
INTERNATIONAL SCHOOL OF EXCELLENCE, INC. AVANT GARDE ACADEMY WESTCHASE

BOARD OF DIRECTORS REGULAR MEETING - MEETING AGENDA

July 8, 2020 – 3:00 PM EST

Location: Zoom

<https://us02web.zoom.us/j/82255281784?pwd=UkQzaDgyZks4SnNvaW5pMGp1dHFOZz09>

Meeting ID: 822 5528 1784

Password: 2ahPcE

Mission: Avant Garde Academy will provide a student centered learning environment that develops the whole child and provides them with the 21 Century skills to become responsible leaders in their community.

- I. Approval of Minutes for Board Meeting of July 1, 2020
- II. Open for Public/Parental Comment (regarding agenda items*)
 - [Motion was made to move public comment to the end of the agenda. Motion was made by G. Hernandez. Motion seconded by L. Brown. Motion passed.](#)
- III. Agenda Items:
 - a. Appointment of Dr. Elaine Perez to Governing Board
 - b. Appointment of Dr. Larry Brown to Governing Board
 - c. Acceptance of resignation of Alliance Education Services, Inc. with transition support and services through August 31, 2020
 - [Motion was made by G. Hernandez. Motion seconded by E. Perez. Motion passed.](#)
 - [Public commendations extended to AES for their support and collaboration throughout the transition process.](#)
 - d. Approval for hire of National Academic Educational Partners, Inc. (NAEP) as a consultant for school opening planning and related services and Governing Board support while the school is self-managed. Board Chair will sign the agreement
 - [Motion was made by L. Brown. Motion seconded by G. Hernandez. Motion passed.](#)
 - [Mr. Jeffrey J. Hernandez, CEO for NAEP, explained that with this contract, the firm will support the board with the operations of the school, with a focus on school opening and preparing for teaching and learning, until the firm is voted up on as the Charter Management Organization \(CMO\)](#)
 - e. Acceptance of signed EMO/CMO contract with National Academic Educational Partners, Inc.
 - [Motion was made by E. Perez. Motion seconded by G. Hernandez. Motion passed.](#)
 - [The contract and proposal was reviewed during the previous board meeting.](#)
 - f. Approval of engagement letter for attorney for Avant Garde Westchase - Mr. Corey Smith of C M Smith Law
 - [Motion was made by L. Brown. Motion seconded by G. Hernandez. Motion passed.](#)

- Mr. Smith has already been working with various agreements on behalf of the school per his previous contract and look forward to working with the Board.
 - g. Approval for Attorney to send the termination letter for Building Hope as the school's finance and accounting firm
- Motion was made by E. Perez. Motion seconded by G. Hernandez. Motion passed.
 - h. Approval to contract MobileMe Information Technology Services to conduct a needs assessment for the state of technology within the school and create a recommended infrastructure update plan
- Motion was made by E. Perez. Motion seconded by G. Hernandez. Motion passed.
- Mr. Hernandez explained that the building's IT infrastructure is in need of updating, including the hardware/software required to enhance firewalls and connectivity for student and teacher devices. MobileMe will conduct the needs assessment and provide a proposal with various options for IT design and support services.
 - i. Approval to purchase textbooks and materials as part of the 2020-2021 curriculum plan
- Motion was made by G. Hernandez. Motion seconded by L. Brown. Motion passed.
- The curriculum that is being prepared for order includes but is not limited to i-Ready (K-8), ReadingPlus for reading enrichment and acceleration, IXL, consumables for current vendor-based textbooks, etc. Once the curriculum orders are finalized the final listing will be provided to the board. Tentative quotes and prices were reviewed.
 - j. Termination of current school auditor, Keefe McCullough (see termination letter composed by Attorney)
- Motion was made by G. Hernandez. Motion seconded by E. Perez.
- The price for this auditor was quite high thus the move to terminate this vendor. Mr. Smith will be able to send the termination letter with this board approval.
 - k. Approval to hire Gardner and Associates, P.A. as the auditor for the 2019-2020 and 2020-2021 school years
- Motion was made by G. Hernandez. Motion seconded by E. Perez. Motion passed.
- The cost for this auditor was significantly lower than the previous auditor given the negotiation that took place between NAEP and Gardner and Associates
 - l. Approval for the renewal of the school's Health Insurance plan (SunLife and Florida Blue) as part of employee benefits process and for negotiate the benefits on behalf of the Governing Board
- Motion was made by Text. Motion seconded by Text. Motion passed.
- Mr. Peters will sign off on the final renewal plan as the Board Chair, NAEP was granted permission to negotiate the benefits on behalf of the Governing Board
 - m. Approval and acceptance of revised salary scale for 2020-2021
- Motion was made by G. Hernandez. Motion seconded by E. Perez. Motion passed.

- The salary scale was explained in detail, including the fact that it is a response to state legislation mandating an increase in certified teacher salaries, especially new teachers and those earning under 47,500.00. Ms. Griffin, NAEP's CPA, will be working diligently to ensure that the budget integrates this increased cost and connecting it to the increase in budget funding from the state to account for this salary increase.

n. Approval and acceptance of Teacher Offer Letter for 2020-2021

- Motion was made by E. Perez. Motion seconded by L. Brown. Motion passed.
- NAEP collaborated with the school's Human Resources company, ACH, to update the school's offer letter to include the latest labor standards and best practices and language around time outside of school hours for training, collaboration, and parent communication.

o. Approval of submission of the school's CSP grant to include computer devices and wi-fi hotspots in preparation for virtual learning

- Motion was made by G. Hernandez. Motion seconded by E. Perez. Motion passed.
- The timeline for grant submission is as soon as possible thus NAEP will be working on this and will submit ASAP to Hillsborough County Schools.

p. Approval and acceptance of 2020-2021 School-Reopening Plan

- Motion was made by L. Brown. Motion seconded by G. Hernandez. Motion passed.
- The plan with regards to virtual vs. face-to-face options, safety precautions for the school building and the bus, and digital program preparation was discussed. A key part of the plan will be to survey parents via a digital Google Forms survey link that asks the following questions >>> 1) How will your student return to school for the 2020-2021 school year? Virtual or Face to Face; 2) If you choose virtual, will your child be doing the lessons during school hours with supervision or during another time after regular school hours? 3) Do you have a device (i.e. a computer or tablet) with a webcam at home? 4) Do you have internet at home (this includes a hotspot but does include NOT the internet on a cell phone)?
- The communication plan for parents and teachers, including letters being sent to all stakeholders and zoom meetings that will take place with various stakeholders groups, was also discussed.

q. Acceptance of contract for REMIND communication services

- Motion was made by G. Hernandez. Motion seconded by L. Brown. Motion passed.
- REMIND will be used as the system to communicate with parents which will include text messages and emails that may be sent from both administration to all or some parents and teachers to send communication to their specific parents. The system is user-friendly for both school staff and the parents. Parents will get a link to sign up to receive communication on their cell phones and emails, facilitating maximum ease of parent communication.

r. School Update (enrollment and staffing)

- Enrollment goals and process enhancements for enrollment and registration have begun to take place with the office staff
- The teacher leader positions will include the following five positions, which will be advertised this week: K-1, 2-3, 4-5, Middle School, At Large

- Teachers will be informed of their assignments by next week – this will include the possible reassignment of teachers based on their certification as per the requirement of the district that all teachers teach within their certification

IV. Old Business

V. New Business

VI. Public/Parental Comment (moved to end of meeting as motion states on first page of minutes)

- Public Comments made at the end of the meeting:
 - A. Younciak: Questions were posed regarding substitute positions and recess > recess processes are yet to be determined.
 - K. Zervas: Discussed ESE services with the pandemic, is donating thermometers to the family, science labs will be digital
 - S. Lowry: Inquired about furniture arrangements within the school
 - D. Woodruff: Asked about uniforms and the website. Also commented about the salary increase and how it impacts certain types of teachers
 - B. Garwood: Inquired about the VPK >the question will be forwarded. Inquired about hot lunch > additional communication will be provided to parents. Inquired about specials and programming within the school > the charter vision will stay the same and program updates will be communicated with how that vision and the STEAM vision will be implemented.
 - Y. Dzierzyk: Teachers will also be provided a uniform should there be a re-branding.

VII. Board Member Comments

- Mr. R. Peters mentioned his excitement for the new direction of the school.
- Mr. G. Hernandez motioned to have a meeting on Wednesday, July 15th at 3:00 PM to include approval of the budget for the 2020-2021 school year.
- Mr. G. Hernandez inquired as to the status of the awning pending construction, which was to be paid for by the landlord.

Mr. G. Hernandez motioned to adjourn the meeting. Dr. L Brown seconded. The meeting was adjourned at 4:46 PM EST.