

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting - March 20, 2018

Date and Time

Tuesday March 20, 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 Mar 20, 2018 @ 6:00 PM at 821 Marshall Road, High School Room 202.

B. Record Attendance and Guests

D. Martian recorded the attendance.

Administration/Staff present:

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

C. Devotion

S. Jamel presented tonight's devotion, "Who Is Our Real Enemy?".
Scripture references: Ephesians 6:12, John 14:6.

D. Open Floor

No guests present for Open Session.

II. Administrator's Reports

A. Early Education Department

No report.

B. Elementary Department

D. Lynch reported:

- Excelerated math programs - continue to evaluate programs.
- Continue to work to provide additional resources for students.
- First Elementary Dance ever - Father/Daughter dance. Was a huge success.
- Hallelujah Hop taking place later this week.

C. Middle/High School

J. Rowland reported:

- Beginning to work on scheduling classes for 2018-2019 school year.
- Continuing to work on staffing for the 2018-2019 school year.
- Dress code discussions continue.
- Work continues on organizing the inaugural Middle School dance.
- Reviewed/discussed staffing changes.

D. Admissions

M. Ripley reported:

- Reviewed International Student opportunities. Will present to the Board for consideration when all information has been gathered.
- Continue to work with sustaining discount.
- Conducted campus tours for Elementary faculty. Teachers felt they gained very valuable information. Suggested creating a basic chart showing the disbursement of tuition dollars.
- Continue to work on mid-cycle Accreditation report. Campus visit scheduled for March 21, 2018.
- Reviewed enrollment numbers. Expect increased enthusiasm after Spring Break. Will continue to work with families.

E. Advancement

F. Shipley reported:

- Gathering bids for an April-June campaign utilizing the remaining funds in our current budget. Will be focusing on local venues and social media.
- Social media update - no paid ads at this time. Continue to get multiple new views on our Facebook page.
- Continuing to work on gathering new statistics to update our website and Facebook page(s).

F. Athletics

M. Gomez reported:

- Spring sports have begun. Teams are competing well.
- Booster club has shown a strong presence.
- ESPY awards on scheduled for May 22, 2018. Will be approaching Administrators to be presenters.

- Working to incorporate the coaching model that has been so successful in our women's volleyball into all sports; to carry it through from Elementary all the way to High School sports.
- Once schedules are finalized they will be publicized via social media.
- Reviewed/Discussed staffing changes within the Football program.
- Exploring options for summer Baseball camps.

G. Business Office

Beth Mendoza reported:

- IT has been an integral part of gathering information for a project involving employee records. A huge thanks to Roger Mathews and Mike Bates.
- Still waiting for departments to provide information on returning faculty.
- All departments have submitted their budget worksheets.

H. HOS Office

D. Huntley reported:

- National Day of Pray is scheduled for May 3, 2018. This event has been announced at the last VCMA meeting; word of mouth is the best marketing.
- Reviewed the Accreditation schedule for March 21, 2018.

I. Operations

G. Allen reported the following:

- Continue to work on budgets and summer projects.
- Currently have two vacancies in the Operations Department; working to fill them.
- Continue to work with Athletics regarding staffing changes within the Football program.
- Continue to work with Campus Security Coordinator. Appreciate the newly developed program, 'Cops on Campus'.

J. Discussion

B. Craig requested all departments provide their projected cash-flow reports. This is a critical piece of information needed for budgeting and planning for summer expenses.

B. Craig stated the Board will review the first draft of the 2018-2019 budget at the next Board meeting.

S. Jacobs thanked staff for their input regarding our HOS finalist candidates.

A. Kennedy reported on staffing issues regarding office coverage for the High School office. The Board's priority is that the Admissions office is fully staffed and open during all business hours. Administrators were asked to look at alternatives to provide staffing coverages for school offices when a need arises. All Administrators will work together to address this issue.

All Administrators left the meeting at 7:05 p.m.

III. Committee Reports

A. Advancement/Marketing

A. Kennedy reported:

- K. Eads, Registrar, was a participant in the latest Advancement Committee meeting.
- M. Ripley presented a potential Sister School agreement for the Board to review. The Board agreed to request that no new International Student programs be presented for approval until the Board has appointed a new Head of School. All new programs will be submitted for Board approval upon the recommendation of the Head of School.
- The Board agreed that any exceptions to the tuition rates for International Students shall be presented to the Finance Committee for consideration prior to being offered to the student or International Student organization(s). The Finance Committee will make a recommendation to the Board for final approval should they deem it a valid consideration. No adjustment/exception to the tuition schedule shall be offered prior to Board approval. This will be communicated to M. Ripley by A. Kennedy.
- Crab Feed update - reviewed venue and event details.

B. Athletic

B. Pazdel reported:

- Staffing for the Football program.

C. Board Development

B. Pazdel reported:

- The Committee continues to review application(s). Application(s) will be submitted to the full Board for review when all documentation has been provided.

D. Finance

B. Craig reported:

- Reviewed current financial and enrollment reports.
- Reviewed March 12, 2018 Finance Committee meeting minutes.
- Discussed contract details to be used for negotiations with potential candidate for Head of School position.

Motion to authorize salary negotiations for the Head of School position to begin at \$120,000 and not to exceed \$140,000 annually.

Motion by A. Kennedy; 2nd by T. Grafals

Motion approved unanimously

- In response to staff concerns and potential financial impacts the following motion was made and approved:

Motion to stop all automatic Annual Fund donations from staff effective July 31, 2018.

Motion by B. Craig; 2nd by T. Grafals

Motion approved unanimously

E. Executive

No additional report.

F. HOS Search

B. Craig reviewed the timeline for candidates to tour the campus, meet staff, Advisory Committee interview and Board interview.
B. Craig and M. Alexander will each host a candidate for the campus/staff tours on Friday, March 23, 2018.

IV. New Business

A. Approve 01.22.2018 Board Meeting - CLOSED SESSION Minutes

A. Kennedy made a motion to approve minutes from the Board Meeting - CLOSED SESSION - January 22, 2018 as presented.

S. Jamel seconded the motion.

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

B. Approve 01.26.2018 E-vote Minutes - Reinstate Support Staff Position

A. Kennedy made a motion to approve minutes from the 01-26-18 E-Vote - Reinstate Support Staff Position - Music Conservatory as presented.

S. Jamel seconded the motion.

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

C. Approve 01.29.2018 E-Vote Minutes - Amend Financial Aid Policies

A. Kennedy made a motion to approve minutes from the 01-29-2018 E-Vote - Amend Financial Aid Policies as presented.

S. Jamel seconded the motion.

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

D. Approve 01.31.2018 E-Vote Minutes - Extend 2018-2019 Discounted Enrollment deadline

A. Kennedy made a motion to approve minutes from the 01-31-2018 E-Vote - Extend 2018-2019 Discounted Enrollment deadline as presented.

S. Jamel seconded the motion.

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

E. Approve February 15, 2018 Board Meeting - Closed Session Minutes

A. Kennedy made a motion to approve minutes from the Board Meeting, February 15, 2018, CLOSED SESSION as presented.

S. Jamel seconded the motion.

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

F. Approve February 20, 2018 Open Forum Minutes

A. Kennedy made a motion to approve minutes from the February 20, 2018 Open Forum Session as presented.

S. Jamel seconded the motion.

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

G. Approve E-Vote Early Graduation Minutes

A. Kennedy made a motion to approve minutes from the 03-11-2018 E-Vote - Early Graduation as presented.

S. Jamel seconded the motion.

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

H. Proposed revisions to Policy 500.21, Tuition Discounts and 500.22, Referral Program

S. Jamel made a motion to approve the proposed revisions to Policy 500.21 and 500.22 as presented.

B. Pazdel seconded the motion.

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

Proposed Revisions

POLICY TITLE: Policy Number 500.21
TUITION DISCOUNTS REVISED 01.2018
DATE ADOPTED 1982

1. Pastoral Discounts

Those employed as a pastor, associate pastor, or assistant pastor who are identified by either the Federal or State tax codes as such and are in possession of a valid Ministerial License are eligible for a pastoral discount of 50% annually toward the school tuition for their children enrolled at Vacaville Christian Schools. "Children" include the pastor's own natural children and legally adopted children. Stepchildren who reside in the pastor's household and who qualify as the pastor's dependents according to IRS income tax rules and regulations also qualify.

1. Employee Discounts

Contracted K-12 teachers, regular, full time, year-round employees, and full-time school-year employees are eligible for a tuition discount for their dependent children who are qualified and accepted for admittance and who attend Vacaville Christian Schools. *"Children" include the employees' own natural children and legally adopted children. Stepchildren who reside in the employee's household and who qualify as the employee's dependents according to IRS income tax rules and regulations also qualify.* The tuition discount is 35% for full-time, school-year employees, 50% for contracted teachers increased to 60% after their 5th year of service/ministry, and 50% for full-time year-round employees that are not contracted teachers. Exceptions to the above must be authorized in writing by the Head of School. The tuition discount only applies to tuition and does not include the fee for registration or, testing or any other fees for which the employee is responsible.

1. Board Members Discounts

Board Member Discounts have been eliminated as of August 2014. Existing Board members are "grandfathered" under the previous policy. Board members appointed after August 2014, in lieu of a Board tuition discount, are eligible to apply for financial aid as referenced in Policy 500.17. Board Members choosing to receive the Board Tuition Discount under the grandfathered policy *for their children enrolled at Vacaville Christian Schools* receive an IRS form 1099 for the tuition discount received. *"Children" include the Board Member's own natural children and legally adopted children. Stepchildren who reside in the Board Member's household and who qualify as the Board Member's dependents according to IRS income tax rules and regulations also qualify.*

Board members complete the required H.I.S. hours through their service on the Board.

1. Multiple Child Discount

Vacaville Christian Schools offers multiple child discounts, as stated in the annual tuition fee schedule, for families that have more than one child. *multiple children enrolled at Vacaville Christian Schools* "Children" include the families' own natural children and legally adopted children. *Stepchildren who reside in the household and who qualify as the families' dependents according to IRS income tax rules and regulations also qualify.*

This discount would follow the children in the event of a divorce or death of one or both parents. In the event of the death of both parents, the legal guardian of the children would still be able to obtain the multiple child discount and could include the legal guardian's natural or adopted children in the multiple child discount.

1. **Grandparent Discount**

Contracted K-12 teachers, regular, full-time, year-round employees and full-time school-year employees who have been employed in this capacity for fifteen (15) years are eligible for a tuition discount for their grandchildren. This discount will be 50% of tuition only and will be limited to two (2) grandchildren per employee.

This grandparent discount will be increased to 60% of tuition after the above described employee is employed with VCS for twenty (20) years.

1. **Sustainable Program Discount**

The school offers a variety of academic and extracurricular programs. Programs attract and develop students to become well-rounded adults. School leadership is challenged to provide teachers, coaches, instructors and students to learn, compete and perform. When a program lacks enough participants to thrive, school leadership may provide financial assistance to sustain the program. Leaders may work in partnership with the program's facilitator and student's families to discreetly identify the level of assistance warranted. The minimum school-year mandatory tuition and fees shall total \$225 per month. Students selected to receive a sustainable program discount are expected to participate, at a minimum, in the necessary program, to be eligible for the discount to continue. The discount will continue for the student's tenure at school unless the student withdraws from the program(s).

POLICY TITLE: Policy Number 500.22 REFERRAL PROGRAM REVISED 2012 DATE ADOPTED 1987

New parents *families* may be referred to the Vacaville Christian Schools by parents *families* who currently have children attending VCS. The referral must be claimed during the registration process. The Board will approve the referral program details *annually* as presented by the Head of School prior to the new school year's registration.

Reviewed Policy 500.27, Foreign Exchange Student Tuition. B. Craig will work on revisions and submit for full Board approval when complete.

V. Executive Session

A. Discussion Items

- Preparation of Head of School office for new candidate.
- Status of personnel issues.

Motion to invite P. Harrell to participate in the 2018 High School Graduation Ceremonies by handing his son, Nicholas, his diploma as well as provide the Harrell family with reserved seating.

Motion by A. Kennedy; 2nd by B. Craig

Motion approved unanimously

VI. Closing Items

A. Next Board Meeting

Tuesday, April 17, 2018.

6:00 p.m., 821 Marshall Rd., High School Room 202.

Devotion by A. Kennedy.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 PM.

Respectfully Submitted,

D. Martian