

Vanguard Classical School (VCS)  
Board of Directors' Meeting

Tuesday, July 24, 2018

3:00 PM

East Campus – Media Room

MINUTES

ATTENDANCE

Board Members: Judy Ham, Sonja Herrera, Chris Jensen and Lisa Sagaser  
Staff: Syed Ahmed, Wendy Defesha, Jennifer Peitzmeier and Dana Neal  
Staff via Phone-Conference: Angie Keedy, Terry Glen and Emily Van Luit  
Guest: Bill Bethke – Legal Counsel

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 3:04 PM by Board Chair, Judith Ham.  
The pledge of allegiance and roll call took place.

AGENDA APPROVAL

A motion to approve the July 24, 2018 Agenda was made by Lisa Sagaser and seconded by Chris Jensen. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

MEETING MINUTES

VCS Board Meeting Minutes from June 21, 2018 were reviewed and a motion to approve them was made by Lisa Sagaser and seconded by Chris Jensen. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

HONORS AND RECOGNITION - NA

BOARD PRESIDENT REPORT

The Board Chair announced Jack Robinson is the new Board Member who was appointed by the ACCO Board representing the disability community.

Superintendent Rico Munn and his leadership team are scheduled to visit VCS at the October 25<sup>th</sup> Board Meeting (per email request from Mr Munn's office on June 19, 2018)

The Board Chair reported the Interim Director and Principals were at a conference in Breckenridge.

The Board Chair stated the Service Contract and Leases need to be extended for 1 year with the Renewal; there are no changes in the costs for either the lease or service contract. The Board Chair asked that someone make a motion to approve an extended Service Contract and Leases because she and Chris Jensen recused themselves. Lisa Sagaser shared she would like the contract to be more transparent, and Bill Bethke stated he didn't see or have any concerns regarding the contract. Bill Bethke will prepare the extended lease and service contract agreements. Syed stated the auditors will want the lease and service contract be extended for 1 year longer without any cost increases.

Lease extension for 1 year at status quo price/terms for 2018-2019 moved by Lisa and seconded by Sonja Herrera. Board members Sonja Herrera and Lisa Sagaser voted "Aye", and the motion carried unanimously. Judy Ham and Chris Jensen recused themselves.

Conditional Approval of the Service Contract for 2 months (July 1 through August 31) – Lisa Sagaser read a prepared motion from legal counsel Bill Bethke and moved to approve the extended service contract and Sonja Herrera seconded. Board members Sonja Herrera and Lisa Sagaser voted "Aye", and the motion carried unanimously. The Board Chair and Chris Jensen recused themselves.

#### FINANCIAL REPORT

Syed Ahmed discussed the preliminary number on the budget and they look solid. Syed shared that APS is doing its reconciliation July 31<sup>st</sup> and that VCS will get less credit for SPED; the reason is that VCS SPED staff was less this year. Syed shared that the New Mill Levy funds were incorrect and said that the New funds will be \$444,000 for both sites (this was not reflected in the 18-19 preliminary budget but will show in the August Financials). IT Bond Funds are spent on just IT needs. Chris Jensen is to supply a list next month of what the IT Funds were used for last year. No Finance Committee meeting in July and will schedule for August.

#### DIRECTORS' REPORTS

Angie Keedy reported that she and her team attended a conference regarding evaluation workshop; Angie Keedy was at New Superintendent & Colorado Association of School Executive training.

Angie Keedy presented the Staff Manual & Employment Policies, VCS Parent/Student Handbook and the new Student Fee Schedule.

1. VCS Parent/Student Handbook-  
Terry and Emily worked diligently on this and there were very few changes.
2. Staff Manual & Employment Policies-  
A discussion took place regarding combining the staff manual and employee policies or to keep them separate. The decision was made to keep them separate. Discussion revolved around the Staff Manual and Policies. VP, Dana Neal, shared the corrections/updates on the HR policies.

Sonja Herrera moved to approve the Staff Manual & Employment Policies (with 2 changes regarding bereavement and dress code) and Lisa Sagaser seconded. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

3. School Fee Schedule-a few changes to the Locker Fee and Sports Fee (sports fee was lowered)  
A recommended change to the School Fee Schedule was discussed, and it was decided that the Locker Fee would be refundable to Seniors if the lockers were in good condition; other grades of returning students would get a credit for this fee.

Lisa Sagaser moved to approve the fee schedule (with 1 change for the Locker Fee) and Chris Jensen seconded. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Angie Keedy will submit the Title 1 Grant details to the Board at the next meeting.

## OLD BUSINESS

A motion was made to move the Admin Review from Executive Session to Old Business discussion; this was moved by Chris Jensen and seconded by Lisa Sagaser. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously. It was discussed that the Interim ED would be evaluated on the School Evaluation Reports.

Inclusion Task Force Update – Chris gave an update on the Inclusion Task Force Training, and read the Inclusion Mission Statement. The goal is to increase the number of SPED teachers and add coaches/co-teachers.

Election Committee Update – Lisa Sagaser shared the Election Committee met July 12 and that they had 4 candidates. August 14 is the next meeting, and Ballots will be out at Back-to-School night on August 28.

Advisory Committee Update – Sonja Herrera discussed that she would like to wait until school is back in session to start thinking how to build the Advisory Board.

Executive Director Search/Job Description Update – Working with the League of Charter Schools. Terry and Emily are to meet with Trina to cover candidate screening and interview questions. Angie wanted the timeline for hiring someone, and discussion involved finding an upper level Interim Principal. Additional conversation will take place regarding Angie currently being in both positions. For the next couple months, evaluation of Angie will be held against the Interim Audit Reviews.

Judy Ham shared information about VCS Service Contract Internal Survey that has been prepared and sent to Ben at the League for feedback. There are two surveys; one for ACCO and one for VCS key people to participate – services provided and services received. Lisa Sagaser recommended action plans for survey results. It was discussed that Service Contract issues need to follow a protocol process.

Adopt District Waiver Policies – Jennifer Peitzmeier presented policy waivers to be approved and led a discussion about them. Chris Jensen made a motion and was seconded by Lisa Sagaser. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Jennifer Peitzmeier also discussed Insurance Coverage and will present to the Board at the August 30<sup>th</sup> meeting.

## NEW BUSINESS

Student Fees, Parent/Student Handbook and Employee Handbook/Staff Manual discussion above under Director's Report. The Board discussed information on recommended items for Board training: Charter Tools, Data Understanding and Framework Reviews.

The Board Members talked about if they wanted to have a Work Session to take care of left over items to discuss the processes of public comment/emails and written correspondence. Perhaps Bill Bethke could assist in framing the processes for these. Sonja Herrera suggested we have a Work Session to re-cap Governance Training items, specifically communication.

**EXECUTIVE SESSION**

A motion was made to move into Executive Session at 4:46 PM. Chris Jensen moved and Lisa Sagaser seconded. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

A motion to exit Executive Session was made at 5:21 PM. Sonja Herrera moved and Lisa Sagaser seconded. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

**PUBLIC COMMENT**

Public Correspondence was received—Discussion about the use of Technology in the classroom was discussed. Public Comment was shared around public comments being published with minutes, policy for supervisors to be allowed to write references, public comment response processes, new Board Member process and ED search status. There was also discussion of the Service Contract, Strategic Plan, Upcoming Elections and a Matters of Concern (which was from a student's grandmother).

**Next Meeting**

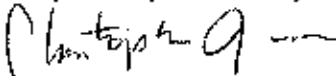
Work Session: Thursday, August 9, 2018 – East Campus

Regular Board Meeting: Thursday, August 30, 2018 – East Campus

**ADJOURNMENT**

All business being concluded, a motion to adjourn the Board Meeting at 6:12 PM was made by Sonja Herrera and seconded by Lisa Sagaser. Board members Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Respectfully Submitted,



Chris Jensen, Secretary