

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting

Date and Time

Tuesday January 15, 2019 at 6:00 PM

Location

821 Marshall Rd, Room 202

Board Terms

S. Jacobs- 3rd, 6/2019

S. Jamel- 1st, 9/2020

B. Craig- 1st, 12/2019

B. Pazdel- 3rd, 6/2019

T. Grafals- 2nd, 4/2021

A. Kennedy- 2nd, 5/2019

J. Smotherman- 1st, 5/2021

Directors Present

A. Grafals, A. Kennedy, B. Craig, B. Pazdel, J. Smotherman, S. Jacobs, S. Jamel

Directors Absent

None

Directors Arrived Late

J. Smotherman

Guests Present

B. Davis

I. Opening Items**A. Call the Meeting to Order**

S. Jacobs called a meeting of the board of directors of Vacaville Christian Schools to order on Tuesday Jan 15, 2019 @ 6:00 PM at 821 Marshall Rd, Room 202.

B. Record Attendance and Guests

C. Devotion

Devotion was given by S. Jacobs from 1st Thessalonians.

D. Open Session

Darelyn Pazdel, Dena Danner, and Ruth Belval were present during the open session. Both Mrs. Danner and Mrs. Belval having been longtime parents who had never attended a board meeting wished to see how one was conducted at VCS; and express their positive experiences, both they and their children have experienced at VCS.

II. New section

A. Head of School

Mr. Davis reported on the following areas within the institution:

- Crab Feed- 230 tickets sold thus far. Overall number of sponsors are up from last year.
- Reviewed of proposed language for Continuous Enrollment.
- Discussed a change in policy regarding fees collected for re-enrollment (see below under new business).
- Next steps with regard to his mini strategic plan including:
 - New Vision Statement
 - Spiritual & Academic emphasis
 - Evaluating entire academic scope and sequence of K-5
 - Focus of marketing internally (retention)
 - Continued focus on HR & Compliance
 - Completion of a full organizational chart by the next board meeting
 - Determining financial options
- Facilities- plans in place listed by needs base & funding requirements
- Employee survey to be completed by next week

J. Smotherman arrived late.

B. Finance Committee

B. Craig reported on:

- Current financial and enrollment numbers.
- Reviewed the Finance Committee report of December 10, 2018. (see attached)

C. Advancement/Marketing Committee

A. Kennedy reported that the Advancement Committee will resume their monthly meetings beginning February 2019.

D. Athletics Committee

B. Pazdel reviewed items discussed during the Athletics Committee meeting of January 11, 2019 including status of spring sports, equipment/facilities needs; The Espy's Award Banquet and fundraising campaign of the Boosters this spring.

E. Board Development Committee

S. Jamel reported that:

- Committee members have held/and will hold conversations of interest with several prospective candidates.

- Discussed obtaining names from Mr. Davis of staff/faculty members for notes of appreciation from the Board.
- Will be discussing Leadership Transition & Training during their next monthly meeting scheduled for January 28, 2019.

F. Executive Committee

No report, as a meeting was not held during the month of December.

III. Other Business

A. Approve Minutes

B. Craig made a motion to approve minutes from the VCS Board meeting on 12-15-18. VCS Board Meeting on 12-18-18.

A. Kennedy seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. New Business

A. Consolidation of Re-enrollment Fees

Mr. Davis proposed that the board consider a policy change to how the institution collects re-enrollment fees. Mr. Davis explained that the institution desires to work toward one global fee for tuition to include those fees a student customarily is charged for an academic year therefore allowing easier budgeting by parents. Other fees that not all student incur would continued to be billed on a separate basis.

B. Craig made a motion to Motion to absorb the re-enrollment fee into the annual tuition and discontinue collecting separate re-enrollment fee.

A. Grafals seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Craig made a motion to Motion to absorb the re-enrollment fee into the annual tuition and discontinue collecting separate re-enrollment fee.

A. Grafals seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

J. Smotherman made a motion to adjourn the meeting.

S. Jamel seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:29 PM.

Respectfully Submitted,

B. Pazdel

J. Smotherman made a motion to adjourn the meeting.

S. Jamel seconded the motion.

The board **VOTED** unanimously to approve the motion.