

**AVANT GARDE ACADEMY, INC.**  
**BOARD OF DIRECTORS ANNUAL MEETING**

**June 22, 2013**

**7:00 p.m.**

CALL TO ORDER

The meeting was called to order at 7:15 pm by J. Valent

Board Members Present: Julia Valent, Mario Ruiz, Dr. Antonio Cruz

Staff Present: Frank Bolanos, Executive Director

**I. Open for Public Comment**

(No comments were received)

**II. Minutes from March 13, 2013 Meeting (Approval)**

The minutes were approved as presented.

**III. School Report (Approval)**

An office has been rented next to the school site at Mision La Cosecha Church for administrative and enrollment services for \$250 per month, plus the cost associated with the use of a copier. This monthly cost is included in the start-up loan.

In order to facilitate the Board's day to day decisions and to institutionalize his role in leading the opening of the Kissimmee school, the board ratifies the appointment of Frank Bolaños as Executive Director and Chief Financial Officer of AGA, reporting to the Board's President and interacting with the Board Treasurer and Secretary, as necessary.

School Principal Miguel Mediavilla is working full time for AGA as of May 13, 2013. He is actively participating in the enrollment process that is led by Frank Bolaños. Miguel is interviewing teachers and support staff. He has identified 8 highly qualified teachers eligible for hire. A total of 18 teachers are required for the projected 353 student enrollment in grades 6-9. Bolaños is interacting with Miguel on a daily basis, providing needed support and direction on the Board's behalf.

#### **IV. Governance**

**(Approval)**

The Board must complete the State required governance training by July 18, 2013. A recommendation is made to purchase the course created and presented Kathleen W. Schoenberg, an attorney with 15 years' experience representing and training charter school board of directors. The Cost is \$300 for the year for the entire board. The training program consists of the following

- ✓ Webinar format with both audio and video in an easy to follow "PowerPoint presentation."
- ✓ School officials can log on and see which board members have completed training and print Certificates of Participation directly from the website.
- ✓ Have board members who serve on multiple boards? No problem! They take the course once and all schools appear in a drop-down menu for certification.
- ✓ Participants can complete the training at their own pace and from the comfort of anywhere they have internet access (Windows, Mac & Linux compatible).
- ✓ Continuing Legal Education (CLE) Credit for Florida Attorneys at no extra charge.

A motion to approve the training and selection of K. Schoenberg was made by M. Ruiz and seconded by A. Cruz. Passed unanimously.

The required forms and filing fees to apply for the IRS 501C(3) non-profit designation have been mailed to Richard English, CPA.

#### **V. Marketing**

**(Approval)**

A successful marketing campaign to inform parents about the school and create brand name awareness is being executed, utilizing local newspapers, mailers, telephone calls and door to door canvassing.

A total of 35 students in grades 6-9 have been enrolled as of the writing of this report. The target is 352 by August 19, 2013. The Developers closed on the property and will site preparation work in the next 2 weeks. This activity on the site will generate additional enrollment.

#### **UPCOMING EVENTS**

The Board's attendance is respectfully requested for the following events:

July 18, 2013: Groundbreaking-Unveiling Event

August 8, 2013: Ribbon Cutting Event

The events will take place at the school site in Kissimmee.

A motion to approve the marketing report was made by M. Ruiz and seconded by A. Cruz. Passed unanimously.

#### **VI. Financial**

**(Approval)**

The Board and its designee researched the possibility of obtaining a start up and operational grant and/or loan. AGA applied for the State Start up Grant and the CSGF grant for new charter schools and did not receive an award. These are competitive grants given to approximately one third of the applicants. We will apply again in December and April. The Board issued an RFP for school management services provided by an educational management organization. The request for a start up and operational loan was included in the RFP. More than 20 requests were sent, 2 responded and only 1 was fully responsive: iSchools, LLC. A start up and operational loan has been obtained from iSchools, LLC, for a total estimated at \$498,859. The loan will be paid during the first 5 years of the school's operations from the school's cash flow at an annual rate of 7.75%. These terms are at or below prevailing market rates and are in accordance with other charter school standard operating policies and procedures.

|   |                  |
|---|------------------|
| Number of Students (Estimated)                      | 352              |
| <b>START-UP COSTS</b>                               |                  |
| MARKETING & STUDENT ENROLLMENT*                     | \$50,000         |
| APPLICATION, BOARD LEGAL & COMPLIANCE               | \$38,322         |
| ADMINISTRATION (principal, clerical)**              | \$25,200         |
| OFFICE EQUIPMENT LEASE, SUPPLIES                    | \$10,500         |
| TEACHER'S SALARY, SUPPLIES & DEVELOPMENT-1 MONTH*** | \$20,537         |
| RENT, FACILITIES, UTILITIES                         | \$24,000         |
| STUDENT TEXTBOOKS & LIBRARY BOOKS (\$375 p/stud)    | \$132,000        |
| FF&E, OFFICE COMPUTERS, SOFTWARE (\$400 p/stud)     | \$140,800        |
| STUDENT COMPUTERS & COMPUTER LEARNING LAB****       | \$57,500         |
| <b>TOTAL INVESTMENT</b>                             | <b>\$498,859</b> |
| Investment p/student                                | \$1,417          |

### PROJECTED REVENUES

The Osceola School District has set up the School's semi-monthly payment schedule based on a 300 student projection. The semi-monthly estimated revenue is \$67,668, starting in late July. The annual revenues is \$1,624,028.

### RFPS, RFQS & PURCHASES

RFPS or quotes were requested for several products and services required for enrollment, governance, governmental compliance and the opening of school, in accordance with our policies and procedures and charter school standard operating practice. These quotes are on file. The award for products and/or services were given with Board approval. Additional products and services will be purchased following the same procedures. The Board has approved contracting with the Osceola School District for food services. Payroll, HR, Benefits, & Accounting services will be awarded shortly;

the finalists are ADP, ACH & Charter School Services. AGA may contract with one or more of these providers.

A motion was made by A. Cruz to accept and approve the financial report and seconded by M. Ruiz. Passed unanimously.

## **VII. Board of Directors & Advisory Board Recommendations (Approval)**

### **Board of Directors**

J. Valent recommended Dr. Loriana Novoa as a member of the board of directors. A summary of Dr. Novoa's accomplishments are, as follows:

Dr. Novoa is a lifetime educator dedicated to the development of the whole child/student. She earned a doctoral degree from Harvard University in education focused on developmental, cognitive and neuro-physiological assessment and diagnostics. Dr. Novoa possesses strong research, statistics and evaluation skills that serve the School well. Her career started as an elementary and middle school teacher. She has been a Teaching Fellow at Harvard University and Assistant Professor at Florida International University's department of education. Dr. Novoa is highly adept at overseeing the CSP grant, at the Board level, having been a federal and state grant program developer and evaluator for Miami Dade County Public Schools and Florida International University.

A motion to elect Dr. Loriana Novoa for the position of Board Member of the AGA board of directors was made by M. Ruiz and seconded by A. Cruz. The motion passed unanimously.

### **ADVISORY BOARD**

J. Valent presented the concept of creating an advisory board of volunteers that will act in a non-voting, advisory capacity to the Board and School. The initial suggested names are:

- Ron Legler, President, Florida Theatrical Association
- Marjorie Melendez, former Osceola School Board Member
- John Fields, local attorney & insurance specialist
- Dr. Agustin Lopez, pastor Misión La Cosecha Church
- Dr. Mary Palmer, Educator, former Dean of School of Education, UCF

M. Ruiz made a motion to approve the creation of an advisory board comprised of the individuals mentioned above. The motion was seconded by A. Cruz and passed unanimously.

## **VIII. Policy & Procedures**

**(Approval)**

An Employee Manual and a general Policy Manual were presented for discussion and approval. They comply with the recommendations of the FLDOE Charter School

Support Unit. The manuals will be shared with the Osceola School District and any suggested edits will be made.

**IX. New Charter School Applications**

**(Approval)**

A draft charter application for a K-8 was submitted to the Osceola school district. The final application will be submitted on August 1, 2013. Approval is requested to submit applications to other Counties, such as Broward and Palm Beach.

**X. Old Business** (None)

**XI. New Business** (None)

**XII. Board Member Comments** (None)

There being no further business before the board of directors of Avant Garde Academy, Inc., a motion to adjourn was made by M. Ruiz and seconded by A. Cruz. Passed unanimously. The meeting was adjourned at 8:35 pm.