

Vanguard Classical School (VCS)
Board of Directors'
Work Session
Friday, March 2, 2018

Denver Tech Center Marriott 11:15 AM Room: Spruce 1

MINUTES

Attendance

Board Members: Sherry Eastlund, Judy Ham, Sonja Herrera, Chris Jensen, Lisa Sagaser
Staff: Peggy Downs, Angie Keedy

Call To Order/Pledge of Allegiance/Roll Call

The meeting was called to order at 11:19 AM by Board Chair, Judith Ham.
The pledge of allegiance and roll call took place. All were present.

Agenda Approval

A motion to approve the March 2, 2018 Agenda was made by Lisa Sagaser and seconded by Chris Jensen. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and voted "Aye", and the motion carried unanimously.

Judy Ham reviewed the Action Items for this meeting as follows:

1. Privacy and Grievance Policies
2. By Law Amendment-Article VII
3. Communications Plan
4. Calendaring

Privacy Policy

Chris Jensen stated that our intention is to have a VCS Privacy and Protection Policy in place to meet the Colorado House Bill requirements for Student Information on Privacy and Protection. Although VCS already has a VCS Student Privacy Policy (Policy JRCSB), in our posted Manual, it needs to be revised to include state-(d) requirements. The revised policy includes requirements for Vanguard Charter School's 3rd party vendors that include student names (PII) to sign privacy contracts. These contracts will be posted on the VCS website. Additionally, in required time frames, notice of any vendor violating their policy contract will be rescinded and will be posted on the VCS website and both CDE and APS will be notified that such vendors no longer qualify as a 3rd party vendor with VCS. Discussed also was that the contracts will be monitored and possibly amended over time, if needed.

It was noted that VCS teachers and other staff will need to be audited twice a year, at a minimum, to determine which 3rd party vendors they are using. It was noted that NWEA and STAR already have signed privacy contracts with VCS. It was also suggested that VCS monitor APS approved vendors with signed contracts.

After review of the policy and extensive discussion, a motion was made by Lisa Sagaser and seconded by Sonja Sonja Herrera to approve the VCS Privacy and Protection Policy as presented. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Grievance Policy

Discussion ensued regarding revising the VCS Parent Grievance Policy for clarification purposes and to adjust the language on our grievance procedures. It was noted that requirements need to include the first filing of parent grievances to go to appropriate VCS staff leadership to be responded to within 30 days of receipt and then, if not resolved, to the VCS Board, which must take action within 60 days. In revising the VCS Policy, Chris Jensen advised the board of three different sample policies to consider: 1. the APS Grievance Policy 2. the Grievance Policy recommended by our lawyer and 3. the Grievance Policy obtained from an outside lawyer. It was decided to send it to our lawyer to finalize the amended VCS Grievance Policy with required dates to be able to consider it for approval at our next meeting.

VCS Bylaw Amendment

At an earlier meeting, the Board approved repealing Article VII of the VCS Bylaws at the request of our lawyer and that the Bylaws include a statement regarding the Board's adoption of the new VCS Conflict of Interest Policy. Upon further review and investigation, it was determined that our lawyer had made this recommendation based on older Bylaws. Consequently, we determined that the entire Article VII was necessary, including the revised Section 7.3 Conflicting Interest Transactions.

An inquiry arose regarding the necessity of the definition of "contracts" in Section 7.1, which reads as follows:

Section 7.1 Contracts & Checks — Faith and Credit. Any and all contracts entered by the Corporation shall be signed by the President and attested by the Secretary, provided that checks and contracts of the Corporation below a specified value may be signed as otherwise provided by Board resolution and, in the absence or inability of the President or Secretary, as may be otherwise authorized by the Board. All checks and drafts shall be signed and countersigned as provided in Board resolution. No officer or agent of the Corporation has authority to pledge the credit of the Corporation in any matter which is not (a) provided for in a formal budget of the Corporation or (b) approved by proper advance vote of the Board.

The recommendation was to consult with our lawyer for clarifying language.

After discussion, a motion was made by Sonja Herrera and seconded by Chris Jensen to amend the VCS Bylaws to reinsert Article VII entirely, including the adoption of a new Conflict of Interest Policy, with the caveat that Section 7.1 will be clarified and possibly revised by our lawyer. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Communication Plan

It was noted that a letter went out from the Board to the VCS Community on February 21, 2018 regarding the process of renewing the VCS Charter. Discussed was increasing Board communication updates through the newsletter or through messaging on the website more often, approximately every 2 weeks or whenever it was felt that progress needed to be communicated. These updates will be brief, concise and include an explanation of actions, as well as, a reminder that approved Board minutes and future Board meeting dates are on the VCS website.

A draft of the first update was presented. Board members requested that this draft include notifying recipients that the APS Resolution for VCS with conditions for renewal is on the APS website and providing a link to that website in our update.

It was noted that the dates in the VCS APS Resolution are not correct, and we have requested a corrected resolution from the APS Office of Accountability but have not received it to date. We expect the proposed contract from APS within 30 days, but may be later.

The Parent Survey on line has been closed, but paper surveys are still being received. The Board recommended re-opening the anonymous parent Monkey Survey on line to receive additional responses. A review reveals initial impressions have been positive.

Part of the Board's Communication plan is to communicate directly and meet with parents and teachers in Information Sessions to be friendly, provide an opportunity to communicate and listen to each other. It was recommended to have an FAQ section on the website. Dates were determined for next meetings and are included herein under Calendaring.

Calendaring DRAFT

The Board discussed the following meeting dates:

Information Sessions at both schools for 1 Hour-dates not decided.

Bring comments from last board meeting and share both school's mission and vision.

Work Session: Thursday, March 8, 2018 4:00 PM	West Campus Board Room
Regular Board Meeting: Thursday, March 22, 2018 4:30 PM	West Campus Board Room
May have a Work Session Thursday, April 19, 2018 4:30 PM-6:00 PM	West Campus Board Room
Regular Board Meeting Thursday April 26, 2018	West Campus Board Room

Executive Session

Per Colorado revised Statute 24-6-402(4)e(1), Judy Ham requested that the Board go into Executive Session to discuss negotiations. A motion was made by Sonja Herrera and seconded by Lisa Sagaser to enter Executive Session at 1:00 PM. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Post Executive Session, a motion was made by Sonja Herrera and seconded by Lisa Sagaser to adjourn the Executive Session at 2:47 PM. Board members Sherry Eastlund, Sonja Herrera, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Public Comment

There were no public comments

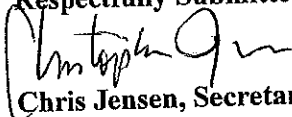
Next Meeting

Work Session: Thursday, March 8, 2018 4:00 PM West Campus Board Room.

Adjournment

All business being concluded, a motion was made by Chris Jensen, seconded by Sherry Eastlund, to adjourn the meeting at 3:05 PM. Board members Sonja Herrera, Chris Jensen and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Respectfully Submitted,


Chris Jensen, Secretary