



Board of Directors Meeting
Location: The Vanguard Library

***** Wednesday, March 15, 2023 *****

Working Session 5:00 P.M.
Public Session 6:00 P.M.

Minutes

1. Call to Order

Matt Hughes called the meeting to order at 6:02 P.M. Matt Hughes and Eric Koppisch were present. Rene' Chatham, Kurt Peters, and Sperry Redd attended virtually.

2. Approval of Agenda

Eric Koppisch moved to approve the agenda. It was decided to strike item #11, Executive Session. **Rene' Chatham seconded the motion. All voted yes. The motion was approved.**

3. Consent Items

- Approval of Minutes, February 21, 2023
Eric Koppisch moved to approve the February board meeting minutes. Kurt Peters seconded the motion. All voted yes. The motion was approved.
- Separations
 - Erin Gilmore K-3 Non-instructional Aide
 - Amelia Harrel LE Non-instructional Aide
- New Hires
 - Cheryl Skinner HS Biology AT
 - EJ King UE Art Teacher
 - Dyan Orsborne K-3 Non-instructional Aide
 - Francine Vigen K-3 Non-instructional Aide
 - Vannessa Thompson UE Non-instructional Aide
 - Erich Groezinger Assistant Golf Coach

4. Treasurer's Report

Diane Borre presented the Treasurer's Report and reviewed the financials as February 28, 2023.

5. Third Reading and Board Vote on Proposal to Amend The Vanguard School Bylaws for clerical edits, incorrect district references, and move to five-year, staggered board terms

Matt Hughes read the resolution. **Eric Koppisch moved to approve the Resolution to Amend The Vanguard School Bylaws for clerical edits, incorrect district references, and move to five-year, staggered board terms. Rene' Chatham seconded the motion. All voted yes. The resolution was approved.** A copy of the resolution is attached to these minutes.

6. Board Election Schedule for 2023-2024 School Year

Mr. Hughes reviewed the election schedule:

- The Board seat of the following board member will be up for election this year:
 - **Sperry Redd** (term through June 2023)
Qualifications for this open Board position are: Parent or legal guardian with at least 50% of eligible children enrolled at The Vanguard School.
- Candidates must have also attended at least three (3) complete Board meetings in the twelve (12) months prior to the date of candidate verification for eligibility (*see below*).
- During their term, each member of the Board of Directors is required to annually sign the Board of Directors Agreement (*found in Appendix A of The Vanguard School Bylaws*).

Individuals who are interested in running for the Board of Directors for the 2023-2024 school year should adhere to the following schedule:

Wednesday, April 5, 2023

- Interested candidates must notify the Board in writing of their intent to run for office by this date.

Wednesday, April 19, 2023 - Regular Board Meeting

- Board will verify by resolution that the candidates are eligible to run.
- *Meet the Candidates Forum* at 7:00 P.M. (following the Board meeting in the Vanguard library)

Tuesday, May 9, 2023

- Voting begins via online questionnaire. Up to two parents or legal guardians of a child enrolled at The Vanguard School are entitled to one vote each for the open Board position.

Tuesday, May 16, 2023

- Voting ends at 4:00 P.M.
- Results will be announced at the regular board meeting on Wednesday, May 17, 2023

Wednesday, June 14, 2023 - Regular Board Meeting

- Current and new Directors attend
- New Director is sworn in

Wednesday, September 20, 2023 - Regular Board Meeting

- Board reorganization is considered

7. Strategic Plan Update – Renee Henslee

Health / Medical

- We are working on improved concussion/injury care plans.
- Health and immunizations assessments for newly enrolling families have begun.

Enrollment

- The elementary school recently hosted Kindergarten Readiness Night. We invited families of 136 new kindergarten students to two different information sessions.
- We have proctored 152 placement tests to date.
- Current new enrollments are 208 with 13 applications in progress.
- The Letter of Intent survey was communicated to current families today and has been consolidated into one annual update in Infinite Campus. In July, a follow-up Confirmation of Intent survey will include any newly enrolled students as well as returning families.

Security

- The Spring Neighborhood Clean Up Day is scheduled for April 1 from 9:00 A.M. to noon.
- The school plans to hold Secure/Lockdown drills tomorrow across both campuses.

Human Resources

- The Vanguard School has begun implementing and integrating its new HRIS platform, BambooHR. We are in our initial stage of embedding the software and projecting to operate the system entirely by mid-April. This will help standardize our systems and processes for new applicants and build new strategies for our team to enhance the onboarding experience and provide accessibility and transparency to HR functions for all staff members.
- As a result of a career fair we participated in last month at Hillsdale College, we had the opportunity to host two Hillsdale candidates this week with the hope that they will become Vanguard team members. With our Department Chairs' support, we introduced them to the school environment, offered the Vanguard experience, had them observe our teachers interact with students in the classroom, and do a demonstration lesson.
- We have increased our job postings in secondary teaching positions with newly posted teaching positions in French, Drama, Physics, Spanish, Choir, and Music. In addition, two school counselor positions have been posted.
- The next career fair we will be participating in will be the UNC Educator Fair on March 23-24.

Technology

- Planning laptop purchase for the coming year to support increased online testing needs and our established tech refresh cycle.
- The annual E-rate process is underway with our new consultant. We expect to have our internet connections covered at 80% again, as well as a small amount of additional networking equipment.

Facilities

- The scoreboard arrived Monday, and the plan is to install beams on the north end of the track during spring break and allow it to cure for three weeks before installing the scoreboard sign. Mahler GC will begin electrical work within the next couple of weeks to provide a power source to the scoreboard.
- The double set of doors and ramp have been installed on the modular building at the track and will provide a safer way to carry and secure track equipment. There are plans to improve the track area sideways connecting current walkways and driveways to the track. The blue turf is scheduled for cleaning and sweeping on March 23.
- The modular I foundation project is scheduled to start on June 7. The building will temporarily be moved while a new foundation is installed and completed by the end of the summer.
- Plans are being made to have both Corona campus parking lots repaired and a new blacktop application applied during the summer.
- The school purchased and received a 40-foot Conex to help store maintenance tools and equipment.

8. Executive Director's Report – Renee Henslee

General / K-12 Overview

- Detailed teacher evaluations have begun which synthesize multiple classroom observations from department chairs/team leads and building leaders. This provides a comprehensive picture of staff performance during the course of this school year.
- CMAS training and testing is right around the corner. Grades 3-8 will do CMAS testing between April 10 and April 28. Content assessed will include ELA and Math, as well as Science for grades 5 and 8. Grade 11 will do CMAS testing in Science on April 19.
- Administrators and teachers will be implementing support strategies based on the recent ITBS results to help prepare students for the upcoming CMAS tests.

General / K-6 Overview

- Literary Character Day was a fun way to celebrate reading. Admin staff were able to visit each homeroom class, read a book that launched a character discussion, and present teachers with the book to add to their classroom libraries. Lower elementary children were able to parade through the building showing off their chosen character costumes.
- Onboarding new assistant teachers in upper and lower elementary has been supportive of our existing team. The new staff are a welcome addition.
- Both lower and upper elementary grades gathered for a campus photo for the upcoming yearbook.
- We are looking forward to taking our elementary students (grades 1-6) to the high school *Suessical* production at the end of April. Grades 1-3 will walk over to the Corona Campus to enjoy the show.

Lower Elementary

- We welcomed next year's kindergarten families at Kindergarten Readiness Night on March 2. The event was attended by about two hundred fifty people and began building excitement for next year as well as letting families know how they can set their children up for success.
- Fifth grade will send a group of students who have been reading and studying novels the entire school year to the Battle of the Books Competition on April 27.

Junior High

- Members of our TARC club participated in a launch on March 4. It was a very successful flight experience for the junior high teams, and the flights went well. Congratulations to the team and thank you to Mr. Riegel for all he does to support this opportunity!
- Junior high cheerleaders marched in the St. Patrick's Day Parade last Saturday, representing Mr. Carson's foundation which supports injured and fallen police officers. Thank you to Mrs. Gates and Mr. Rummel for coordinating this opportunity, and to Mr. Carson for supporting our girls.
- Eighth-grade students are participating in high school Shadow Days all this week, visiting and observing four core high school classes and discussing what they observed with their teachers and classmates. Students will visit a language class, English class, science class, and history class and will be able to wear high school dress code during their observation days.

High School

- The annual high school ski trip took place on March 4 without any major incidents. One mitten was tragically lost.
- Several students took the USABO Open Exam. This national biology exam is a rigorous and challenging college-level test. One of our students, Calvin Delong, tested in the top ten percent in the nation, and will be in the semifinals tomorrow. Two other Vanguard students, Elizabeth Lee and Yining Zhang, finished in the top twenty percent in the nation.
- Our musically gifted students got to demonstrate their hard work and dedication to their craft during the Renaissance Festival last week. The dessert auction afterwards raised over \$2100 for our instrumental music program.

