

Vanguard Classical School (VCS)  
Board of Directors' Work Session

Sunday, March 17, 2019

9:00 AM

East Campus – Media Room

MINUTES

ATTENDANCE

Board Members: Judy Ham, Chris Jensen (arrival 9:37), Danielle Tomwing, Harsha Sekar and Bob Fulton  
Staff: Jeff Spaletta and Wendy Delesha  
Absent: Jack Robinson  
Guest: Bill Bethke

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 9:20 AM by Board Chair, Judith Ham.  
The pledge of allegiance and roll call by name took place.

AGENDA APPROVAL

A motion to approve the March 17, 2019, agenda was made by Robert Fulton and seconded by Harsh Sekar. Board members Robert Fulton, Harsha Sekar and Danielle Tomwing voted "Aye," and the motion carried unanimously.

EXECUTIVE SESSION –

a. Under Colorado Revised Statute 24-6-402(4)(e) – Discuss Charter Renewal Contract/Conditions

A motion to enter Executive Session at 9:23 AM was made by Bob Fulton and seconded by Harsha Sekar. Board members Robert Fulton, Harsha Sekar and Danielle Tomwing voted "Aye," and the motion carried unanimously.

A motion to exit Executive Session at 10:26 AM was made by Harsha Sekar and seconded by Danielle Tomwing. Board members Robert Fulton, Harsha Sekar and Danielle Tomwing voted "Aye," and the motion carried unanimously.

b. Under Colorado Revised Statute 24-6-402(4)(b) – Discuss Bylaw Amendments

A motion to enter Executive Session at 10:34 AM was made by Harsha Sekar and seconded by Bob Fulton. Board members Robert Fulton, Harsha Sekar and Danielle Tomwing voted "Aye," and the motion carried unanimously.

A motion to exit Executive Session at 11:06 AM was made by Danielle Tomwing and seconded by Harsha Sekar. Board members Robert Fulton, Harsha Sekar, Chris Jensen and Danielle Tomwing voted "Aye," and the motion carried unanimously.

c. Under Colorado Revised Statute 24-6-402(4)(a) – Discuss VCS Lease

A motion to enter Executive Session at 10:34 AM was made by Harsha Sekar and seconded by Bob Fulton. Board members Robert Fulton, Harsha Sekar, Chris Jensen and Danielle Tomwing voted "Aye," and the motion carried unanimously.

A motion to exit Executive Session at 11:28 AM was made by Danielle Tomwing and seconded by Harsha Sekar. Board members Robert Fulton, Harsha Sekar, Chris Jensen and Danielle Tomwing voted "Aye," and the motion carried unanimously.

RESUMED WORK SESSION

A motion to resume work session at 11:44 AM was made by Bob Fulton and seconded by Harsha Sekar. Board members Robert Fulton, Harsha Sekar and Danielle Tomwing voted "Aye," and the motion carried unanimously.

WORK SESSION – TRANSITION PLANNING

Bill Bethke reported there was a good meeting with APS and discussed the 2 conditions that are due April 1. They received good guidance on making adjustments to financial procedures that will meet the conditions and the meeting was highly productive. Bob Fulton and Jeff Spaletta will meet on Monday the 18<sup>th</sup> to work on the 5 year balanced budget narrative. Discussion included submitting the 5 year budget, narrative and procedures to APS prior to the April 1 deadline to get feedback. A Board Meeting, via phone call or in person, will be on March 25 to approve the condition items – policies/procedures, budget, narrative and Bylaws. Bill Bethke will work on the policie/procedures and the Bylaws.

Discussion included scheduling future meetings and work sessions to cover the Board transition plan and May / June condition due dates. April 11 was decided to schedule the work session at 6:00 PM on Thursday, April 11<sup>th</sup>. The Board Retreat dates where discussed, and Jeff Spaletta will look at option dates for the end of May or early June. The Board Retreat will include Board Training, Jeff Spaletta's performance review and summary of his entry plan and strategic planning.

Bill Bethke talked about the ACCO agreement implementation condition, and it will be covered at one of the next meetings. An MOU between ACCO and VCS will be discussed at a future date.

Governance training was discussed among the Board Members, and Danielle Tomwing asked about the annual training that is one of the conditions; Jeff Spaletta shared that he would like to have some training at the Board Retreat. The completion of Board Training Modules was talked about, and everyone is current on the completion certificates, which have been submitted. Annual Board Training will be submitted to OAS through Bill Bethke. Bill Bethke recommended that Board Module Completion Certificate be submitted to OAS from VCS Administration. Danielle Tomwing asked about current Board Member Resumes that need to be submitted to OAS; the deadline is May 20<sup>th</sup>, and Bill Bethke will submit the resumes with the Bylaw Amendments. Harsha Sekar asked if Jeff Spaletta's secretary, or whoever will take over the meeting notes/minutes, if that individual can be at the next meeting to get proper training (March 25). Bill Bethke will be the primary contact with Paige at OAS.

The Board discussed processes that will handle grievance procedures; Bill Bethke will handle the most recent grievance that was submitted to Bob Fulton, Danielle Tomwing, Harsha Sekar and Jack Robinson. A routine process will be established, and the board communication policies will be reviewed to further confirm the process for responding to emails/concerns, etc.

Bob Fulton asked about the employee policy handbook; discussion included policies that are the web site. We will ask Dana Neal to send the employee handbook to Bob Fulton and Board Members.

#### ADJOURNMENT

All business being concluded, a motion to adjourn the Board Meeting at 12:10 PM was made by Harsha Sekar and seconded by Danielle Tomwing. Board members Harsha Sekar, Danielle Tomwing and Bob Fulton voted "Aye," and the motion carried unanimously.

Next Board Meeting – Monday, March 25, 2019 – East Campus  
Work Session – Thursday, April 11, 2019 – East Campus  
Board Meeting – Thursday, April 25, 2019 – East Campus

Respectfully Submitted,

  
Chris Jensen, Secretary