

**Vanguard Classical School (VCS)**  
**Board of Directors' Meeting**  
**September 29, 2019**  
**Beginning at 6:30 PM MT**  
**East Campus**  
**17101 East Ohio Dr., Aurora, CO 80017**  
**MINUTES**

**ATTENDANCE**

- A. Board Members: Danielle Tomwing, Jack Robinson (on the phone), Karen Secor, Victoria Palomo, Hanosky Hernandez
- B. Employees: Terry Glenn, Angela Keedy, Emily Van Luit, Dennis Steele
- C. Guest: Dawn Priday

**Call to Order/ Pledge of Allegiance/ Roll Call**

The meeting was called to order at 6:33 PM by Karen Secor, Interim Board President. The pledge of allegiance and roll call took place.

**PUBLIC COMMENTS**

East Campus Teacher (Ryan Moore) commented on board considering to compensate teachers for substituting.

**AGENDA APPROVAL**

A motion to approve agenda was made by Victoria Palomo and seconded by Hanosky Hernandez and the motion carried unanimously.

**ACTION/CONSENT ITEMS**

**Approval of August 22, 2019 Minutes**

A motion to approve the August 22, 2019 minutes was made by Hanosky Hernandez and second made by Victoria Palomo. The motion carried unanimously by attending board members.

**PRESIDENT' S REPORT**

Karen Secor thanked Harsha Sekar for his help in moving VCS forward as we disconnect our relationship with ACCO. She also thanked Danielle Tomwing to bring us up to speed and the work to prepare for meetings. She explained duty of care and duty of loyalty to the school that the board members signs up for.

**EXECUTIVE DIRECTOR' S REPORT**

**Education Success**

Emily Van Luit stated East Campus is 1% below from being performance school. We celebrate West Campus success.

She mentioned the Vanguard Give Day – schools went out and did volunteer in the community. 300 kids volunteered which included cleaning up parks.

Emily Van Luit outlined school performance in math testing, which is done 3 times a year and stated winter data will tell us growth.

### **Data Team Meetings**

Data metrics tells about our growth. These meetings are done weekly at East.

Terry Glenn represented West Campus. She stated that they focus on what they are doing well. EA attends the meetings and identify areas for improvement.

### **Operational Success**

Dawn Priday stated that the transition is going well and next Wednesday there is a meeting with ACCO on the lease.

Terry Glenn and Emily Van Luit expressed that the kids love the choices in the new food program.

### **Fall Operations**

Dennis Steele highlighted fall operations - snow removal is lined up and the issue at East campus are addressed. He stated most vendors are transitioned with a few small items left. Payroll transition is complete. Wi-Fi at West Campus is great. Wi-Fi performance has improved.

Terry Glenn mentioned that the cameras at West Campus is now an independent camera system. They had tutorials. More cameras were installed and they are happy with functioning cameras.

Terry Glenn also mentioned October 2<sup>nd</sup> is picture day and count day. Emily Van Luit expressed that new kids are being enrolled – 707 final count and 717 was projected.

### **Action Item: Approval of 2020/2021 VCS Calendar**

Motion to approve the 2020/2021 VCS Calendar was made by Hanosky Hernandez and seconded by Victoria Palomo. All board members voted unanimously.

### **Staff Dress Code**

Board openly discussed the topic of senior staff making decisions regarding staff dress code. It was clarified that if a decision was made to allow senior staff to determine staff dress code, the board will still need to approve the staff dress code policy, including the policies in regards to tattoos.

Hanosky Hernandez reviewed state law and he has concerns when staff decides what offensive vs what is not is. He believes that we would be more protected if we decide tattoos or no-tattoos. He expressed his concerns about employment discrimination.

Bill Bethke previously advised administration on verbiage for staff dress code. Emily Van Luit read the advised verbiage for staff code. Angela Keedy read the APS policy. Terry Glenn stated there was a variance between East and West campus regarding the visibility of tattoos.

Karen Secor explained that at the moment the board manages staff dress code. The board historically (before April), a previous board, was muddy on this issue. This board wants to be clear on the staff dress code. Terry Glenn asked if she can be liable. Hanosky Hernandez explained that she and anyone managing this decision can.

Karen Secor motioned to allow senior staff to define dress code for the staff. The motioned carried as follows:

Jack Robinson – Yes

Hanosky Hernandez – No

Danielle Tomwing – No

Victoria Palomo – Yes

Karen Secor – No

Motion was declined.

Karen Secor stated that all other Charter Schools don't allow tattoos to be visible.

Terry Glenn and Emily Van Luit requested for communication from the board regarding the staff dress codes.

Karen Secor crafted the communication to the staff and read it out loud to the administration and community.

### **Upcoming events**

Emily asked for Board to attend school events and listed a few.

East Campus Fall Festival

East and West Campus Trunk or Treat

East and West Campus Character Day

### **FINANCE COMMITTEE**

#### **Review Monthly Financials and FY20 Budget**

Dawn Priddy presented and outline benchmarks such as surplus will improve with more revenue.

#### *Balance Sheet Highlights*

- Cash is the biggest change – 489K
- Fund Balance – 1.4 mil

#### *Income Statement*

- Audit is complete
- Student count updated.
- Revenue dependent on student count changed

#### *Expenditure Highlights*

- Updated budgeted salary
- Added 124K for bond tax expenditure

#### *Summary*

708K Fund Balance projected. Numbers will change as the year progresses.

#### **Action Item: HVAC Bid**

Dennis Steele - Maintenance contract expired. Bids were sent out. MTEch current vendor was 5K cheaper. They have tremendous experience and their bid is inline with what they had last year.

Motion was made by Hanosky Hernandez, seconded by Victoria Palomo and carried unanimously.

#### **Action Item: Approve already budgeted item**

This is for recurring payments and for payments the board already approved, including normal operating expenses – copier, building maintenance.

Motion was made by Hanosky Hernandez, seconded by Victoria Palomo and carried unanimously.

**Action Item: Copier Lease**

Copier Costs are 8K a month. We have several different lease terms. The proposal would lead to savings.

Motion was made by Victoria Palomo, seconded by Hanosky Hernandez and carried unanimously.

**Action Item: Approve additional bank signer**

Motion was made by Hanosky Hernandez, seconded by Jack Robinson and carried unanimously.

**ADJOURNMENT**

The next board meeting date was confirmed -.October 29<sup>th</sup> at the West campus

**VCS Board Meeting End Time: 7:44 PM**

Motioned by Hanosky Hernandez, seconded by Victoria Palomo. The motion carried unanimously.