

Vanguard Classical School (VCS)  
Board of Directors' Meeting

Thursday, April 26, 2018

4:30 PM

ACCO Board Room

MINUTES

Attendance

Board Members: Sherry Eastlund, Judy Ham, Souja Herrera, Chris Jensen, Lisa Sagaser

Staff: Syed Ahmed, Peggy Downs, Angela Keedy, Jennifer Pictzmeier, Chip Weir, Ph.D, Judy Trimble, Wendy Delesha

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 4:30 PM by Board Chair, Judith Ham.

The pledge of allegiance and roll call took place.

AGENDA APPROVAL

A motion to approve the April 26, 2018 Agenda was made by Lisa Sagaser and seconded by Chris Jensen. Board members Sherry Eastlund, Souja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

MEETING MINUTES

VCS Board Meeting Minutes for March 22, 2018 were reviewed, and a motion to approve them with the amendment to add all SPED staff names in the recognition section was made by Chris Jensen and seconded by Lisa Sagaser. Board members Sherry Eastlund, Souja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

HONORS AND RECOGNITION

West

Robin Hawkins, former educational assistant to 4th grade, for stepping up and taking over as teacher on record for a 4th grade class for the remainder of this school year.

Talent Show Committee for their amazing job in organizing, planning, and supervising our school talent show where our talented students performed for the community and school in April:

David Balestrini, Alysa Heilmann, Marybeth Dietrick, Marisa Jordan, Savannah Laura, Tanya Novak, Bree Pickelsimer, Laincy Volk, Joe Linscott, Sarah Prado, Courtney Hunt, Madeline Olson, Amy Sullenberger

Thanks to the amazing job of Keria McCafferty, Assistant Principal and School Assessment Coordinator, all of CMAS for West is completed early for Grades 3-8.

East

Ryan Seaman (3rd grade EA), Sheryl Israel (4th grade EA), and Jennie Sinclair (5th grade EA) are recognized for helping us wrap up CMAS make-ups. Though a lot of people contributed to this, they were the only staff members who proctored testing every day for two weeks.

Secondary: This month's Staff Awards go to Mr. Tyler Peel (Secondary English) and Mr. Landon Hedrick (Secondary History). Mr. Peel is coordinating the 8th Grade Capstone Project and presentations. Mr. Hedrick has taught the Senior Thesis class and is coordinating the senior Thesis Presentations.

BOARD PRESIDENT REPORT

Judy Ham reported that we received an agreement from APS to extend the contract and asked that we return it within 2 weeks; however, they notified us that, if we waited 2 weeks, it would be extended into June. We made revisions and returned it to them in 1 week and are waiting to get it back.

### BOARD PRESIDENT REPORT (con't)

**Waivers:** We are reviewing and updating our Human Resources and Financial Waivers to make sure that East and West waivers are consistently the same. We will get them back to APS, when we get their signed contract back.

Wendy Delesha, ACCO Executive Assistant was introduced. She will be helping in numerous supporting capacities; she will also be available to Angie Keedy, as needed.

Sherry Eastlund notified the VCS Board that she will need to resign as a member of the board after the June VCS Board Meeting.

Judy emphasized that it was each Board members' responsibility to make sure all board members receive any e-mails or correspondence from the public, when received.

We are excited about next year and Chip Weir is here to share the results of the 141 parent surveys, which were returned.

Judy Ham reminded Board Members of the upcoming Work Session scheduled for Thursday, May 10, 2018 from 4:30 Pm to 6:00 PM in the ACCO Board Room at the West Campus, at which our charter school lawyer and the leader of the League of Charter Schools will be our guests and will advise us on some of the changes we are considering.

### FINANCIAL REPORT

Syed Ahmed announced that the Finance Committee met and reviewed March Financials for East and West, which are available on Charter Tools. Revenues and expenses are within budget and expected to be positive at EOY. The FYE 2019 Budget is due the middle of May, and we are getting the numbers together. Discussed were recommendations for 2018-2019 salary guidelines. There were concerns about the approval being too late to notify newly hired teachers, so the current salary ranges will be provided until approval. There is also solid support for increases to staff salaries, though it is effected by our enrollment and PPOR increases.

### DIRECTORS' REPORTS

#### Graduation Requirements

Pre-distributed, revised graduation requirements were reviewed by Directors. Revisions were made to increase student and parent access to graduation requirements and to improve retention of graduates. VCS will be changing the order of some courses: Mathematics, Science, History, Philosophy and Chemistry. Also, students with intellectual disabilities will qualify for diplomas, as long as they meet certain qualifications. They need to have a diagnosis, extended outcomes and be listed on the alternative assessment. There are very few of these students; estimation is about 2% of the student population.

After extensive discussion, a motion was made to approve the changes in the graduation requirements/guidelines as set forth and presented to the board by the Directors on March 22, 2018 for consideration. The motion was made by Chris Jensen, seconded by Sonja Herrera. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Graduation is May 19, 2018 at 10:00 AM for East and 8<sup>th</sup> Grade Continuation on May 23, 2018 at 6:00 PM for both West & East.

The number of graduates at schools is currently 11-12.

### **Succession Planning**

A Succession Plan for Director and Principal positions were recommended by the District. After research, Peggy Downs drafted a plan, which was presented, and she commented that she felt it is a good document for VCS to have in place. Should succession occur, Directors and Principals will be responsible for covering duties until positions are filled. After some discussion, it was agreed to review and consider the plan at a future meeting.

### **OLD BUSINESS**

**Student Data Privacy Policy** The student data privacy policy was approved by the Board in January.... At that time, all options for the VCS Grievance policy with recommendations from lawyers were presented and discussed. It was determined that only one requirement was omitted from the current VCS Grievance Policy and Chris Jensen recommended that it be added to the current policy.

A motion was made by Chris Jensen and seconded by Lisa Sagaser to add the missing requirement to the current VCS Grievance Policy and approve it, as revised. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

**Email Protocol:** Lisa expressed concern that this process has not yet been confirmed.

**Conflict of Interest:** Lisa requested disclosure for all Board Member's Conflict of Interest.

**Service Contract:** Lisa proposed an RFP for bids on the service contract, which she brought to the meeting. The director of VCS operations reviewed and approved an RFP, and Lisa made a motion to start getting 3 bids for the service contract: one from ACCO, one from an outside source and one from internal staff with a timeline of May 21 to have the bids reviewed by the Board.

Judy Ham wants to have a discussion with the Board, and Chris Jensen wanted a couple days to review the RFP. The motion was made by Lisa Sagaser and seconded by Sonja Herrera to begin the process. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

### **Contract Renewal Update**

Changes were submitted to APS on Monday, April 23, 2018.

### **Updates from Chair Committee Board Members**

Judy Ham requested reports from the Board Member Chairs of the following Committees:

**Advisory Committee, Sonja Herrera:** This committee is in process.

**Nominating Committee, Lisa Sagaser:** Presented a proposal for clarifying VCS elections, as a first step in revising the VCS election process. She was thanked for all her work on this process. In addition, she described the responsibilities of the Election Committee, presented a draft of a VCS parent and community letter, designed a proposed timeline, and drafted a Board candidate initial information application.

**Note:** The election process will be discussed with our lawyer at our upcoming Board Work Session on Thursday, May 10, 2018, as it also involves changing the VCS by-laws.

**Task Force on Inclusion, Lisa Sagaser & Chris Jensen:** Currently the committee is researching trends in the District-- how many IEP's have been here, how many have left, etc. She said the committee may meet within the next month.

### **NEW BUSINESS**

## **Parent Survey Report**

An Executive Summary of the Parent Survey Results was presented by Dr. Chip Weir, and he will explain the data analysis in more depth on the May 10<sup>th</sup> Board Work Session.

## **PUBLIC COMMENT**

Public comment from guests included compensation for teachers covering other classes, the election process, parent survey, service contract, public comment, and having minutes translated to Spanish.

## **Next Meeting**

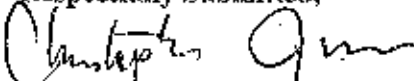
Work Session: May 10, 2018

Regular Board Meeting: Monday, May 21

## **ADJOURNMENT**

All business being concluded, a motion to adjourn the Board Meeting at 6:35 PM was made by Lisa Sagaser and seconded by Chris Jensen. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Respectfully Submitted,



Chris Jensen, Secretary