

**Vanguard Classical School
Board of Directors Meeting
November 17, 2022
Call to order 6:32pm MT
Virtual Meeting
MINUTES**

Call to order/Pledge of Allegiance/Roll Call:

- The meeting was called to order at 6:32 pm by the board chair, Director Tomwing.
- The pledge of allegiance and roll call took place.
- Attendees included:

Board Members:

- Natalie Doxey
- Dan Jorgensen
- Danielle Tomwing
- Teresa Tate
- Kat Ling
- Ousman Ba (elected on to the board)

Employees:

- JayCerny
- Keria McCafferty
- Nathan Bryant
- Sarah Prado
- Tam Smith
- Karen Secor

Guests

- Dawn Priday

Approval of Agenda (6:33pm)

A motion to approve the agenda was made by Director Tate and seconded by Director Ling. The motion was carried unanimously.

Consent Items (6:33pm)

Approval of Minutes

- a. October 27, 2022 minutes

A motion to approve October 27, 2022 minutes was made by Director Doxey and seconded by Director Jorgensen. The motion was carried unanimously.

- b. Approval of West Campus Lease Extension Letter of Intent

A motion to approve West Campus Lease Extension Letter of Intent was made by Director Jorgensen and seconded by Director Tate. The motion was carried unanimously.

Presidents Report (6:35pm)

Board Chair Tomwing mentioned the following items:

- Introduced Ousman Ba to the community

- Approval of Ousman Ba to the VCS Board
 - A motion to approve Ousman Ba as the newest VCS Community Director was made by Director Tate and seconded by Director King. The motion was carried unanimously

Executive Directors' Report (6:41pm)

Leadership covered the following topics:

(6:41 pm) Tam Smith reviewed the following topics:

- School events - sports banquets, academic award ceremony, music concerts
- October count unofficially at 722.5 APS is saying 724 (actual number to be confirmed by the end of week)
- Enrollment currently at 733

(6:43 pm) Keria Mccaferty reviewed the following topics:

- Cogat screening complete
- Full classroom observations
- 6 academic field trips
- ELD trainings
- West Volleyball 2nd place
- Currently at 600 cans for Canned food drive
- Enrollment 362
 - Kinder fair
 - Visiting Rocky Mountain prep
 - Visiting VCS East
- Staff shouts:
 - Andrea Southcott, finished READ Plans
 - Haylee Teeter, finished ALP GT plans
 - Amy Sullenburger, running Boston trip for both campuses
 - Sarah Barry, Long term sub position
 - Tausha Holtz, Long term sub
 - Hailee Luedike & Karen Mortensen, running sped alone

(6:47 pm) Operations Update by Karen Secor:

- Reviewing/verifying vendor contracts
- 85-90% done with field project
- Contract signed in error, needs to be corrected with signatures from board president and board of directors
- Open enrollment for employees closes 11/18

(6:51pm) Executive Director Search update by Kat Ling

- Position open
- Moving to screen candidates
- Hoping to present an offer in ideally February
- Review of Executive Director Hiring Process
 - Application
 - Phone Screen

- Performance Task
- Final Interview
 - with leadership
 - with students and families
 - with staff
 - with board

No Public Comment

Finance Committee (6:56pm)

October Check Register

- Clarification on:
 - *Quick Copy Business solutions 22k Oct. 6 -Marketing, 3 flyers. One-time charge*

October Financials

- Unrestricted cash went down, due to large payments for field
- Debt coverage ratio, we were in the red last month, moved to yellow this month

Start Executive Session (7:02pm)

Discuss proposal/contract of Strategic capital development plan

A motion to enter into Executive Session was made by Director Ling and seconded by Director Jorgensen. The motion was carried unanimously. Jay Cerny, Keria McCafferty, Karen Secor and Tam Smith were invited to attend the Executive Session.

End Executive Session (7:12pm)

A motion to exit the Executive Session was made by Director Ling and seconded by Director Jorgensen. The motion was carried unanimously.

Action Item: Approval of the proposal for Strategic Capital Development Plan

A motion to approve the proposal for Strategic Capital Development Plan was made by Director Tate and seconded by Director Jorgensen. The motion was carried unanimously.

Adjournment (7:14pm)

A motion to adjourn was made by Director Ling and seconded by Director Doxey. The motion was carried unanimously.