

Vanguard Classical School (VCS)
Board of Directors' Meeting
March 26, 2020
Beginning at 6:30 PM MT
Virtual
MINUTES

ATTENDANCE

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

- B. Employees: John Cerny, Terry Glenn, Angela Keedy, Emily Van Luit, Dennis Steele, Elisha Davis, Nathan Bryant

- C. Guest: Dawn Priday

Call to Order/ Pledge of Allegiance/ Roll Call

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

AGENDA APPROVAL

A motion to approve agenda was made by Karen Secor, seconded by Robert Fulton and the motion carried unanimously.

ACTION/CONSENT ITEMS

Approval of February 27, 2020 Minutes

A motion to approve the February 27, 2020 minutes was made by Karen Secor and seconded by Robert Fulton. The motion carried unanimously.

ACTION ITEMS

F Approval of Charter *CLDE Credential Plan – West Campus \$2,793.66

Terry Glenn and Emily Van Luit gave an overview for this request.

Motioned by Karen Secor

Seconded by Robert Fulton

The motion was carried unanimously.

G Approval of Charter *CLDE Credential Plan – East Campus \$3,911.12

Motioned by Karen Secor

Seconded by Robert Fulton

The motion was carried unanimously.

H Approval of PO: EAST1920255 for additional Chromebooks - East Campus

John Cerny gave an overview for this request. About 20% of the student population does not have access to computers or the internet. This purchase order is within our current budget and will meet our needs. The funds are coming from our technology budget. This allows every family access. These Chromebooks are for High School and Special Education students. COMCAST program is an income qualified program and is offering free internet at the moment.

Robert Fulton stated that we absolutely need to do this and in addition every course needs a solid online presence whether we are in a pandemic or not. This allows kids who are out of school for any length of time to continue with their education. This opens the school to move forward with online learning and staying connected with parents.

Dawn Priday confirmed we have the funds available.

Motioned by Robert Fulton

Seconded by Victoria Palomo

The motion was carried unanimously.

PRESIDENT' S REPORT

Harsha Sekar stated it is our primary goal to ensure everyone in the community is safe – staff, teachers and students. We are following the guidelines of the district. John Cerny on Wednesday 11th March cancelled 2 days of school and preempted decisions of our district and community. Harsha Sekar thanked John Cerny for being proactive in his decisions and that he will be keeping in touch with John Cerny.

EXECUTIVE DIRECTOR' S REPORT

Facilitated by John Cerny

Educational Success

Discussion of VCS Remote Education Plan

Terry Glenn expressed that K-8 do not have enough technology resources at this time. We underwent a webinar with APS; focusing on keeping connected to the kids. K-8 will not earn grades. Terry demoed an example of the Menus that will be given to the kids – Reading, Math and Writing. She also showed an example of 7th grade history menu. Each grade level will provide online resources. The menus and online resources will be posted online.

Emily Van Luit reiterated the importance of providing connection and communication to ensure families have resources. Each teacher is responsible for reaching out to each family regularly. Teachers will schedule office hours up to 3 hours. The hours will be staggered so that families can reach teachers. All the information will be posted on classroom web pages and through messenger. Teachers are responsible for reaching out to each family. They have been given google phones.

Terry Glenn stated the West Campus staff will be connecting with families starting next week.

Angela Keedy stated 6th – 8th grade will be provided with online resources as well as menus. For 9th -12th grades we have partnered with the district. For 6th – 12th grade, teachers are prepared to reach out. We have negotiated with the district to access the courses and will earn credits towards graduation.

Terry Glenn expressed that all teachers will be communicating with all students regularly. No grading will be provided at this time. Angie Keedy stated 9th -12th grade will still be receiving grades at time and more information will become available.

Terry Glenn explained that no assignments will be returned to the teachers and do not want to stress kids further during this time. We are focusing on connecting with the kids and staff will be available from 8:00 AM to 3:00 PM.

ELD students continue to be eligible for services.

Elisha Davis stated Chromebooks are being distributed for students that do not have devices. There will be speech services available. Instructional will look different based on ability and age. Elisha Davis demoed Google classrooms. Younger kids will have menus and specific to each student. She stated that we will be accessible by phone. We are moving forward with all open evaluations and doing testing virtually. There is always the option to call in if technology is a struggle. We will be following the same protocols but digitally.

John Cerny stated that on March 16th the administrators got together and started meetings. There was a full day on Friday letting them know this is being rolled out. Non-teaching staff was also involved.

Jack Robinson asked for kids on IEP, if there is an effort to address their IEP services and needs. Elisha Davis responded that case managers are contacting all families and all services will be provided but in this digital format. Jack Robinson expressed the challenges meeting IEP needs. Elisha acknowledged the challenge and gave examples of how they are addressing this – for example Speech team created individual Google classrooms.

Robert Fulton suggested we request feedback from parents on how well things are going. Angela Keedy said we want to take a look at that at the end of this upcoming week to obtain feedback from families and teachers. Terry Glenn indicated teachers are documenting phone calls and contact logs which will help track engagement.

Angela Keedy thanked to Nathan Bryant for configuring the Chrome books. She also stated that Chrome Books and medication will be distributed on tomorrow, Friday March 27th , at both campuses.

Operational Success

Building Safety and West Carpeting

Dennis Steele gave an overview of the cleaning process – at the West Campus carpet was installed in the hallways and completed cleaning. Chrome books were sanitized.

SHPG (School Healthcare Professional Grant) 2020 Application Update

John Cerny stated this pays for a number of our staff, for example nurses. 400K grant is anticipated. It will be delayed but we expect it to happen.

Free from 6:30 – 6:00 Initiative

John Cerny expressed that we see this is something we want to move forward with. For every 10 students, we potentially increase our enrollment by 2 ½ students. It provides a needed service to families.

Financial Stability

2020-21 Budget Review

ACCO/Campbell 3/19/20 letter

John Cerny expressed we wrote a letter back to ACCO. Our letter stated our 2019 lease is valid and the letter went out a week ago.

Hanosky Hernandez mentioned his understanding is the attorney was going to write something and send it to the board. He asked if this was done. John Cerny stated Harsha Sekar received the letter and asked him to review it. Hanosky Hernandez asked for consistency in our process. Victoria Palomo clarified that the letter was sent to her when she was unavailable, and she forwarded it to the Harsha Sekar and John Cerny. Harsha Sekar expressed the content of the letter encapsulated what we as a group decided and that moving forward, we will ensure everyone is copied and included in the correspondence. We have not had a response from ACCO.

Community/Charter Relations

Mission and Vision Statements

John Cerny proposed this be put this off until the April meeting.

2020 Enrollment/Media Campaign Update

John Cerny stated the campaign will begin immediately.

PUBLIC COMMENTS

Emily read out the comments from the community on Facebook Live Stream.

FINANCE COMMITTEE

Presented by Dawn Priday

Finance Committee is preparing proposed fiscal 2020-2021 budget. We have not received enough information for the budget and hoping to have enough information before the next financial committee meeting. Due date is 04/15 for the draft budget. On 05/15 a more formalized budget will be brought to the board at the May board meeting. We are hoping to move forward with the pre and after school program. She believes the estimate and costs are conservative.

Robert Fulton asked if there are any other changes that we are anticipating for the coming year budget. John Cerny responded that the reading curriculum was an anticipated change and we are budgeting 400K next year for this.

Dawn Priday agreed that 6:00 AM - 6:30 PM and curriculum are the biggest budget changes.

Robert Fulton asked if we have more information about enrollment. John Cerny replied that the numbers have remained flat and we are being conservative in our numbers for this.

Robert Fulton asked if any mention from Aurora on a need for extending school hours. John Cerny stated mandatory school hours for students has been amended and we are not extending school the school hours.

Action Item sent to Dawn to approve the 6:00 AM - 6:30PM program.

February Check Register

No comments by the board.

February Financials Statements

- Unrestricted cash now up to 2.2 million
- Moving in the right direction for building our cash on hand
- Robert Fulton requested for a trend line

Balance Sheet Highlights

- End of Feb 2020 at 2.5 million in cash which is an increase from last year Feb 2019
- Liabilities – current liabilities are ~189K less than last year
- TABOR – it changes each month and is 3% of expenditures
- End of Feb YTD 2.1 million, increase of 538K compared to last year

Income Statement

- Total revenue is a little over 9 million
- Projected revenue is ~14 million, because our PPR went up in January
- At the moment we are not planning on any changes to PPR
- Robert Fulton asked if this situation would impact our projections
- Dawn Priday responded; expenditure will depend on if we go back to school this year. If we do not, we will have savings.

Expenditure Highlights

- Changes this month - added 4K for a marketing resource. John Cerny clarified he will be leading market campaigns and updating the website and in charge of newsletter.
- Health benefits – reduced projected amount to 285K
- 15K was added to SPED services. We may not need this- depends on if we return to school
- Made adjustments for Audit Services. Line item was reduced by \$10,550
- ~6900K added for cleaning services
- No changes on grants this month

Summary

- YTD Expend- 8.2 mil
- Ending fund balance at 2.1 mil
- Change in fund balance 791K
- End of year projections 570K

Executive Session – for Employee Matters or concerns.

Start Time: 8:24 PM

Motioned by Robert Fulton
Seconded by Victoria Palomo
The motion was carried unanimously.

End Time: 8:46 PM
Motioned by Karen Secor
Seconded by Hanosky Hernandez
The motion was carried unanimously.

John Cerny gave an overview of the 6-6:30PM Program.

- \$145K per 150 students. Every student brings in \$9K.
- Breakeven point is extra 17 students enrolled

Karen Secor requested a review at the end of the 1st quarter. John Cerny replied that we will review after the October board meeting.

Motioned by Robert Fulton
Seconded by Karen Secor
The motion was carried unanimously.

ADJOURNMENT

VCS Board Meeting End Time: 8:54PM

Motioned by Robert Fulton
Seconded by Hanosky Hernandez
The motion carried unanimously by the board members.