

Vanguard Classical School (VCS)
Board of Directors' Meeting
July 23, 2020
Beginning at 6:30 PM MT
Virtual
MINUTES

ATTENDANCE

- A. Board Members:
 - a. Danielle Tomwing
 - b. Karen Secor
 - c. Harsha Sekar
 - d. Hanosky Hernandez
 - e. Victoria Palomo
 - f. Jack Robinson

- B. Employees: John Cerny, Keria McCafferty, Emily Van Luit, Dennis Steele, Nathan Bryant, Elisha Davis

- C. Guest: Dawn Priday

Call to Order/ Pledge of Allegiance/ Roll Call

The meeting was called to order at 6:32 by Karen Secor. The pledge of allegiance and roll call took place.

AGENDA APPROVAL

A motion to amend agenda was made by Karen Secor to include Executive Session seconded by Hanosky Hernandez and the motion carried unanimously.

ACTION/CONSENT ITEMS

Approval of June 11, 2020 Minutes

A motion to approve the June 11, 2020 minutes was made by Karen Secor and seconded by Hanosky Hernandez. The motion carried unanimously.

Approval of June 23, 2020 Minutes

A motion to approve the June 23, 2020 minutes was made by Karen Secor and seconded by Hanosky Hernandez. The motion carried unanimously.

ACTION ITEMS

Approval of Changes to the Articles of Incorporation

Motioned by Karen Secor

Seconded by Hanosky Hernandez

The motion carried unanimously.

Approval of several Purchase Order for deep cleaning supplies and services, masks and

curriculum material

Dennis Steele reviewed each PO item listed in the attached summary.

Emily Van Luit and Keria McCafferty reviewed Curriculum PO items

Karen Secor asked for total investment. It summed to 476,104.37

All items in red was itemized in the budget. The other items were included in the COVID budget.

Motioned by Karen Secor

Seconded by Jack Robinson

The motion carried unanimously.

PRESIDENT'S REPORT

Harsha Sekar

He has been up-to-date with the rapid changing developments in regard to COVID. He has been chatting with John Cerny frequently. He keeps on top of the updates and appreciates everyone's effort. We have optimistic news about his renewal. He has targeted a particular person to join the board. He mentioned we have a lot to look forward to. He attended the High School graduation and feels privileged to be part of it. He has communicated with the board about moving to less frequent meetings. He is committed to keeping the meetings timely. Finally, we continue to make progress on the bond front and as we move forward with attempting to purchase the East Campus. We continue to negotiate with ACCO.

EXECUTIVE DIRECTORS REPORT

Educational Success - Discussion of 2020-21 in person re-entry

Presented by John Cerny

John Cerny thanked Wendy Holtz and Emily Van Luit for a phenomenal job on the graduation. Each graduate and their families were in their own tent.

John Cerny expressed his excitement about the charter renewal process. One other charter school did not get renewed and we have taken on some of their students. West Campus enrollment is looking better.

John Cerny reviewed the plans – hybrid etc. Plans were created by JeffCo superintendent.

We published our plan with either fully remote or in person – 25 at West Campus and 60 at East Campus. DPS and JeffCo announced moving to a fully remote. We are prepared for anything. We continue to be agile. We have spent a lot of time on fully remote and in-person. We have planned to pivot. There are several policies being put in place. We have the right people to make the answers more apparent and are waiting on CDC updates. We will be doing cohorts. We will not be doing any clubs or after school programs. There is tremendous equipment throughout the campuses. We are obtaining touchless screening. We are living and breathing and sleeping this. We are doing everything we can. We are making every single safety change and safety is #1, 2 and 3.

We made changes to the curriculum such as our move to Saxon Math which is more familiar to parents. We are limiting touch to lowering transmission. We had a townhall for our staff and will likely have one for our parents.

The district has 13 scenarios about teachers, child and families having COVID. We reviewed these scenarios.

John Cerny expressed how truly grateful he is to his staff and administration.

COMMENTS FROM THE COMMUNITY

Emily read out the comments from the Community. John Cerny will respond in a townhall with the parents.

FINANCE COMMITTEE

June 2020 Check Register

Karen Secor asked if we are caught up with our vendors. Dawn Priday responded that we are.

June Financial Statements

June financials are preliminary. Auditors come on Aug 10.

Dashboard

Mths unrestricted cash went down slightly because of COVID expenses for example

Balance Sheet

- 3.9 mil in total assets.
- Liabilities 769K
- We had a deferred revenue
- 3.1 mil in Fund Balance. Increase in 1.8 mil

Income Statement

- Total Revenue 14.4 mil. Over what we anticipated. Primarily COVID relief money. Out PPR went up as well

Expenditures

- 6.9 mil in Salary and Benefits.
- COVID grant expense 388K

Summary

- Projected Salary – about 50% rev is spent on salaries and benefits. This is standard. Once enrollment is up the % will go down.
- 14 mil total revenue
- End of Year Fund Bal 3.1 mil

We did not have to cut any salaries. We saved some money from being closed but this will allow us to be operational next year and the year after.

Action Items: Approve the Issuance of Credit Cards to Certain Employees

Motioned by Danielle Tomwing

Seconded by Victoria Palomo

The motion carried unanimously.

Action Items: Approve Waiver of Check Limit Policy for Certain Recurring & Non-recurring items

Motioned by: n/a

Seconded by: n/a

The motion was **not** carried.

Karen Secor expressed her concern about the board shelving their responsibility about oversight. Harsha Sekar suggested having a delegate. Karen Secor volunteered to be that delegate.

Excel energy was added to this item. Dawn Priday will bring this back to next month's approval. Being tabled for next month.

Action Item: Appoint Karen Secor as the acting Treasurer

Motioned by Hanosky Hernandez

Seconded by Victoria Palomo

Executive Session (§24-6-402(4)(a), C.R.S.) – regarding Employee Personnel.

Attendance: The VCS Board, John Cerny, Dawn Priday.

Start Time: 7:32 PM

Motioned by Karen Secor

Seconded by Hanosky Hernandez

The motion was carried unanimously.

End Time: 7:44 PM

Motioned by Victoria Palomo

Seconded by Karen Secor

The motion was carried unanimously.

ADJOURNMENT

VCS Board Meeting End Time: 7:47 PM

Motioned by Victoria Palomo

Seconded by Hanosky Hernandez

The motion carried unanimously by the board members.

Next Board Meeting confirmed - August 27th, 2020