

**Vanguard Classical School
Board of Directors Meeting
February 23, 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

Employees:

- Keria McCafferty
- Nathan Bryant
- Sarah Prado
- Tam Smith
- Karen Secor
- Jay Cerny

Guests:

- Dawn Priday

Approval of Agenda

A motion to amend the agenda - adding an Action Item for the Approval of Financial Services was made by Director Ling and seconded by Director Doxey. The motion was carried unanimously.

Consent Items (6:34pm)

Approval of Minutes

- a. January 26, 2023 minutes
- b. February 2, 2023 minutes
- c. February 6, 2023 minutes

A motion to approve January 26, 2023 minutes, February 2, 2023 minutes and February 6, 2023 minutes was made by Director Jorgensen and seconded by Director Ling. The motion was carried unanimously.

Approval of VCS 2023/2024 School Calendar

It was noted that the legend colors were updated correctly.

A motion to approve VCS 2023/2024 School Calendar was made by Director Doxey and seconded by Director Ling. The motion was carried unanimously.

Presidents Report (6:35pm)

Board Chair Tomwing mentioned their meeting with the Parent Committee of the Africa Leadership Group - Director Ousman Ba is the program coordinator. She stated the meeting went well. The committee is knowledgeable and one parent has children attending VCS East. The ALG Parent Committee is educating parents and we are excited to continue our relationship with them.

Board Chair Tomwing also asked board members to sign the code of conduct.

Executive Director's Report

Educational Success

Keria McCafferty reviewed the following topics:

- February being a busy month
- 85% of parent teacher conferences completed
- Successful book fair
- Celebrated kindness week
- Colorado children choir performance
- 1st grade visited the planetarium
- Finished basketball season
- Completed spelling bee
- 3rd grade went to the Art Museum
- Students inducted into NJHS
- Several upcoming events including
 - Traveling trunk, 4-mile historic park
 - Family night Movie night
 - Boston fieldtrip
 - Botanic gardens
 - League conference
 - Recruiting fairs for 23/24
- Focus is on enrollment
- Inviting families to tour the campus
- Started ambassadors campaign. Paying for referrals
- Assessments CMAS
- Gave Shootouts:
 - 3rd grade team held solid data meetings; indicating years growth with students
 - Mr. Wagner, did our Spelling Bee & NJHS
 - Joey McCrea, helped with snow removal issues

Tam Smith reviewed the following topics:

- Great turn out for parent teacher conferences
- Raised over \$700 with book fair
- Sweetheart dance invited the West Campus 8th graders. 70 kids total. Very fun event
- Shootouts:
 - Natalie Doxey and family for always helping with events

- Rosa Vega, made incredible decorations
- Finished boys' and girls' basketball. One of our girls made 2nd team all-league. Boys won a tournament game during playoffs
- Charter League conference coming up
- Leadership team working hard on making next year's schedule specifically Middle/High school
- Field is still ongoing
- Continuing to work on academic scores
- World's finest chocolate fundraising for prom funds

Operations Update by Karen Secor:

- We will be fixing flood damage during spring break
- Vendor updates
- Field is frozen. Good shape on permitting

Executive Director Jay Cerny's topics

- Calendar approved
- Sent out Board meeting and Finance Calendar
- Paris RFP submitted successfully
 - All 3 proposals received
 - Should hear back from APS in March to see if we made 2nd round
- Pay per Performance plan for every employee at VCS (already budgeted)
 - Went into place Aug. 2022 will pay out last say in June 2023
 - Finalize evaluations in late March

The board approves Lottery to be ran for enrollment

No Public Comment

Finance Committee (7:00pm)

January Financial Statement

- Similar to last month
- 5.68 months of unrestrictive cash
- 2 PPR statements received in January (reason for the big jump)
- Revised Budget reflected

Debt coverage Ratio

- 1.26 based on projected numbers through June 30

Fund balance looks better than what we had in revised budget

Working with district on enrollment count for VCS East

Received a large increase in SPED cost, will continue to pursue with district

Entered into Executive Session (7:05pm)

Enter into Executive Session to discuss Financial Services contract and Personnel matters

A motion to enter into executive session and extend an invitation to Jay Cerny, Keria MccCafferty, Karen Secor was made by Director Tate and seconded by Director Ling. The motion was carried unanimously.

Exited Executive Session (8:37pm)

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

Approval of Financial Services

A motion to approve moving forward with financial services was made by Director Tate and seconded by Director Doxey. The motion was carried unanimously.

Approval of Performance Bonus Structure for Executive Director

A motion to approve performance bonus structure for Executive Director was made by Director Jorgensen and seconded by Director Ling. The motion was carried unanimously.

Adjournment (8:40pm)

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