

Vanguard Classical School (VCS)
Board of Directors' Meeting

Thursday, November 29, 2018

4:30 PM

ACCO Board Room

MINUTES

ATTENDANCE

Board Members: Judy Ham, Jack Robinson, Chris Jensen, Danielle Tomwing and Bob Fulton

Staff: Angie Keedy, Syed Ahmed, Jeff Spaletta, Dana Neal, Jennifer Peitzmeier and Wendy Delesha

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 4:37 PM by Board Chair, Judith Ham.

The pledge of allegiance and roll call by name took place.

AGENDA APPROVAL

The Chair requested a motion to amend the Agenda to remove item numbers 6 & 7. A motion to approve the November 29, 2018, amended agenda was made by Robert Fulton and seconded by Chris Jensen. Board members Chris Jensen, Robert Fulton, and Danielle Tomwing voted "Aye", and the motion carried unanimously.

MEETING MINUTES

Approve October 25, 2018 – Regular Meeting – Minutes were reviewed and a motion to approve was made by Jack Robinson and seconded by Bob Fulton. Board members, Chris Jensen, Jack Robinson and Bob Fulton voted "Aye", and the motion carried unanimously (Danielle Tomwing recused herself as she was absent during the Oct 25th meeting).

BOARD PRESIDENT REPORT

The VCS Board Chair gave an update on the Charter Renewal stating that the opportunity to take an extension was taken in order to add more detail to the application. Specifically, to resubmit the 5 year projection due to changes in enrollment. The financial policy/procedure was also discussed regarding the limits of expenditures with Board approval increasing from \$5k to 10K; the Aurora auditors agreed to this change and VCS is waiting to get approval from APS/OAS. In addition, the renewal conditions will be sent to parents on Friday, Nov 30, 2018. During a meeting with OAS, it was confirmed that the renewal application will be heard by the APS Board early January as they need 3 weeks to prepare their agenda. Danielle Tomwing asked for clarification regarding the 5 year projections and it was confirmed it was a previously approved budget that changed because of actual enrollment numbers. The finance committee, Jeff Spaletta and admin created a more accurate 5 year projection factoring in realistic enrollment forecasts, which has been forwarded to the finance division at APS.

The VCS Board Chair introduced the new board member candidate, Harsha Sekar, who was recommended by a community member. Each Board Member was given Mr Sekar's resume and invited to interview him before appointing him to the Board.

FINANCIAL REPORT

Bob Fulton and Syed Ahmed discussed the operating results for the 1st quarter, and Syed Ahmed stated that there is a net positive balance at both campuses and there are no current concerns. Bob Fulton stated he didn't have any concerns and shared that the adopted budget was based on projected enrollment numbers and since enrollment numbers have gone down, there will be hard

decisions to make. Bob Fulton stated that Jeff Spaletta will lead these decisions. Mr Fulton stated the new Mill Levy funds coming in is good news at \$800k. East campus is ahead by \$200K, and the West campus it at a break-even point – revenues must always exceed expenses. The discussion included repairs and maintenance, and Bob Fulton stated the budget at East campus was \$279K and are at \$82K; Jeff Spaletta has some requests for needed items and it is not yet decided if the funds will come from the budget or capital. This will be determined as the projects get closer. The discussion included ACCO contract services, which are below market and other contract services include Pro-Temp, Kelly Services and Syed Ahmed's contract as CFO for VCS. Danielle Tomwing asked how the 5 year projections are impacted by the staffing costs and enrollment numbers. Discussion included retention and enrollment that are key factors in budget projections along with marketing efforts to increase enrollment.

EXECUTIVE DIRECTOR'S REPORT

- a. Inclusion Task Force – The Board Chair shared that there will be an Inclusion Task Force scheduled soon.
- b. Advisory Council – Jeff Spaletta is in the process of interviewing candidates for the Advisory Council and shared he almost has enough interested people about 10 people.
- c. Entry Plan – In about 2 weeks Jeff Spaletta will provide a written copy of progress of his Entry Plan. The Entry Plan has 3 phases. Phase 1 is almost complete. Activities have included meeting with all staff, principal meetings, Assistance Principle meetings, brown bag lunches with students, home visits, job duties analysis, meeting with CLCS, meeting with the ACCO team, phone communication, visiting classrooms, community engagement, student voice forums and enrollment and marketing plans – there will be a SWAT analysis completed, and he will continue to meet with Syed Ahmed to better understand the VCS budget. Danielle Tomwing asked if there would be any surveys included in his Entry Plan, and Jeff Spaletta confirmed there will be staff surveys. Jeff Spaletta talked about his meetings with the Chimes Institute, the completed service contract evaluation, the VCS Board retreat, and creating a monthly newsletter. Bob Fulton stated he appreciated all Jeff Spaletta has accomplished in a short time. Jeff Spaletta also talked about his experience with home visits and how positive it has been.
- d. Policy Recommendation – Mr Spaletta requested that the VCS Board adopted a policy to allow administration to write letters of reference. Dana Neal talked about the pros and cons of allowing administration to write letters of recommendation for teachers. Employment is confirmed, but letters of recommendation is not included. Jack Robinson stated he didn't see any real issues with writing letters but recommended the letters be written only by an authorized person, which would be the Principal. Jack Robinson, Danielle Tomwing and Bob Fulton are in favor of a new policy. Dana Neal and Jeff Spaletta will work on creating a new policy, which will be presented and voted on at the next Board Meeting.
- e. West Carpet Proposal – Jeff Spaletta presented a proposal to replace the carpet at the West campus; he is working with Jennifer Peitzmeier on the logistics and to get bids on the carpet replacement and paint. Bob Fulton asked if there is a replacement plan for items needing to get replaced. The Board Chair shared there is a replacement plan and it has not yet been 15 years but it is being approached quickly. Jennifer Peitzmeier stated she is working on getting 3 bids for the project and it will likely cost about \$100k to cover roughly 40 thousand square feet. The goal is to paint first then replace the carpet for purposes of logical approach. Jennifer stated the ideal time for this project would be in June 2019 when student are on summer break. Jeff Spaletta shared that this project would need to be aligned with the budget as well. Bob Fulton asked about capital construction and if the carpet project would come out of the repair budget or capital construction. The discussion included the point that West maintenance and repairs are covered with ACCO

because the building is shared. East has a repair and maintenance budget line item. The prices will go up in January, so the goal is to get a bid in place and a signed contract. Bob Fulton addressed his concern regarding the parent walk-up appearance at the East campus; Jennifer Peitzmeier talked about what is being done to remedy the curb appeal and shared the grass seed was \$13k alone, and Bob Fulton shared the reality that the budget cannot support a large improvement project. Discussion also included looking for opportunities for "in-kind" to consider. Syed Ahmed commented that both Boards (ACCO & VCS) need plans for repair and replacement of major equipment.

- f. **Antenna Proposal** – Jeff Spaletta shared some details about the T-Mobile Antenna opportunity at the West campus; it could generate about \$2k per month. The Board discussed the possible issues with appearance, potential lease issues and the requirement for someone to have 24 hour access to the roof. Jack Robinson asked about the liability because ACCO owns the building. This opportunity is currently for West only and there would need to be further review as VCS has an agreement that the East campus wouldn't do anything to interfere with Buckley Air Force Base communication. Jeff Spaletta will invite the representative to present at the next Board Meeting.
- g. **Marketing Plan/Website** – Jeff Spaletta shared his Website and Marketing plans and stated the 1st part of the marketing plan is to upgrade the website. Jeff Spaletta proposed to get the OK to move forward with his plan to get bids. The Board discussed approving a limited Website project budget of up-to \$20k, and if it looks like it would be more than that, the Finance Committee - Syed Ahmed, Bob Fulton and Jeff Spaletta will discuss further about where the funds would come from. A motion to approve this with the caveat of further discussion with the Finance Committee if it will be more than the \$20K was made by Bob Fulton and seconded by Jack Robinson. Board members Chris Jensen, Jack Robinson, Robert Fulton, and Danielle Tomwing voted "Aye", and the motion carried unanimously.

Jeff Spaletta also shared his marketing plan and proposed approval marketing plan budget for up-to \$25k. The caveat to approve is that a more in-depth explanation is needed of where the funds would come from as well as an explanation of the ROI. A motion to approve this with the caveat was made by Jack Robinson and seconded by Chris Jensen. Board members Chris Jensen, Jack Robinson, Robert Fulton, and Danielle Tomwing voted "Aye", and the motion carried unanimously.

PUBLIC COMMENT

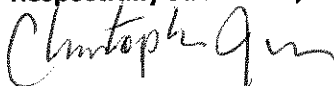
Public comment topic was about public comment.

ADJOURNMENT

All business being concluded, a motion to adjourn the Board Meeting at 6:10 PM was made by Jack Robinson and seconded by Bob Fulton. Board members Chris Jensen, Jack Robinson, Danielle Tomwing and Bob Fulton voted "Aye", and the motion carried unanimously.

Board Meeting: Thursday, January 31, 2019 – ACCO/WEST Campus

Respectfully Submitted,



Chris Jensen, Secretary

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

Tuesday, December 11, 2018

4:30 PM

ACCO Board Room

MINUTES

ATTENDANCE

Board Members: Judy Ham, Jack Robinson, Chris Jensen, Danielle Tomwing and Bob Fulton

Staff: Emily Van Luit, Syed Ahmed, Jeff Spaletta and Wendy Delesha

Guests: Deb Hinsvark and David Kunstle

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 4:31 PM by Board Chair, Judith Ham.

The pledge of allegiance and roll call by name took place.

AGENDA APPROVAL

A motion to approve the December 11, 2018, agenda was made by Robert Fulton and seconded by Danielle Tomwing. Board members Chris Jensen, Robert Fulton, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously.

EXECUTIVE SESSION - Under Colorado Revised Statute 24-6-402(4)(b) & (e)

A motion to enter Executive Session at 4:38 was made by Jack Robinson and seconded by Robert Fulton. Board members Robert Fulton, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously. Attendance in Executive Session included: Syed Ahmed, Robert Fulton, Jack Robinson, Danielle Tomwing, Jeff Spaletta, Wendy Delesha, Deb Hinsvard and David Kunstle.

A motion to exit Executive Session at 6:39 was made by Robert Fulton and seconded by Danielle Tomwing. Board members Robert Fulton, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously.

INTRODUCTION OF NEW BOARD MEMBER

A motion to appoint Harsha Sekar as a new board member was made by Robert Fulton and seconded by Jack Robinson. Board members Chris Jensen, Robert Fulton, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Jeff Spaletta shared an update on his Entry Plan progress. He is pursuing his marketing plan, web page development, holding student voice forums, visiting families, doing walk arounds and classroom visits/observations. He is making progress with establishing the advisory committee as well.

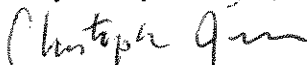
WORK SESSION ITEMS - NA

ADJOURNMENT

All business being concluded, a motion to adjourn the Board Meeting at 7:30 PM was made by Jack Robinson and seconded by Bob Fulton. Board members Chris Jensen, Jack Robinson, Danielle Tomwing and Bob Fulton voted "Aye", and the motion carried unanimously.

Board Meeting – Work Session: Thursday, January 3, 2019 – ACCO/WEST Campus

Respectfully Submitted,



Chris Jensen, Secretary

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

Thursday, January 3, 2018 4:30 PM ACCO Board Room

MINUTES

ATTENDANCE

Board Members: Judy Ham, Jack Robinson, Chris Jensen (via conference call), Danielle Tomwing, Harsha Sekar and Bob Fulton

Staff: Syed Ahmed, Jeff Spaletta, Jennifer Peitzmeier, Dana Neal and Wendy Delesha

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

The meeting was called to order at 4:37 PM by Board Chair, Judith Ham.
The pledge of allegiance and roll call by name took place.

AGENDA APPROVAL

A motion to amend (remove Executive Session and Approve the VCS Lease for Bond Re-Fi - items #5 and #6) and approve the amended January 3, 2019, agenda was made by Danielle Tomwing and seconded by Jack Robinson. Board members Chris Jensen, Robert Fulton, Harsha Sekar, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Jeff Spaletta shared an update on his Entry Plan progress. Jeff shared home visits were very well-received and positive. During student voice forums, students are sharing that VCS feels peaceful and safe. Jeff Spaletta shared a powerpoint of areas he is focusing on, which included a staff survey, re-organization strategy, charter renewal status, and the next steps phase of his Entry Plan.

OLD BUSINESS

New HR Policy approved and voted on authorizing principals to write letters of recommendation for teachers. A motion was made by Bob Fulton and seconded by Harsha Sekar. Board members Chris Jensen, Robert Fulton, Jack Robinson, Harsha Sekar and Danielle Tomwing voted "Aye", and the motion carried unanimously.

Danielle Tomwing asked about an annual calendar for the VCS Board, and it was discussed and one will be created to capture all items that need to be done with deadlines. Jack Robinson asked about a Board Retreat and Jeff Spaletta said he will bring ideas to the next board meeting. The Board discussed having a conference call with individuals on the Inclusion Task Force to discuss laws around IEP's and special education.

FINANCE COMMITTEE

Discussion of the budget included that new Mill Levy funds will help even out the deficit of funds from a decrease in enrollment; discussion also included the challenges of enrollment across the entire district. The budget will reflect approximately \$83K less for West and \$108K less for East. There is a positive fund balance at both campuses. Bob Fulton shared that reserves are well above the 3% for both campuses and acknowledged that the Board did good work for being responsible and mindful of the approach to managing money.

Accept the 2018 Audit – Syed Ahmed explained the process for presentation of the audit; however, it has been difficult to coordinate the auditor’s visit to a board meeting. There was one finding in the audit, which revolved around expenses between ACCO and VCS. This has been corrected and a new procedure is in place for the VCS Board to approve expenses paid from VCS to ACCO. Bob Fulton requested that we try to coordinate with the auditor to present as it helps overall understanding of the audit process. Syed Ahmed also discussed how PERA works and explained that it is not fully funded but is a liability. Dana Neal shared how PERA increases every year; percent increases are about 8.5% to employees. A motion to accept the audit was made by Bob Fulton and seconded by Danielle Tomwing. Board members Harsha Sekar, Chris Jensen, Robert Fulton, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously.

Approve ACCO/VCS Expenses – The Board discussed the expenses that VCS owes ACCO in the amount of \$26,467.57, and all expense receipts from June 2018 to November 2018 were reviewed by the Board. A motion to approve the expenses was made by Bob Fulton and seconded by Danielle Tomwing. Board members Harsha Sekar, Robert Fulton, Jack Robinson and Danielle Tomwing voted "Aye", and the motion carried unanimously (Judy Ham and Chris Jensen recused themselves).

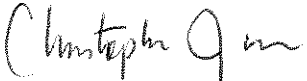
VCS Lease For Bond Re-Fi – This was removed from the agenda at the beginning of the meeting.

ADJOURNMENT

All business being concluded, a motion to adjourn the Board Meeting at 5:45 PM was made by Bob Fulton and seconded by Danielle Tomwing. Board members Chris Jensen, Jack Robinson, Harsha Sekar, Danielle Tomwing and Bob Fulton voted "Aye", and the motion carried unanimously.

Board Meeting – Thursday, January 31, 2019 – ACCO/WEST Campus

Respectfully Submitted,



Chris Jensen, Secretary