

Vanguard Classical School (VCS)  
Board of Directors Work Session

Thursday, August 30, 2018

4:08 PM

East Campus – Media Room

MINUTES

ATTENDANCE

Board Members: Judy Ham, Chris Jensen, Lisa Sagaser and Jack Robinson

Staff: Wendy Delesha, Jennifer Peitzmeier and Angie Keedy

Guest: Bill Bethke – Legal Counsel

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 4:00 PM by Board Chair, Judith Ham.

The pledge of allegiance and roll call took place.

AGENDA APPROVAL

A motion to approve the August 30, 2018 Agenda was made by Chris Jensen and seconded by Lisa Sagaser. Board members Jack Robinson, Chris Jensen, and Lisa Sagaser voted "Aye", and the motion carried unanimously.

DIRECTORS' REPORTS

Angie Keedy share information and details about Title I, II and IV (handouts were provided).

The Board Chair and Angie Keedy shared information about the meeting with OAS and the Charter Renewal process; they shared how the process will work and got clarification on questions about the process to ensure the renewal goes smoothly. The Board discussed the intensive review results, which are not public documents, that came back relatively good; in the financial review there were no findings, and the walk-through results had a few areas to address but nothing concerning that cannot be reconciled.

The Board discussed the possibility of pursuing a dual application process with APS and CSI. If CSI is a feasible authorizer, Bill Bethke said it would a transfer application process.

Angie Keedy talked about enrollment: West has 430 and East has 712. Discussion included trends in enrollment in Charter Schools throughout the District. Angie shared information about marketing strategies to recruit students. Terry Glen shared reason's that enrollment is lower than expected; families moving to more affordable cities, students are choosing to attend schools where their friends attend, and numerous families leaving have multiple students. Angie will meet with Josh Hensly to discuss the trends of enrollment.

Angie Keedy introduced new VCS Staff Members, and Terry Glen shared details about the Title I Grant.

WORK SESSION ITEMS

*Public Comment/Correspondence Procedures/Board Email Protocol & Procedures* – The Board discussed there will be processes and procedures to respond to public comment/correspondence; a handout was provided detailing the protocol and will be adopted at the next Board Meeting. Lisa Sagaser asked about come comments that need to be responded to, and it was noted that some

responses will be sent out tomorrow. Discussion also included that there will be 3 buckets for emails and public comment responses: 1) Administration, 2) Board and 3) Legal. Bill Bethke shared some districts have very details protocols regarding public comment. Lisa Sagaser requested a report/summary to track emails and comment responses to be able to confirm if they are addressed. Bill Bethke shared a standardized record keeping model/template to follow in regard to the length of time to keep records.

**Board Member Recruitment** – Judy Ham shared that the Board is actively searching to identify new Board Members.

**ED Job Description & Recruitment Plan/Timeline** – Discussion of the timeline of the recruitment for a VCS ED, and it was noted there are active interviews occurring and when candidates are vetted, there will be opportunities for the VCS Community to be involved in a meet & greet.

**IT Report** – Chris Jensen shared that the IT Bond funds were used for Website renewal, recycling, Chromebooks/carts, desktop computers, Raptor Security Systems, projectors and office Licenses.

**Parent Election Update** – Lisa Sagaser discussed the Parent Election Process and said there were 3 candidates; the election will take place August 28 and ballots are due by September 7. Ballots will be counted at the September 13 meeting.

**Advisory Committee** – The Board talked about assembling an Advisory Council in September, which will consist of student, teachers and parents.

**Inclusion Task Force Meeting/Update** – Angie Keedy will be talking with Aida Allen to identify how to use the funds for virtual coaching. Angie Keedy talked about SPED money and how VCS receives these funds and the process for returning funds to APS when APS reconciles SPED funds. Angie Keedy suggested adding budget line items to include: Teaching Coaches, SPED Teaches, resources for gifted & talented, uniforms and ALP advanced learning.

#### **NEW BUSINESS:**

**Review of Lease** – Bill Bethke addressed the ACCO Bonds and having legal counsel Eric Hall as a representative for VCS on the bonding finances to support the bonds concept. Special Counsel for VCS Board need to be voted on and Eric Hall can make a presentation on the 5 yr balloon. Bill Bethke also discussed the process of fair market value and shared how it's not an RFP process. Discussion included the survey of services contract and how it will include an evaluation of both parties involved in the contract – evaluation from key people providing the services as well as an evaluation from key people receiving services.

**Review of Financial Policy Procedures** – Judy Ham explained adding procedures to the financial policies in the following areas: anything over 10K for expenses (outside of curriculum, facilities, staffing and grants) to be raised to 25k (and to include IT) for Board Approval; VCS to get a credit card and to perform a quarterly reconciliation of transactions between ACCO and VCS transactions. Lisa Sagaser commented that she would like to see a clearer line item description. The Board also talked about getting a signer(s) for the parent account. These finance policies and procedures will be brought to the next Board Meeting to adopt.

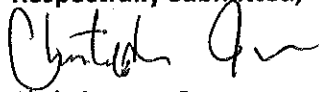
#### **Next Meeting**

**Work Session: Thursday, September 13, 2018 – East Campus**  
**Regular Board Meeting: Thursday, September 27, 2018 – East Campus**

**ADJOURNMENT**

All business being concluded, a motion to adjourn the Board Meeting at 5:48 PM was made by Lisa Sagaser and seconded by Chris Jensen. Board members Chris Jensen, Jack Robinson and Lisa Sagaser voted "Aye", and the motion carried unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Chris Jensen".

Chris Jensen, Secretary