Vanguard Classical School
Board of Directors Meeting
November 18, 2021
Call to order 6:31pm MT
Virtual
MINUTES

Call to order, Pledge of Allegiance, & Roll Call

- The meeting was called to order at 6:30 pm by the board chair, Danielle Tomwing.
- The pledge of allegiance and roll call took place.
- Attendees Included:
  - Board Members: Danielle Tomwing, Dan Jorgensen, Karen Secor, Aaron Baer,
  - Employees: John Cerny, Keria McCafferty, Emily van Luit, Sarah Prado, Dennis Steele, Nathan Bryant
  - Guest: Dawn Priday

Approval of Agenda (6:32pm)

- The agenda was approved unanimously. A motion to approve the amended agenda was made by Director Secor and seconded by Director Baer.

Action consent Items (6:33pm)

- The September 23, 2021 minutes were approved unanimously with the motion to approve made by Director Baer and seconded by Director Secor.

Presidents Report (6:33pm)

- Board President Tomwing wanted to acknowledge that COVID testing is now available on campus. Also, vaccine now available for elementary students. She expects more information to be coming.
- She acknowledged the work that is going on to build the sense of community. Encouraged parents to reach out to teachers to see what can do to help and continue with the readjustment.
- It was a good first quarter, thanks again to all teachers and administrators at Vanguard and the efforts to help students thrive.

Executive Directors' Report (6:37pm)

Jay Cerny and staff provided several updates regarding Vanguard Classical School.

  - Enrollment was only down 19 students on count date, very pleased with those numbers.
    - 773 for West and 341 for West

- New guidelines form tri county health. Really looking at inconsistent mask use and more stringent quarantine standards for students. Vanguard has had some quarantines but still rare. We're doing a good job keeping parents informed and keeping everyone safe.
- Researching the salaries and potential bonuses of staff. We will be talking about it more in December. Also, the district in January asked for revised financials on the 25th of the month. So, need to move our board meeting back to the 20th from 27th.
- Karen has helped with potential board member to fill a 6th slot, but we still need someone to fill a seventh slot.
- First SAC meeting of the year and combined east and west campuses, around 12-13 participants. Danielle will be the board member representative.
- Covid testing sites now at each campus. Also, working to become a vaccination site.
  - Dec. 15 & Jan. 5 at East
  - Dec. 16 & Jan 6 at West

Finance Committee (6:47pm)

- Dawn provided a check register update for September and October. The check register was presented and there were no questions from board members.
- The dashboard looks like past months. Made some adjustments to expenditures and revenues. In the past they would match on dashboard page. Now have the grants removed as it provides a truer picture of where we're really at. This month a bit of change, unrestricted cash increased due to lower general fund expenditures (i.e., resulting from grant dollars).
- For October still doing very well with over four months of unrestricted cash. Other indicators all look strong. No questions from board members.
- Action item (audit report): Vanguard received a clean audit, no findings of significance. Last page of the provided audit is a synopsis of revenues, budget, actuals. No audit adjustments and no comments from auditors. The auditors also provided an internal control letter, said no deficiencies in internal control were identified that were considered a material weakness. The final letter, the management letter, discusses the responsibilities of the auditor and management while listing audit findings. There were none listed.
- Resolutions, approve of financial audit, presented by Director Secor and seconded by Dan Jorgensen, approved unanimously.

Next meeting December 9th at east campus

Concluded (6:59pm)

- A motion to adjourn the formal meeting was made by Director Baer and Seconded by Director Jorgensen. The action was approved unanimously.