

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting - January 16, 2018

Date and Time

Tuesday January 16, 2018 at 6:00 PM

Location

821 Marshall Road, High School Room 202

Directors Present

A. Grafals, A. Kennedy, B. Craig, B. Pazdel, D. Martian, M. Alexander, S. Jacobs, S. Jamel

Directors Absent

None

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 16, 2018 @ 6:00 PM at 821 Marshall Road, High School Room 202.

B. Record Attendance and Guests

Administration/Staff present:

G. Allen, M. Gomez, D. Huntley, K. Kempton, D. Lynch, R. Martin, R. McGriff, B. Mendoza, E. Renick, M. Ripley, J. Rowland and F. Shipley

Guests present for open session:

I. Alvarado, Pastor C. Bracy, Sr., C. Bradeson, G. Everett, J. Everett, B. Grabowski, S. Jones, L. Kroll, R. Jesinger and J. Redican

C. Devotion

T. Grafals presented tonight's devotion, "God Reveals His Will".
Scripture reference: II Samuel 7

D. Open Floor

Pastor Bracy participated in this Board meeting at the invitation of the Board. It is the desire of the Board to reconnect with our local churches and pastoral staff. Pastor Bracy introduced himself and gave a brief overview of his position and ministries at First Baptist Church, Vacaville. Pastor Bracy prayed over the Board and the school.

I. Alvarado commented on the positive interactions between parents and team members at the recent soccer game(s), congratulated Adam Grabowski on his recent nomination to the McDonald's All American Basketball Team, the encouraging energy circulating throughout the Parent Partnership Committee members and encouraged the Board to continue to rebuild relationships with all constituents and remind the Board parents are praying for all involved in the HOS recruitment process.

C. Bradeson commented that it is important to be engaged in relationship building, even during sporting events.

G. Everett questioned the status of 2018-2019 tuition schedule.

L. Kroll stated her support of the Parent Partnership Committee and requested a better understanding of how to be prepared to share VCS to those in the community and the need to equip new and existing staff to cast the vision for VCS.

S. Jacobs reported that an e-mail had been issued on January 16, 2018 containing an overview of the status of the HOS recruiting process and a request for applications from parents to participate in the hiring process through the soon to be formed Advisory Committee.

S. Jacobs reported the Board conducted a meeting with VCS' ACSI representative. This was a very productive meeting and provided much direction for the Board during the HOS recruitment process.

S. Jacobs reported the desire of the Board to initiate a school-wide Bible reading 'plan' in the near future.

Guests present for the Open Session left the meeting at 6:55 p.m.

E. Approve Minutes - Closed Session, November 27, 2017

B. Craig made a motion to approve the November 27, 2017 Board Meeting - Closed Session minutes as presented.

A. Kennedy seconded the motion.

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

F. Approve Minutes - Board Meeting, November 30, 2017

B. Craig made a motion to approve the November 30, 2017 Board Meeting minutes as presented.

A. Kennedy seconded the motion.

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

G. Approved Minutes - Closed Session, December 15, 2017

B. Craig made a motion to approve the December 15, 2017 Board Meeting - Closed Session minutes as presented.

A. Kennedy seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Administrator's Reports

A. Conservatory

R. Martin reported the following:

- Every year there is something new and challenging.
- We get to do anything that God equips us to do and will continue to reach as far as the Lord will equip us.
- It isn't about how "public" we are as a school, it's about following the Lord's plan.
- I can teach well, because here I am allowed to.

B. Early Education Department

R. McGriff reported the following:

- New students continue to join the Early Education department.
- Continue to work on the curriculum guide per the Accreditation recommendation.
- Upcoming events include - Fan Day and Heritage Day.

C. Elementary Department

D. Lynch reported the following:

- Upcoming events - Academic Awards Chapel (1/23), ACSI Spelling Bee (1/26), 5th-6th Grade visitation (1/30), Kindergarten Readiness-Kindergarten orientation (1/31), Open House (2/6)
- Good communication continues between departments; curriculum is lined-up between departments along with a great partnership with Administration.
- The weekly Leadership meeting has been changed to Thursdays at 8:15 a.m. (except for the week there is a Board Meeting).
- Letters of Intent to faculty will be distributed on February 2, 2018 with a return date of February 15, 2018.
- Kindergarten Graduation will now be called Kindergarten Promotion. This aligns with changes being implemented in the Middle School.

D. Middle/High School

E. Renick reported the following:

- Upcoming events include - 8th grade shadow day and Chapel Awards
- Reviewed changes in the chapel awards ceremony. Changes are being implemented to streamline the presentations.
- The new Middle School Robotics Club will begin on January 17, 2018. Middle School continues to offer more club opportunities this year.

J. Rowland reported the following:

- Administration and staff continue to focus on a positive environment and attitude within the High School.
- Continue to improve facilities (power washed the Middle School, painting, signage and general clean up).
- Striving to ease faculty burden while encouraging all to be involved and enthusiastic.
- Focus on strategic communication.

- Technology - faculty collaborating with the IT Department for possible student technology changes school-wide.
- Continuing to discover strategies for communication to regenerate enthusiasm in our staff, families and students. Encouraged the Board to address this issue as well. Cast vision, etc.

M. Alexander commended the staff for their presence at student events.

E. Advancement

F. Shipley reported the following:

- "Make It Yours" campaign - shared new animations that will be viewed on the website, social media, etc.
- On-line ads are showing a good return rate.
- Working more on in-bound marketing on the school website; more links.
- Working on High School website as a sub-site of the school-wide website; added more social media links.
- The transition to our new website host company is complete; new webteam have completed programming edits.
- No-cost marketing opportunities include a seven day prime-time run on KUIIC promoting our crab feed, etc. and digital billboard ads donated by the Wise Auto Group.
- Researching information on "The Fish" KKFS radio station's "half the price on tuition" program. This is an advertising swap program.
- Reviewed the 2017 Annual Fund campaign "We Belong" and the current 2018 campaign "It Matters". Formal launch of the 2018 campaign is pending. Materials were provided for the Board's review and direction with the goal of launching as soon as possible.
- Requested the status of the challenge to former Board members for donations - the Board will continue discussions on this item during the Executive Sessions.
- Electronic re-Enrollment began January 8th. Families are required to use their Smart ID Code as a security measure. IT continues to work on providing an updated Enrollment Completed report. Weekly reminders will go out and information directing parents to find their Smart ID Code will be updated in E-Bulletins.

F. Head of School Office - Board Liason

D. Huntley reported the following:

- Crab Feed update - sponsorship, ticket sales and VIP table participants.
- National Day of Prayer - May 3, 2018. Working with Thrivent as a sponsor for the annual breakfast and continuing to work on a Save The Date card.
- Accreditation update - VCS is due a mid-cycle visit on March 21, 2018, with a progress report due on February 7, 2018. Administration is committed to meeting the deadlines; Val Marchione is the Accreditation Coordinator. A. Kennedy will continue to work with staff on this project.

G. Admissions

M. Ripley reported the following:

- Continue to work on 5th-6th grade shadow day and KR-K Open House. 5th graders get to participate in the elective of their choice on that day and a special lunch among other things.
- Will continue to work with B. Mendoza in the Business Office regarding a possible re-enrollment raffle.

- In-house tours are up from last year.
- Continuing to work 2018-2019 enrollment packets.
- Early Education research project - researching tuition and fee levels for three of our primary competitors. Updated information will be provided when available.
- VCMA update.
- Meeting on this week regarding the counter proposal for the Chinese school connection. More information to follow.
- Recruiting trip to the Ukraine in April. Working on contacts in Peru and Brazil as well.
- Continue to attend EDC, the ACSI Marketing Round table and TRAFIC events.

H. Operations

G. Allen reported the following:

- Transportation - reviewed the status of the bus and options for student transportation. More information to follow.
- Portable classrooms - reviewing options for the portable classrooms on campus that are not be utilized. More information to follow.
- Insurance compliance recommendations - Fleet and visitor/volunteer protocols. Will continue to research on developing needed protocol, if any, and how to communicate any changes.

I. Booster Club

S. Jamel reported the following:

- Sponsorship signage in the gym - requested the idea of continuing the current sign program that is utilized on the Sports Complex be carried into the gym. M. Gomez and D. Huntley will work with the Booster Club representatives on this possibility.

Administration and Staff left the meeting at 9:10 p.m.

III. Committee Reports

A. Finance

B. Craig provided the minutes from the January 8, 2018 Finance Committee meeting.

B. Craig reported the following:

- Departments are to begin reviewing activities and needs in anticipation of the draft budget in March/April.
- Monthly and Year-to-Date Financial Activity Reports.
- Annual Audit.
- Loan Review with Bank - Debt Covenant.
- Personnel - Minimum wage adjustment and Senate Bill 621.
- Banking Controls.
- Cash Flow.
- Operations.
- Budget process.

B. Craig made a motion to recognize pay raises necessary to continue exempt status for the positions that currently hold exempt status. This change is in response to the recent minimum wage adjustment.

A. Grafals seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Advancement/Marketing

Item continued to Closed Session scheduled for Monday, January 22, 2018.

C. Athletic

Athletic Scholarships - The Board discussed the concept, policy, options and budget ramifications of a possible scholarship program.

Item continued to Closed Session scheduled for Monday, January 22, 2018.

D. Board Development

Item continued to Closed Session scheduled for Monday, January 22, 2018.

E. Executive

Item continued to Closed Session scheduled for Monday, January 22, 2018.

F. HOS Search

Item continued to Closed Session scheduled for Monday, January 22, 2018.

IV. New Business

A. New Items

Item continued to Closed Session scheduled for Monday, January 22, 2018.

V. Executive Session

A. Discussion

Discussed details associated with the recent change in leadership. Item continued to Closed Session scheduled for Monday, January 22, 2018.

VI. Closing Items

A. Next Board Meeting

Monday, January 22, 2018.
7:30 p.m. 821 Marshall Rd., High School Room 202

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:15 PM.

Respectfully Submitted,
D. Martian