

**Vanguard Classical School (VCS)**  
**Board of Directors' Meeting**  
**Jul 18, 2019**  
**Beginning at 6:30 PM MT**  
**East Campus**  
**17101 E. Ohio Dr. Denver, CO 80012**  
**MINUTES**

**ATTENDANCE**

- A. Board Members: Danielle Tomwing, Robert Fulton, Jack Robinson ,Harsha Sekar, Karen Secor and Hans Hernandez
- B. Employees: John Cerny
- C. Guest: Rick Boos and Dawn Priday

**Call to Order/ Pledge of Allegiance/ Roll Call**

The meeting was called to order at 6:32 P.M. by Board President Harsha Sekar.

The pledge of allegiance and roll call took place.

**PUBLIC COMMENTS**

A parent of the school community asked to revise the bylaws for teacher representative on the board.

**AGENDA APPROVAL**

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

**ACTION/CONSENT ITEMS**

A motion to approve the June 11, 2019 minutes was made by Robert Fulton and seconded by Hans Hernandez. All Board members voted "Aye" unanimously, excluding Jack Robinson who was absent at the June Board Meeting.

**ACTION ITEMS**

**G Action Item: Approval of Contracts**

John Cerny listed all operational costs such as cleaning, curriculum costs – training, technology – cameras and Chrome Book carts. He stated each cost was bidded on. Items > \$5000 require bids. There were 3 bids for each item. Karen Secor asked if Robert Fulton was aware of the costs. Robert Fulton stated he was made aware and these items are all within the budget. Rick Boos mentioned that going forward these costs will be itemized and more transparent for the board. A motion to approve contracts was made by Robert Fulton and seconded by Karen Secor. All Board members voted "Aye" unanimously.

**PRESIDENT' S REPORT**

**H Review of Charter Renewal Items**

Harsha Sekar welcomed Dennis Steele – Operations Manager. In regards to OAS condition tracker, Harsha Sekar expressed we are doing really well. Mr. John Cerny got the district (APS) to reduce the training module to 11 modules from 30 modules. Hans mentioned he would have his modules completed by the next Board Meeting. Harsha Sekar stated that we have developed a very good relationship with APS.

We are meeting item #5 for items over \$5,000. Item #6 is not relevant as we terminated our relationship with ACCO. Item #8 Revised budget is completed. Item #9 Mr. John Cerny is an employment of the school. We believe the audit has been met as well.

Harsha Sekar expressed we are moving in the right direction and that we want to secure a 5 year renewal in the next 2 years and continue to maintain a great relationship with OAS.

In regards to the teacher representative on the board, Harsha Sekar expressed he is hesitant to move in this direction in an effort to keep a professional culture and avoid a conflict of interest with the Executive Director answering to the Board.

### **I Action Item: Appointment of Victoria Palomo to the VCS Board**

Harsha Sekar introduced and read Victoria Palomo's bio. She is a lobbyist. A motion was made to appoint Victoria Palomo to the board by Karen Secor and seconded by Rober Fulton. The motion carried unanimously.

### **EXECUTIVE DIRECTOR' S REPORT**

#### **K Operational Success**

John Cerny expressed that ACCO transition is going smoothly. Technology is the biggest challenge. Campuses are not located in the same area and as a result we have hired technical support for each campus. ACCO is not willing to give up access to server rooms. We have access to all other rooms. Transition to BFS has been a great benefit to the school. Another transition completed– food services. Human Resources is through us alone. ACCO is doing one more payroll. All ACCO services have transitioned with the last being payroll on Aug 2<sup>nd</sup>.

New website update – Emily VanLuit and Dwight Thompson have managed the website. Emily VanLuit mentioned she has been working on the website since April. She expressed her disapproval. Emily had to put in 10 hours since it went live. They are still configuring it and trying to customize it. John Cerny highlighted some of the visual changes such as difference in colors for each campus. It was launched on Monday but there is still a lot of work to do.

It was expressed the website needs to integrate with social media. There are key components missing to make the website experience positive.

It was stated that West Campus enrollment is projected at 380; currently at 430. Administration is actively enrolling. East Campus enrollment is projected at 717; currently at 778.

#### **L Staffing Leadership**

West Campus Staffing – currently hiring one more EA; still needed to hire, 1 PERA, 1 SPED. Interviewing ELD teachers. Actively interviewing for open positions.

East Campus Staffing – fully staffed, expect for Kindergarten teacher. They are actively recruiting. East Campus has 6 PERA and 1 SPED. West Campus has 1 PERA and 1 SPED. East Campus is fully staffed at high school. 1 SPED teacher needed at high school.

#### **M Board Meetings Calendar**

The Board Calendar needs to be updated - Aug 2<sup>nd</sup> should be Aug 22<sup>nd</sup>. Most updated calendar needs to be posted on drive and website. Next Board Meeting is at West Campus.

#### **FINANCE COMMITTEE**

##### **O Review Preliminary June Financial and 2018 – 2019 Budget**

Rick Boos presented the 2018 – 2019 Budget. He mentioned that we need to build up our cash. We are trending in the right direction financially. 63K will be added to the fund balance.

Rick Boos highlighted that our liabilities reduced slightly. Accrued needs to be adjust based on salaries.

Robert Fulton asked what we are doing to prevent us from being over budget on staffing and HR. Rick Boos explained we have a process to discuss when additional staffing is needed. The staffing sheet is updated and it is reflected monthly.

Karen Secor highlighted the variance in Ops Accounts. Rick Boos expressed this was based on the additional interest we are gaining now by shifting funds around - school lunch line was a hit we took. Salary and Benefits, we are better than we thought. PERA was projected down resulting in savings. There was also 60K savings on salary and benefits. We spent more on SPED services and waiting on invoices to finalize the number. We are hiring some and contracting some. We gained savings on equipment. It was stated that Business Services consists of previous CFO and BFS and that we are 18K under our adopted budget in expenditures. While the fund balance is 20K higher that what we adopted.

##### **P Action Item: Approval of Auditors for fiscal year 2018/2019**

Previous Auditors are no longer interested in working with VCS moving forward because of the challenges. Services were bid as stipulated in the bylaws. It was recommended to move with Holton. We did not get 3 bids for VCS. We have for previous charters. Harsha Sekar requests that BFS shows we had 3 bids previously.

A motion was made by Robert Fulton to approve auditors for fiscal year 2018/2019 and seconded by Jack Robinson. The motion was carried unanimously.

##### **Q Action Item: Approval of Resolution**

In regards to allowing 2 members to sign any necessary documents in regards to the bonds, Harsha Sekar went over the highlights of the lease agreement and bonds with ACCO and stated we will have options. Harsha Sekar disclosed that his law firm is representing the issuer on the bonds referenced in the Resolution and that his law firm will be paid upon closing of the Bonds, which the Resolution will help enable. Mr Sekar is not involved in the representation of the issuer and will not in any way be personally compensated upon the closing of the Bonds. No one expressed concerns.

It was agreed that the monthly financials will be reviewed.

A motion was made by Karen Secor to approve Resolution authorizing Robert Fulton and Danielle Tomwing to sign documents in relation to ACCO Bond Issue; seconded by Hans Hernandez and carried forward unanimously.

The next board meeting date was confirmed - Aug 22<sup>nd</sup> 2019.

**ADJOURNMENT** at 7:50PM

