

**Vanguard Classical School  
Board of Directors Meeting  
May 19, 2022  
Call to order 6:32pm MT  
Virtual Meeting  
MINUTES**

**Call to order/Pledge of Allegiance/Roll Call:**

- The meeting was called to order at 6:32 pm by the board chair, Director Tomwing.
- The pledge of allegiance and roll call took place.
- Attendees included:
  - Board Members: Danielle Tomwing, Aaron Baer, Kat Ling, Karen Secor
  - Employees: John Cerny, Keria McCafferty, Nathan Bryant, Sarah Prado, Tam Smith, Dennis Steele
  - Guests: Dawn Priday

**Approval of Agenda (6:33pm)**

A motion to amend the agenda, adding the following items:

- Approval for request of proposal for search for executive director
- Approval for purchase orders for Summit Cleaning Services

was made by Director Secor, and seconded by Director Ling. The motion was carried unanimously.

**Consent Items (6:34pm)**

Approval of Minutes

- a. April 21,2022

A motion to approve the minutes was made by Director Baer and seconded by Director Ling. The motion was carried unanimously.

**Action Item (6:36pm)**

- a. Approve purchase orders for Summit Cleaning Services for West Campus and East Campus; including summer deep clean

A motion to approve the purchase orders for Summit Cleaning Services for West Campus and East Campus was made by Director Secor and seconded by Director Ling. The motion was carried unanimously.

**Presidents Report**

President Tomwing discussed inclusive and unconscious bias training for the board, staff and teachers; possibly at the board retreat or strategic planning session.

It was also discussed hosting one in-person board meeting each year and President Tomwing stated that the 4 day school week communication was sent out to the school community.

**Executive Directors' Report (6:45pm)**

Jay Cerny confirmed that a flyer was sent out detailing the 4 day school week plan; including plans for Monday care:

- For many families it will be free
- The rate will be nominal
- There will be discounts for siblings

He also stated that we are changing the vendor that provides before and after school care

Jay Cerny covered the following topics:

- Staff Leadership
  - Emily Van Luit's final board meeting after 6 years with VCS
  - Introduced the new East Campus principal - Tam Smith
  - Introduced new marketing personnel - Alisa Stoffen
  - Introduced new West Campus Assistant Principal and Dean - Morgan King
  - Also mentioned Kartie G will be the new East Campus instructional coach.
  - Shawn B will be the secondary instructional coach.
  - There will be a new VCS East Campus Dean
  - Nathan Bryant is the Technical Director
  - Dennis Steele is the Business and Operations Director
- Leadership Retreat
  - To be hosted on June 2nd or June 3rd; including both current leadership and new leaders
- Graduation VCS East May 21, 2022 @12pm
- Continuation VCS East May 24, 2022 @6:00pm
- Continuation VCS West May 25, 2022 @5:30pm

**Action Item: Request for Proposal for the Executive Director Position (6:54pm)**

Motioned by Director Ling and seconded by Director Secor.

**Finance Committee (6:56pm)**

- The board had no questions concerning the April check register.
- April Financial Statement
  - Unrestricted cash over 5 months
  - Surplus % of expenditures; better this month
  - Debt Coverage Ratio over the minimum 1:1
  - Projections for end of the year remain consistent
- Audit Engagement Letter
  - Audit fee of \$8,150
- Action Item: Approval of School Year 21-22 Audit Resolution
  - A motion to approve school year 21-22 audit resolution was made by Director Secor and seconded by Director Ling. The motion was carried unanimously.

**No Public Comment**

Thank you Aaron. Congrats to Jericho on graduation

**Introduction of VCS parent Board - Natalie Doxey**

- Ms. Doxey has been both a West and East Campus Parent
- She has been with the school for 11 years.

**Approval of new VCS East Parent Natalie Doxey (7:04pm)**

A motion to approve the new VCS East Parent Director was made by Director Baer and seconded by Director Ling. The motion was carried unanimously.

**Adjournment (7:06pm)**

- A motion to adjourn was made by Director Ling and seconded by Director Baer. The motion was carried unanimously