

**Vanguard Classical School (VCS)
Board of Directors' Meeting
October 22, 2020
Beginning at 6:30 PM MT
Virtual Meeting
Minutes**

Attendance:

- **Board Members:**
 - Danielle Tomwing
 - Karen Secor
 - Hanosky Hernandez
 - Victoria Palomo
 - Dan Jorgensen
 - Robert Fulton
 - Jack Robinson

- **Employees:**
 - John Cerny, Keria McCafferty, Emily van Luit, Nathan Bryant, Dennis Steele, Sarah Prado

- **Guest:**
 - Dawn Friday, Rick Boos

Call to Order/Pledge of Allegiance/Roll Call

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

Agenda Approval

The meeting agenda was presented for approval. A motion to approve the agenda was made by Director Hanosky and seconded by Director Palomo. The motion was approved 7-0.

Consent Items

Approval of minutes (6:33)

- The September 24, 2020 minutes were presented for approval. A motion was presented for adoption by Director Fulton and seconded by Director Secor. The motion was approved 7-0.

Action item

- a. HVAC Contract work approval for \$37,750
 - a. Motion: Director Secor, Second: Director Jorgensen, Approved 7-0.

President's Report:

- Board Chair Tomwing, thanked staff for their work with the transition to remote learning. Also, for dealing with other challenges including lease negotiations and the charter renewal process. There is a lot of excitement associated with the charter renewal process.
- The VCS teachers have been working tirelessly to implement remote learning while addressing other work.
- No public comments

Executive Director's Report

- a. Educational Success: Teachers have been excited to get started with hybrid model. It has been a struggle for kindergartners to wear mask and maintain social distancing. The COVID data that we have been monitoring is concerning but we are ready for hybrid. Now, we are back to what we did during the first quarter. We are also grading which was not the case at the end of last year. We are experiencing around 92-93% engagement with students. The lack of socialization appears to be one of the bigger challenges. Currently, working to get clubs together during non-instructional time over lunches, afternoons, and other times. The school is working to hear more from parents.
- b. Operational Success: The five-year charter renewal application has been completed. Jay recognized Emily for her stewardship in moving the 59-page document forward. A 2.5 hour presentation to APS staff is scheduled for Wednesday, October 28th. It will include our presentation and then questions from APS staff for 1.5 hours. The development of a video that incorporates likely questions from APS is being developed to share during this meeting. We are excited about the process and are happy to work with the staff at APS.
- c. Financial Stability: Dawn Priday reported the regular audit went well and no adjustments were needed. There were no issues with internal controls. Also, the intensive audit with APS went well. The October count numbers were 747 at East and 383 at West. We ended two students above projections.

Committee Reports

Finance Committee

- a. Review of the September Check Register
 - Dawn Priday presented, there were no questions from board

- b. Review September Financial Statements
 - The dashboard didn't reflect movement on benchmarks and they remained in the same range this year as last year. Added additional benchmark related to issuance of bonds (debt coverage ratio). Currently, we would be meeting the debt ratio requirement.
 - The VCS Balance sheet has grown by 1.1 million dollars during the past year.
 - On track with revenues and continuing to make end of year adjustments primarily based on the addition of two students. Also, on track with expenditures. Our spending is a bit slower with no expected big changes. Instructional expenses are also a bit below our 25% target. We are on target to spend CRF grant allocation on time this year.

- c. Action Item: Acceptance of the Fiscal Year 2019-20 Audit Report
 - The audit report was adopted for approval and passed on a 7-0 vote.
 - Director Secor recognized how much progress has been made during the past year.

Executive Session

- Director Secor motioned to move into executive session to discuss a real estate transaction and was seconded by Director Hernandez. The meeting included all board members along with staff members John Cerny, Dennis Steele, Dawn Priday, Rick and Emily Van Luit.
- The session began at 7:10 and ended at 7:22.

Adjournment

- A motion was made by Director Palomo to adjourn the meeting. It was seconded by Director Secor. The motion was approved 7-0.
- The meeting was adjourned at 7:24 pm

- Next board meeting date – Nov 19th