

**Vacaville Christian Schools**

**Board Meeting**

**December 15, 2020 / 6:00 pm**

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| **Board of Directors:** |  |
| Becky Craig ~ Chairman \*(2nd, 12/2022) | Joe Dingman ~ Member at Large \*(1st, 4/2023) |
| Seth Jamel ~ Vice Chairman \*(2nd, 9/2023) | Justin Kagin ~ Member at Large \*(1st, 5/2023)  |
| Jason Smotherman – Treasurer \*(1st, 5/2021) | Ben Davis ~ Head of School |
| John Biard ~ Secretary \*(1st, 6/2022) | Courtney Gallaher ~ Administrative Support |
| Susanna Brooks ~ Member at Large \*(1st, 10/2023) | Donna Martian – Administrative Support |
|  | \*(current term, end of current term) |

1. Opening Items

a. Attendance and Guests

Members Present: B. Craig, S. Jamel, J. Smotherman via Zoom, J. Biard via Zoom, S. Brooks, J. Dingman via Zoom, J. Kagin, B. Davis, C. Gallaher and D. Martian

Members Absent: None.

Guests: John “Lou” Cabral, Board Candidate

b. Meeting called to order with prayer at 6:00 p.m.

c. Devotion

Ben Davis presented tonight’s devotion focusing on how far are we willing to go for the Lord?

* Scripture reference – Acts 1:8

d. Open Session

No guests present.

2. Old Business

a. Motion to approve the November 17, 2020 Board Meeting Minutes as presented.

 Motion by Seth Jamel; 2nd by Susanna Brooks

 Motion approved unanimously

b. Motion to approve the November 30, 2020 Board Meeting Minutes with corrections noted.

 Motion by Seth Jamel; 2nd by Susanna Brooks

 Motion approved unanimously

3. New Business

a. Board Candidate Interview

The Board conducted an interview with Board Candidate John “Lou” Cabral.

Lou Cabral left the meeting at 6:45 p.m.

The Board discussed the interview.

Motion to extend an invitation to John “Lou” Cabral to join the Board of Directors effective January 2021.

Motion by Seth Jamel; 2nd by Justin Kagin.

Further discussion took place regarding the process of presenting new candidates.

Motion tabled.

The Board Development Committee will work on creating guidelines for recruiting and presenting Board candidates.

Following a time of prayer, the Board will conduct an e-vote for the current candidate under consideration.

b. ECE-12th Grade Faculty Survey Analysis

Ben Davis reviewed the recently completed survey, the basic conclusions and five proposals in response to the survey. The proposals were discussed and refined to include:

1. Continue to assess and evaluate either the on-campus simulcast distance learning model will be continued into the 2021/2022 school year.

2. Effective the week of January 18, 2021, through the end of the school year, all K-5th classrooms institute a mid-week minimum day each Wednesday. Ben Davis will confirm with Administrators if this day will follow the early dismissal schedule followed on Tuesdays or the official minimum day schedule.

3. Effective the week of January 18, 2021, through the end of the school year, all 6th – 12th classrooms institute a Friday minimum day. Ben Davis will confirm with Administrators if this day will follow the early dismissal schedule followed on Tuesdays or the official minimum day schedule.

4. Add four no-student on-campus work days (extended care available / ECE as normal).

5. Add five additional FFCRA days, not to accrue past the end of the school year, offered by VCS according to the FFCRA rules.

The Board voiced their support for the above noted proposals and directed Ben Davis to communicate the changes thoughtfully and carefully.

c. Becky Craig and Ben Davis reviewed areas of the By-Laws to ensure that the Board is in compliance:

* No more than three (3) Board members representing the same church.

The Board confirmed they are in compliance with this regulation.

* Meetings to follow Robert’s Rules of Order

The Board confirmed they are in compliance with this regulation.

 Several Section 200: School Board Policies were reviewed for compliance:

* Policy 200.2 Statement of Faith Board Acknowledgement and 200.19 Board Conflict of Interest & Code of Conduct.

Members will sign both forms at the January 2021 Board meeting bringing the Board into compliance.

Policy 200.12 Request to Meet with the Board

Board Development Committee members will review and submit proposed changes as deemed necessary. The final policy will be communicated via the VCS website.

Policy 200.20 Tuition Schedules

Ben Davis will review and submit proposed changes as deemed necessary.

d. Board Committee Reports

i. Head of School – Ben Davis

* Infant/Toddler Program

A motion to end the Infant/Toddler program effective May 2021 was approved during the November 2020 Board meeting. Upon further review it has been noted that the Infant/Toddler program contract runs through July 2021. There will be further evaluation to the structure of the preschool program to accommodate all ages.

Motion to extend the Infant/Toddler Program through July 2021.

Motion by Seth Jamel; 2nd by Jason Smotherman

Motion approved unanimously

* Bonuses

In the process of executing and finalizing K-12 Faculty equity raises. Raises will be processed effective the first pay period in January 2021.

Ben Davis reviewed the annual compensation plan details with the Board.

* Shared an encouraging e-mail from a new VCS family.
* Reviewed enrollment and retention numbers.
* Maylene Ripley will make a presentation on Marketing and International Students during the January 2021 Board meeting.
* Update on Development

Continuing to work on the technology update made possible by a $50,000 donation for that purpose. A proposed purchase was reviewed that would completely upgrade the High School Computer Lab computers and monitors.

Motion to authorize the GHA Technology purchase of $41,600.00 in line with the technology donation recently received.

Motion by Seth Jamel; 2nd by Joe Dingman

Motion approved unanimously

The Board requested Ben Davis work on generating a formal policy to deal with major donations such as this one.

* Elementary Breezeway project

A donor has agreed to fund the proposed secured entry to our Elementary breezeway. Work continues on gathering the details of this project. Ben Davis will notify the Board of the details and scope of work. The Board will conduct an e-vote prior to incurring the cost for this project.

* Security Footage Retention Policy

The Board reviewed the draft policy as presented. This will be an addition to existing Policy 500.32, Document Retention and Destruction.

Existing 500.32.F reads as follows:

“F. E-MAIL

See IT Policy for Retention of E-Mail Messages.”

Proposed addition to 500.32.F will read as follows:

“F. E-MAIL AND SECURITY FOOTAGE

1. E-MAIL

See IT Policy for Retention of E-Mail Messages.

2. SECURITY FOOTAGE RETENTION

VCS does not actively archive security camera footage. All footage is subject to the surveillance system’s storage capacity and is automatically deleted by the system in a ‘first in, first out’ process as needed to accommodate new data.”

Motion to approve Policy 500.32.F.2, Security Footage Retention, as presented.

Motion by Seth Jamel; 2nd by Susanna Brooks

Motion approved unanimously

* Equipment purchase for Covid restrictions:

Following additional research, it is has been deemed impossible to purchase and install the necessary equipment for student dining within the $20,000 limit authorized during the November 2020 Board meeting.

* Budget planning process

The three-month budget planning process will begin in January 2021.

ii. Finance Committee – Becky Craig

* 2019/2020 Audit Report presented for approval.

The Finance Committee has reviewed the report and is recommending it for approval. There were no matters of concern noted and the Auditors worked well with our management staff.

Motion to approve the 2019/2020 Audit Report as presented.

Motion by Susanna Brooks; 2nd by Jason Smotherman

Motion approved unanimously

iii. Academic Excellence Committee – Ben Davis

* Accreditation is moving forward according to plan.

iv. Athletic Committee – Joe Dingman

* December meeting cancelled.
* Continuing to finalize and implement decision for the use of VCS Athletic facilities by the Admirals organization.
* State of California has announced the revised youth sports guidelines. Donna Hagan, Athletic Director, has communicated these guidelines to our athletes.

v. Board Development Committee – Seth Jamel

* No report.

vi. Executive Committee – Becky Craig

Items discussed at the December 2020 Executive Committee meeting:

* Policy 500.32.F.2 Security Footage Retention
* Covid restrictions for dining
* Strategic plan
* Staff Survey

4. Closing Items

a. Open/Continued Items Summary

* E-Vote on Board Candidate – All Board
* Create guidelines for recruiting and presenting Board candidates. – Board Development Committee
* Communicate changes in response to staff survey as discussed – Ben Davis
* Review/Revise Policy 200.12 Request to Meet with the Board – Board Development Committee
* Review/Revise Policy 200.20 Tuition Schedules – Ben Davis
* Marketing & International Student presentation at January 2021 Board Meeting – Maylene Ripley
* Create policy to deal with major donations – Ben Davis
* Provide details for the Elementary Breezeway project for e-vote – Ben Davis

b. Calendar

* December 17, 2020 - Staff Christmas Luncheon, 12:00-2:00 p.m., MP
* December 18, 2020 – January 1, 2021 – No School (Christmas Break)
* December 18, 21, 22, 28, 29 & 30 - Extended Care available with food service
* January 6, 2021 - Staff Leadership 2021/2022 Calendar Meeting
* New Family Enrollment – January 4, 2021
* January 18, 2021 – No School (MLK Day)
* January 26, 2021 - 5th to 6th Grade Shadow Day
* January 27, 2021 - KR to K Shadow Day
* May 10, 2021 - VCS Golf Classic (Green Valley Country Club)

5. Prayer and Adjournment

Motion to adjourn the meeting.

Motion by Seth Jamel; 2nd by Susanna Brooks

Motion approved unanimously

Meeting adjourned at 9:40 p.m.

**Next Board Meeting ~ January 19, 2021 Devotion ~ John Biard**

**Location: College Resource Room 202, 6:00 p.m.**