 2, 2013

Discussion primarily focused on the details of the Build New York City approval of the pursuit of bond financing for our charter school. ILCHS along with one other charter school were approved for Municipal Tax Exempt Bond Financing. This long awaited outcome would support the funding for the new school facility in 2014.

John Paul Gonzalez and Jenny Peguero explained that the next steps are awaiting the decision on the closing date and the numerous documents and resolutions that will be received by the charter school and board for review and approval in January. The closing is anticipated for February 2013. The board joined Dr. Lopez in thanking Ms. Peguero for an outstanding job in assisting our charter school and CEO in the very challenging process from application to getting onto Build NYC's hearing agenda to the vote earlier today.

According to our Bond Counsel from Cozen and O'Connor, everything is moving along smoothly and does not anticipate any significant hurdles. It was noted, that these transactions will move along quickly and requires due diligence requests from the charter school. The Board will have a few documents to review and there will be opportunities for questions on the weekly conference calls with the bond issuers, the bank and counsel for both sides. As soon as the documents are ready the board must meet. As soon as the package of agreements and resolutions have been completed and executed by NYC Build and the Investors our CEO will officially provide the relevant documents and agreements to Sonia Parks as part of the charter agreement to provide notice of such transactions. The documents will exceed over 100 pages and it may be difficult to send electronically therefore a CD and hard copies will be prepared.

- Board ended the public session

Adjourned at 7:35 pm.

Respectfully submitted by John Paul González, Board of Trustees



International Leadership Charter School

Board Meeting

Minutes

1/12/13

Present: John Paul Gonzalez, Dr. Doris Torres, Nubia Moreno, Dr. Elaine Ruiz Lopez, Lupe Samuels

The primary purpose of meeting was to review and understand the repayment schedule, the process for receiving the funds provided through the recently approved Municipal Tax Exempt Bonds and what the charter school's obligations are.

The School will borrow approximately 18mm Municipal Tax Exempt bonds as approved by NYC Build Resource Corporation on December 11, 2012. The proceeds the school receives is \$14,708,270.83 with the difference we will establish a debt reserve fund to serve as a back up in the event of default in payment, and a capitalized interest fund.

The capitalized interest fund is the account that the investors will receive the payment of interest for the first 18 months. Meaning the school will start to pay interest after that account has depleted. The school will start paying back interest and principal starting 8/1/2014 after we are in the new facility. This was considered to be a positive outcome to provide our charter school with the cushion needed as we still have overhead expenses at the current rental facility.

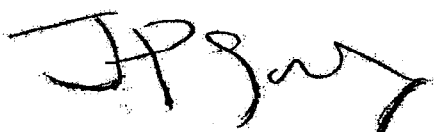
The estimated monthly payments will be \$106,458.33 and the payments are spread out to 30 yrs so essentially it is similar to a mortgage that we will be paying back. The operating account will have a control agreement that takes effect 8/2014 that when revenues come in the trustee bank will get interest payments and the balance remaining released to the school for operating purpose. The closing is scheduled for on or before February 2013

The Board is required by the "Bond" to review and sign a Board Resolution agreeing to the terms and repayment schedule. This document was prepared by our Bond and Borrower's Counsel at Cozen and O'Connor. The Board approved the resolution and John Paul Gonzalez signed the Secretary's Certificate on behalf of Board The Board has requested that our CEO draft the official notification to the NYCDOE of the great news and our plans to move forward.

Meeting adjourned at 7:00 PM.

Respectfully Submitted,

John Paul Gonzalez



International Leadership Charter High School

Board of Trustees

Meeting

2/26/13

In Attendance: Dr. Doris Torres, Nubia Moreno, Lupita Samuels, Dr. Elaine Ruiz López, John Paul González, Rich Rivera, Jenny Peguero

- Meeting was called to order at 6:30 pm
- Approval of the minutes of the previous board meeting.
- The Board received a Financial report from the CEO and an update and breakdown of the Statement of Financial Position for end of second quarter. School finances are balanced and in the black and no cash flow issues noted.
- Resume for proposed new board member Doreen Bermudez who is a parent of a 10th grade student was presented for board approved for official submission for authorization by CSO.

The Board reviewed and asked final questions about the status of our pursuit of Bond Financing in the amount of \$17,750.00. The Board discussed the Bond Pricing document that was provided by NYC Build and Bond Finance team Jenny Peguero, Special Project Manager for Finance and the lead on this project; informed us of the pending dates scheduled for the Pricing and Closing.

Bond Purchasing Agreement and the progress of the transaction for Bond Financing for new school facility. The Board reviewed each item and asked pertinent questions. The plans for Demolition and Abatement and the Scope of Work was also discussed and reviewed. There was also a presentation on the status of the Bids reviewed and Guaranteed Maximum Price [GMP] requirements. The Board approved by consensus the selection of Procida as the General Contractor. There was a thorough explanation of the requirements to get to pricing and closing of deal. The GMP must be presented before Pre-closing on March 20, 2013. In addition to obtaining a GMP prior to closing there needs to be a DACA agreement signed by the Board for the account where the monies will be deposited to once the transaction is complete. The architects must also provide an "Architects Certificate" for signing at closing and all payoff letters to KIMCO for property and Capitol One loan will be issued for satisfaction of debts.

Public Session ended.

- Adjourned at 7:45 pm.

Respectfully submitted by John Paul González, Board of Trustees



International Leadership Charter High School

Board of Trustees Meeting

April 30, 2013

Location: ILCHS

Present:

John Paul González, Dr. Doris Torres, Lupita Samuels, Dr. Elaine Ruiz-López, Doreen Bermúdez, Jenny Peguero

Excused: Nubia Moreno

- Meeting was called to order at 6:40 pm
- John Paul Gonzalez welcomed Doreen Bermudez officially onto the BOT. Ms. Bermudez is also a parent of a 9th grade student at our charter school.
- Approval of the minutes with minor revisions

CEO Report

- Dr. Lopez introduced Jenny Peguero, Special Projects & Finance Manager, who presented a comprehensive financial report. All school finances are in balance and there is a positive cash flow. There was a full updated report on the final pricing for the \$17, 750,000.00 Bond Financing and relevant data. The terms of financing and the repayment plan for the Bonds were again reviewed and discussed. The new school facility construction timeline was discussed and it was reported that the "build out" team meets weekly to ensure that all relevant matters related to DOB permits, demolition and ground breaking and foundation work is on track. The timeline for the completion of pre-construction work and ground breaking is July 2013.

Enrollment and Registration for 2013-2014

- The results of Student Enrollment and Lottery took place on April 1, 2013. The outreach efforts that led up to the 102 students were accepted for the 2013-2014 Academic Year as well as the strategy for reaching out to students for enrollment whom are at higher risk. Although our charter goal is 88 students for enrollment, we enroll additional 22 students to account for the natural attrition that takes place. There were approximately 100 students on the waitlist at the time of the lottery. Applications are being submitted on a daily basis. Two registration dates are scheduled in May.
- *Disciplinary Policies:* There was a disciplinary infraction that led to an expulsion of a student for violating our charter school's code of conduct and DASA. The Student Parent Handbook is being reviewed as well as our disciplinary policies in order to be responsive to the demands of the Dignity Act and to ensure alignment of language with our suspension documents. However, it was agreed that our goal will continue to be to sustain and maintain our positive school climate that is rooted in our Core principles of PEACE and Respect for all and to enforce Zero Tolerance

pursuant to our charter vision and goals. Our CEO has scheduled a special presentation in May that will be led by our school's counsel. Our guidance and student support team, Program Director for College Prep and Program Director for Special Education will be part of meeting. Dr. Lopez will also be seeking an updated DASA policy from school counsel that will be more closely aligned with the Due Process provisions. The BOT will review and discuss for adoption.

Academic Program

- All 3rd quarter parent teacher conferences were held and successful with active parent attendance and participation for all grades.
- The College Prep Team organized a very successful Second Annual Junior College Fair and several representatives of colleges and universities made presentations to our Juniors.
- It was reported that in April, 45 out of 60 seniors received college acceptance letters from several of their safe as well as reach schools. Seniors are very busy completing their Exit Portfolios; their Community Development Projects and the power point presentations on the Drop Out Prevention Models that they are proposing for NYC Public Schools.

Talent Development & Staff Recruitment

- Operations team members and teacher recruitment committee participated in two Citywide Job fairs at Teachers College, Columbia University and the NYC Charter Center sponsored charter jobs fair at Harlem Children's Zone.
- The Learning Environment Survey was discussed and completed on time. The Parent surveys arrived a little late therefore incentives were provided to students to assist with increased numbers of parent surveys being submitted.

End Year Assessments

The NYSESLATT is scheduled for May. It was reported that the Regents exams were the 6 weeks away. The first NYS Regents exam will take place on June 11, 2013 through June 21, 2013. The "Mock Regents" preparations and schedules are in the process of being completed. A collapsed schedule for the accommodation of strict Regents preparation for all grades will commence last week of May and first week of June.

School wide activities of special note are the Mother's Day Spring Dinner celebration, the International Luncheon on May 22, 2013 and Fourth Cohort Prom and Graduation in June 2013. Our School was also invited to participate in the Bronx Week 2013 Parade sponsored by the BOEDC and the Bronx Borough President's Office.

Adjourned at 8:08 pm.



Respectfully submitted by John Paul González, Board of Trustees

International Leadership Charter High School

Board of Trustees

Meeting May 21, 2103

Location: 2900 Exterior Street, Bronx, NY 10463

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

Excused: Lupita Samuels

Meeting was called to order at 6:50 pm

Action:

Review and approval of the minutes of the previous board meeting: Accepted.

CEO Report:

As a follow up to a student related incident and expulsion Dr. Lopez requested that our school counsel make a special presentation the guidance and school leadership team a detailed orientation of the Dignity Act. It was successful and well received. Ms. Collado, MSW and full time member of the ILCHS staff has been named the "Dignity Act Coordinator"

Policies:

In addition the following policies were reviewed and approved by consensus.

Action Taken:

Motion to adopt Dignity Act as an addendum to our charter school's official disciplinary policy.

The Student Parent Handbook was already updated to include the portions of language. Suspension and Expulsion letters were also drafted by school counsel to ensure alignment with our Code of Conduct and Discipline Policy. This will further ensure clarity that our charter school does indeed provide Due Process to students who have engaged in "Zero Tolerance" violations that would require a recommendation and action for suspension and expulsion that is consistent with the provisions of the law as well as alignment with our discipline policy.

School Finances and

Review of financial position. Books are balanced, Cash flow is positive and all bills are being paid on time. On or before July 31st the reconciliation is due to authorizers and the Audit must be completed before October 31, 2013.

Audit Compliance:

Letter of engagement from Financial Audit firm [ODMD] was reviewed and accepted by BOT. The preliminary audit work is scheduled to begin in June 2013 and is expected to be completed in 2-3 days. The goal is to have the required annual audit fully completed by end of September 2013.

Facilities:

The demolition and timeline for construction of new school facility is on track and scheduled to begin over the summer months.

Achievements and Recognitions:

Dr. Lopez also reported on the great news on having received a notice from **US World News distinction** that ranks ILCHS among the top 25% of all high schools nation wide with the Bronze Medal. A Press Release has been prepared for public distribution. The BOT congratulated the CEO and school faculty and team for an outstanding job.

In preparation for the NYS Regents Exams the schedule will be temporarily modified to accommodate Regents Course preparation starting on May 28 through June 8th. Faculty will be guiding the preparation with resources that include the Baron's text and practice regents exams with additional support for students as needed.

Enrollment and Admissions 2013-2014

There will be a second round of registration of students for the 2013-2014 on Wednesday May 29th.

Seniors and Graduation:

Our Valedictorian and Salutatorian have been identified. Seniors are in process of completing their Exit Portfolios for the final exit review with Dr. Lopez and College Prep Team. It is anticipated that we will meet or exceed the previous year graduation rate of 95%. We have 53 seniors

Adjourned at 8:00 pm.



Respectfully submitted by John Paul González, Board of Trustees

International Leadership Charter High School

Board of Trustees

Meeting July 9, 2103

Location: 2900 Exterior Street, Bronx, NY 10463

Present:

BOT

Dr. Elaine Ruiz-López, Doreen Bermúdez, John Paul González, Lupita Samuels

Dr. Doris Torres. Excused: Nubia Moreno

- a. Meeting was called to order at 7:30 pm
- b. CEO Report
 - The BOT approved the 2012/13 annual report in its entirety. A detailed explanation and breakdown was presented by the CEO. The school attained all of its academic goals.
 - The yearly financial Report was given by the CEO.
 - Graduation rate of 95% was erroneously reported in the NY State Report Card 2012.. The actual rate is 98%.
- d. A confidential hiring list for 2013/14 was distributed with faculty and staff salaries.
- e. A Press Release has been prepared for public distribution regarding the Presidential Volunteer Service Award.
- f. The BOT congratulated the CEO for being honored by the Education Update "Outstanding Educator of the Year 2013".
- g. Public session closed.

Adjourned at 8:30 pm.



Respectfully submitted by John Paul González, Board of Trustees