

Vanguard Classical School (VCS)
Board of Directors' Meeting
June 11, 2019
Beginning at 6:30 PM MT
West Campus
801 Yosemite St, Denver CO 80230
MINUTES

ATTENDANCE

- A. Board Members: Danielle Tomwing, Robert Fulton, Harsha Sekar, Karen Secor and Hans Hernandez
- B. Employees: Jay Cerny
- C. Guest: Rick Boos and Dawn Friday and Brad Miller

Call to Order/ Pledge of Allegiance/ Roll Call

The meeting was called to order at 6:29 P.M. by Board President Harsha Sekar. The pledge of allegiance and roll call took place.

The newest board member Hans Hernandez was introduced to the community.

PUBLIC COMMENTS

VCS West Volunteer Committee wants a PayPal account. This was referred to Jay Cerny.

AGENDA APPROVAL

A motion to approve agenda was made by Karen Secor and seconded by Danielle Tomwing and the motion carried unanimously.

ACTION/CONSENT ITEMS

A motion to approve the May 23, 2019 minutes was made by Robert Fulton and seconded by Danielle Tomwing. All Board members voted "Aye" unanimously, excluding Hans Hernandez who was not on the board at the May Board Meeting.

PRESIDENT'S REPORT

n/a

EXECUTIVE DIRECTOR' S REPORT

n/a

COMMITTEE REPORTS

Finance Committee

Action item: Outsource IT services. Aurora Pub School. Three bidders were considered. Simply Tech will charge \$3500 per month for IT service, oversight and onsite technical support- one year contract with an option to separate early if needed. Approve the proposal for the year contingent upon board review of actual contract. Robert Fulton moves to approve the proposal and Hans Hernandez seconds and the motion carried unanimously.

Robert Fulton notes; we are investing 106k per year for technical support. With 1100 students over 100 staff members the ask goes to Rick Boos is this reasonable investment. Rick Boos responded with yes and that other similar and smaller schools have larger tech budget.

Action item: Decline to renew ACCO support services contract.

Rick Boos states all services appear to be a wash, but we are unclear as to the actual cost. Robert Fulton expresses concern about school security. Robert Fulton is unwilling to approve nonrenewal for ACCO without a security plan. Robert Fulton willing to approve contingent upon written security plan. VCS Administration states that written policies and procedures are in place. VCS Administration indicates and showed Robert Fulton the security plan. The other item for discussion is who is responsible for badges and security cameras etc.

A motion to approve non-renewal ACCO support services contract was made by Karen Secor and seconded by Danielle Tomwing and all other board members approved with the exception of Robert Fulton. Robert Fulton voted "no".

Action item: Approve Parent/Student Handbook for upcoming school year 2019 to 2020

Robert Fulton asked who controls writing of parent student handbook. It was stated this is a process document rather than a policy document. Jay Cerny stated it is written by senior leadership team and aligned with best practices. VCS Administration listed some of the changes - dress code changes were put in place, changes to late work policy for grade 6 to 12 to implement penalties for late work and Kindergarten has letter grades now. We have a Governance committee now headed by Karen Secor – Committee should review the Parent/Student Handbook.

Karen Secor reminded everyone about duty of Loyalty – must be loyal to school overall rather than what is best for one's individual children- as well as Duty of Care – must read the packets completely PRIOR to meetings to be aware of all items so that they can be discussed properly.

Robert Fulton, head of Finance committee expresses worry about unknowns in financials.

It was noted that the May check register was not in the packet so approval for May and June will happen at July board meeting.

Action item: Revised 2019 Year End Budget

Rick Boos presented dashboard indicators, highlighting fund balance is still too low. Rick Boos presented end of May financials and comparison to prior year and full year projections. Now projecting \$43K in the black for the full year.

Rick Boos explained board role in financial oversight.

Robert Fulton moves; Karen Secor seconded – all approve revised budget for year ending 2019.

Action item: Approve 2020 Budget

Rick Boos presents budgeted student counts for 2019 – 2020. Rick Boos rolls the student count in and presents full year budget for the upcoming year. 4.2% in PPR. Mill levy funding is also based per student and is an increase. Projections go to year end 2024. Bond funding goes awa. Grant funding is stable. Salaries and benefits improvement accrues to changes in staff levels based on actual student levels. Health benefits increase approx. 10%. PERA increases as well by 2.5%. Facility projections – 200k for all activities to improve facilities.

Rick Boos summarizes total revenue and expenses for upcoming year as well as increase in fund balance projected. Net is 6%. Which yields \$1.8million. State of Colorado says 3% for TABOR reserve and 15% for overall reserve – so 18% state guideline. Average 8% salary increase incorporated for teachers overall.

Robert Fulton moves; Karen Secor seconds – all approve revised budget for year ending 2020.

Action item: Approve Boos Services Contract for upcoming fiscal year ending 2020.

It was stated CFO, HR, Payroll and other services included- staff training etc.. Harsha Sekar provides ringing endorsement.

Robert Fulton moves in favor. Karen Secor seconds – the motion carried unanimously.

Harsha Sekar summarized the lease negotiations – Vanguard can purchase East campus in 3 years.

EXECUTIVE SESSION

At 7:51 PM a motion was made by Danielle Tomwing to enter into Executive Session under Real Estate Lease C.R.S 24.6.402 (4)(a), inviting Jay Cerny, Dawn Priday, Rick Boos and Brad Miller. Robert Fulton seconded the motion and it was carried unanimously.

At 8:36 PM a motion was made to exit Executive Session by Danielle Tomwing and seconded by Robert Fulton and it was carried unanimously.

ADJOURNMENT

Karen Secor motioned to adjourn the meeting at 8:38 PM, seconded by Hans Hernandez and carried unanimously.