

**Vanguard Classical School
Board of Directors Meeting
January 26, 2023
Call to order 6:30pm MT
Virtual Meeting
MINUTES**

Call to order/Pledge of Allegiance/Roll Call:

- The meeting was called to order at 6:30 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

Employees:

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

Guests

- Dawn Priday

Approval of Agenda (6:31pm)

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

Consent Items (6:31pm)

Approval of Minutes

- a. December 15, 2022 minutes

A motion to approve December 15, 2022 minutes was made by Director Doxey and seconded by Director Ba. The motion was carried unanimously.

Presidents Report (6:32pm)

Board Chair Tomwing mentioned that we are working towards important initiatives outlined in the strategic plan - Executive Director Search. She reminded the school community that they can reach out to the Board Chair and Executive Director 1 week prior to the board meeting to have items added to the agenda.

Director Ling gave an update on Executive Director Search

- Final interview day on 1/27
- Interview panel consists of 15 people (board, a high school student, 2 staff members from each campus, operations staff, and an administrator, and 2 parents, one who sits on the board)
- Debrief after interview day
- Reference checks will be done before the board meeting
- A special board meeting will be held on 2/2 for final vote

Executive Director's Report

Jay Cerny highlighted the following topics:

- VCS swag were provided to board members and staff during the holiday staff event
- Staff Holiday party was really fun - ax throwing and go karting

Educational Success

Keria McCafferty reviewed the following topics:

- State access testing (4 tests) for ELD students
- Upcoming filed trips
 - 5th grade- Nature and Science Museum
- 8th grade- Visited East high school - students loved the experience
- Data meetings going well; looking at iReady growth data from fall to winter
- Enrollment, invited to Rocky Mountain Prep to talk to 5th grade about VCS middle and high school
- Started Kindergarten round up
- 5 new students awaiting enrollment this week
- Basketball season is finishing
- Mr. Buento has stepped in to be VCS West Athletic Director this season and coaching
- Yearbook rolling out soon
- Many activities happening in October
 - Movie night
 - Kindness Week
 - 100th day of school

Tam Smith reviewed the following topics:

- 8th graders spend the day with our 8th graders
 - Student ambassadors and the student council met VCS West students at the entrance
 - Student lead small tours of our school
 - Invited VCS West 8th graders to our VCS East School 8-12th grade dance on 2/17/23
- Access Testing going on as well
- 2nd round of iReady testing data
- Shout out to Jay and Karen with the field project. We have a scoreboard up!
- Lockdown drills going on
- Skate City night (200 participants)
- Starting World Finest Chocolate fundraiser to help funds for prom

Operations Update by Karen Secor:

- 2 Floods at VCS East on Nov. 30 & Dec. 27. Minimum loss
- Repairing drywall over spring break

- Working on location initiative for West Campus building

Executive Director Jay Cerny's topics

- Calendar for 23-24 will be similar to 22-23 calendar
- 1 3-day week in January
- No fall break
- Starting earlier
- Board meeting agenda calendar is out. Will review calendar in January and will vote on it in February

No Public Comment

Finance Committee (6:50pm)

December Check Register

- No questions

December Financials

- 4.88 months of unrestricted cash. Improvement from last month
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Debt Coverage Ratio

- Up to 1.21
- In Sept. we were below 1
- Through December we are 50% through the year
- Total revenues through December 46%
 - Due to timing on reimbursement of grants
- We're at 46% of the adopted budget

Expenditures

- Slightly above 50% mark, 55%
 - Due to timing of grants
 - Field project

Fund balance

- Using about 1.1 million dollars
 - 5.7 for the month of Dec.

Revised Budget

- About 1.4 million dollars different from the adopted budget to the revised budget
- Use about 600,000 dollars in fund balance in the revised budget
- Ending fund balance 6.2 million
- Started with about 6.8 million
- 16.9 million in revenue, about 380,000 more than adopted budget
- 17.5 million expenses, about 1.8 million dollars more than adopted budget
- Everything in revised budget has been updated with audited numbers
- Enrollment has been updated to reflect October count
- Per Pupil has been updated to match most current number we have
- Salaries and Benefits has been updated to reflect current staffing
- Field and Projects have been updated to reflect the difference in cost

- Majority of the cost due to 38 students that we did not get that we were anticipating and overages on the field
- *When we adopted the budget we set aside about 1.55 million now were reduced to 800,000
- *750K going to projects at East, including field projects
- *Only allowed to do the revised budget in January per to state statute

Action Item: Approve resolution to adopt the amended fiscal year 2022-2023 budget

*Whenever we are using the fund balance, we need to have a separate section stating so
A motion to approve resolution to adopt the amended fiscal year 2022-2023 budget was made by Director Jorgensen and seconded by Director Tate. The motion was carried unanimously.

Entered into Executive Session (7:05pm)

(To discuss purchase or lease of property and consideration of the executive director interview details)
A motion to enter into executive session and extend an invitation to Jay Cerny, Keria MccCafferty, Karen Secor and Michelle Fischer was made by Director Ling and seconded by Director Tate. The motion was carried unanimously.

Exited Executive Session (8:27pm)

A motion to exit executive session was made by Director Ling and seconded by Director Tate. The motion was carried unanimously.

Adjournment (8:28pm)

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