

Vanguard Classical School (VCS)
Board of Directors' Meeting
Aug 22, 2019
Beginning at 6:30 PM MT
West Campus
801 Yosemite St, Denver CO 80230
MINUTES

ATTENDANCE

- A. Board Members: Danielle Tomwing, Robert Fulton, Jack Robinson, Harsha Sekar, Karen Secor, Hanosky Hernandez and Victoria Palomo
- B. Employees: John Cerny, Terry Glenn, Angela Keedy, Emily Van Luit, Dennis Steele
- C. Guest: Rick Boos and Dawn Priday

Call to Order/ Pledge of Allegiance/ Roll Call

The meeting was called to order at 6:31 PM by Board President Harsha Sekar. The pledge of allegiance and roll call took place. Note Karen Secor arrived at 6:36PM.

PUBLIC COMMENTS

No comments from community. Former State Senate attended the meeting.

AGENDA APPROVAL

A motion to approve agenda was made by Jack Robinson and seconded by Robert Fulton and the motion carried unanimously, excluding Karen Secor (Karen Secor was not present at this time).

ACTION/CONSENT ITEMS

Approval of Jul 18, 2019 Minutes

A motion to approve the May 23, 2019 minutes was made by Robert Fulton and second made by Jack Robinson. The motion carried unanimously, excluding Victoria Palomo, Karen Secor. Victoria Palomo was absent at the June Board Meeting and Karen Secor was not present at this time.

PRESIDENT' S REPORT

H Introduction of Newest Board Member

Harsha Sekar introduced VCS newest Board Member Victoria Palomo and highlighted her experience. She is a lobbyist and worked in department of education and in Washington. She is from a family of immigrants from Cuba. Harsha Sekar expressed his enthusiasm to have her join the VCS Board.

I Recap of our meeting with APS Board Member Dan Jortensen

Harsha Sekar expressed how far we have come. He reinstated VCS' independence from ACCO as well as the CFO is independent. He stated that we have met our charter renewal conditions. His meeting with APS Board member Dan Jortensen was well received and very positive. We will be petitioning for a 5 year charter renewal. Dan Jortensen would petition this idea and talk positively about where we are at. The VCS Board wants to meet with old and new APS board members.

J Goals in regards to upcoming meeting with Superintendent Munn

Harsha Sekar wants to discuss 5 year renewal and establish a positive rapport. He stated that the relationship with the district has come very far. VCS Board will be petitioning for a 5 year renewal. There will be a meeting next Wednesday at 1:00 PM.

K VCS Goals and Strategy for the upcoming school year - 2019/2020

Harsha Sekar stated his first goal will be to establish an extremely good work place culture- administration, every student and teacher to feel supported and being comfortable to be open. He expressed wanting a very positive culture. Harsha Sekar stated his second goal is securing 5 year renewal. There are specific items we want to look at including getting better academically. He is working with John Cerny to define a strategic plan.

EXECUTIVE DIRECTOR' S REPORT

L Review of Charter Renewal Items (OAS Condition Tracker 2019)

Joh Cerny stated that we need to plan a strategic planning session in October/November and at this time probably on one of the campuses. John Cerny has done this for other schools - using SWOT method; to identify SWOT (strengths, weaknesses, opportunities, threats)

Harsha Sekar and John Cerny will be reaching out for particular dates later in the year. This correlates with the 5 year strategic plan on the website. It was stated that we want to start anew with the new board.

M Educational Success

John Cerny outlined school performance for both campuses. He noted that West Campus is a performance school and at 4:30 PM today East Campus moved to an improvement school. The East Campus was a performance school on the previous day. Joh Cerny is petitioning to APS and believes we might have a valid case.

John Cerny highlighted the following items:

- Growth in West in Math and Reading
- Growth in East at highschool
- Overall achievement in Math and Reading in East
- VCS beat the district average in SAT and PSAT

Joh Cerny stated that math data is conflicting across the campuses. He needs to work with staff and admin to determine why the variance. He also stated that they are reviewing the reading curriculum to determine if we need a new reading curriculum.

Other items he highlighted were:

- West Campus performance is very strong.
- East Campus – John Cerny is working and petitioning their results based on one particular test.
- 11th grade CMAST test is being questioned.
- East Campus achievements beat the district.

- John Cerny stated that Emily Van Luit can work towards publishing and highlighting school successes.
- High school – every case VCS passed our APs.

N Operational Success / O Financial Stability / R Upcoming Board Meetings

Angie Keedy mentioned upcoming events for East Campus- Back to School Nights for East elementary, middle and high school. The back to school nights were separated for the first time and mostly 6th grade families came. Emily Van Luit commented that she received positive feedback from families and teachers and that teachers did well with presentations and they were very well received.

John Cerny noted that there are still some challenges with ACCO transition. East Campus transition is easier because they manage a lot of their own operations. West Campus still has difficulties with heating, electrical (changing light bulbs) as well as struggling to get tax returns and electronic files, for example.

Rick Boos stated that we don't know what documents are missing which results in wasted time. Information trickles in.

John Cerny mentioned that West Campus is at \$20/sq ft. which should include deep cleaning and other services but it does not and this is an additional cost to us. It was also challenging obtaining a key to our server room. He does not believe we are getting services we should be as a tenant.

Dawn Priddy confirmed Holton is our current auditor. Harsha Sekar asked about price. Rick Boos reassured him they are comparable.

Summer/Fall Operations Summary

Dennis Steele met with vendors and is getting historical information and contracts of East Campus. Dennis Steele is obtaining bids for services. Staff now has access including on weekends. We are looking to improve the appearance of the property – from snow removal bids, pavements, electrical to VCS signage.

Website Summary

Emily Van Luit gave an update of the VCS website status. Emily Van Luit will be updating the West Campus website and training staff to maintain it. She will be training both East Campus and West Campus staff. A decision was made that VCS will continue to work with it until we decide how to move forward. We will be working on online marketing which will include data collection – collecting data to determine who is hitting our website. This allows us to determine who our target audience is and looking at who is looking to enroll. All the data can be used with future websites.

John Cerny mentioned that Emily Van Luit will be training staff. The larger question was raised on whether we want to stay with this product and review what we can do and decide if we need a new website. Harsha Sekar asked if we need more staff to support this. Emily Van Luit stated we are making it work and it is better. Dennis Steele stated that we have so much in transition and eventually we will be able to step back and answer this question.

John Cerny asked about a survey on preferred communication at East Campus – email, text and website in order to improve engagement.

John Cerny introduced VCS Staff. He stated that wifi is completed on both campuses. Camera upgrades were completed on West Campus, increasing coverage from 9 to 16/20.

It was also expressed that administration has a possible calendar for 2020/2021 and it has the exact same number of days as this year.

John Cerny presented recommended board meeting dates and discussed challenges of some meetings in October and November. Karen Secor recommended we keep all meetings. Finance meetings were highlighted.

Enrollment and Registration for both campuses were listed.

P Staff Leadership

Terry Glenn and Angela Keedy presented updates.

The following items were discussed:

- Fully staffed.
- Nurse starts tomorrow. Fulltime nurse on West Campus

Staff Dress Code

Dress code document was discussed. The board and community discussed the changes in the policy.

Board is being asked if we want to approve the changes of the policy or pass the authority to the Executive Director and leadership.

Harsha Sekar suggested tabling the discussion and reach out to other networks and see what their policies are. John Cerny agrees to table this for the month and return in September with more research and have Bill weigh in as well. Terry Glenn asked to send out the communication that the board is going to be discussing this.

Q Community/Charter Relations

It was indicated the Charter Relations is to be included in each board meeting and we continue to meet conditions. We have complied with everything and no longer on the OAS radar. We have met with OAS and thanked everyone and continue to build those relations. It is a very positive relationship. The next meeting with Superintendent is on 08/28/2019. They mentioned properties they have to re-purpose. 15 schools or facilities were identified that they don't have a use for. There are 3 schools that are less than 2 miles away available.

FINANCE COMMITTEE

S Review of the July Check Register

T Review Monthly Financials and FY20 Budget

Rick Boos and Dawn Priday presented.

One month after our approval of July budget, we are moving in the right direction. There has not been a lot of activity in July. It was stated that VCS needs to get into the green for 3 months of unrestricted cash.

Balance Sheet Highlights

- Cash increased by 46K
- Liabilities were reduced from the same time last year.
- Income statement was presented.
- Beginning balance will continue to be updated as the audit finishes.
- We are getting Bond funding but it will have zero impact because of technical costs.

Expenditure Highlights

- Changes to bond and technical expenditures
- Salary numbers will be updated with next month's financials
- Higher FTE and higher student count results in higher costs
- Grants – health grant 60K reconciled and carried over
- All the grants are now listed on the financial report- no longer one line item
- Beginning balance is up by 209K.
- 380K change in fund balance

U Action Item: Approve the Issuance of Credit Cards to Certain Employees Executive Session

Motioned by Robert Fulton. Seconded by Karen Secor. The motion carried unanimously.

Hanosky Hernandez asked for the word document to be updated.

EXECUTIVE SESSION

V Enter into Executive Session to review Executive Director's Contract

Start Time 8:09PM

Motioned by Jack Robinson inviting Rick Boos. Seconded by Hanosky Hernandez. The motion carried unanimously.

End Time 8:17PM

Motioned by Jack Robinson. Seconded by Karen Secor. The motion carried unanimously.

ADJOURMENT

The next board meeting date was confirmed - September 26th 2019.

VCS Board Meeting End Time: 8:19PM

Motioned by Robert Fulton. Seconded by Victoria Palomo. The motion carried unanimously.