

APPROVED



## Vacaville Christian Schools

### Minutes

#### VCS Board Meeting

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**Date and Time**

Thursday April 11, 2019 at 6:00 PM

**Location**

821 Marshall Rd, Room 202

**Directors Present**

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

**Directors Absent**

A. Kennedy, B. Pazdel

**Guests Present**

B. Davis

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**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 Thursday Apr 11, 2019 @ 6:00 PM at 821 Marshall Rd, Room 202.

**B. Record Attendance and Guests**

1. Directors present included Seth Jamel and Becky Craig; Head of School Ben Davis also present. No guests were present. Director Tony Grafals joined the meeting at 6:30 PM; Directors Jason Smotherman and Bejan Pazdel arrived at 8:00 PM.

**C. Devotion**

Mr. Davis provided the devotion which referenced I Corinthians 3:5-7. Ben shared how old practices and culture can be renewed and we are implements in God's plan.

**D. Open Session**

No guests were present for the open session.

## **II. New section**

### **A. Head of School**

- He visited the Solano Community College's Maker Space and will develop opportunities for high school students to gain an awareness of the available resources. Further, he will identify faculty training opportunities to implement such learning in the classroom.
- The spiritual advisory audit conducted by Nathan Tally highlighted that the school needs to identify and communicate its unifying principles and that our learning process needs to progress from transactional to transformational.
- The Draft 2019-20 Budget projection remains on track. We are currently at 82.9% re-enrollment with 69 new students registered. The admissions efforts are targeted at 8-to-9 grade transition and growing ECE to fill the pipeline early.
- A local corporate partner is evaluating a Tuition Assistance Program grant.
- He is evaluating applicants for Sustainable Aid per the criteria provided.
- Targeted marketing to attract military families relocating to Travis AFB is active.
- A year-end Parent Survey will be conducted in May to follow the one conducted in the fall.
- The Middle School restroom renovation is complete.
- An anonymous family contributed \$20,000 to the school to support the revised elementary math program.
- He evaluated the copier and printer needs campus-wide and will renegotiate machines and usage contracts.
- He provided an update regarding potential staffing changes.

### **B. Finance Committee**

The HOS provided a schedule of facility rental fees charged for usage of the fields and gyms. He has not had time to evaluate the fees (dated 2011-12) or non-school utilization. Per the revenue report, rentals generate only a few teams contracting use for less than \$25,000 per year. The Board needs more information to determine whether the fees are appropriate and what other rental opportunities are available

Changes in the Business Office were discussed. With all attending Directors present, the HOS requested a substitute authorization to contract certain bookkeeping services for an annual amount not to exceed \$55,000, subject to Treasurer Craig concurring that ancillary processing will synchronize. Vice President Jamel made the motion noted, Director Smotherman seconded the motion, all votes were affirmative, motion passed.

### **C. Advancement/Marketing Committee**

Nothing was reported for Advancement/Marketing Committee.

### **D. Athletics Committee**

Athletics Committee report was deferred until all attending Directors arrived.

- Football uniforms are being designed for the order.
- VCJF Board changes are positive.
- ESPYs are one month away.
- HOS and Athletic Director propose a tiered sports fee schedule for next school year. All sports programs will continue to be subsidized, not proportionate to cost. The proposed schedule included six different fees ranging \$175-\$300. The Board supported the proposal with the recommendation to reduce the number of tiers for easier administration.
- HOS met with all sports coaches to discuss staff support/contacts while the school recruits a new Athletic Director. The Board discussed at length the merits of continuing

to employee an Athletic Director position or filling another needed leadership role in Human Resources or Spiritual Guidance.

**E. Board Development Committee**

Board Development reported three applications for forthcoming openings have been received. The committee recommended two applicants be invited for interviews next month.

**F. Executive Committee**

Executive Committee reported the Head of School evaluation is in process. It was also reported that the issue of not posting the prior board meetings' minutes is a glitch in the Board on Track software that the company is now addressing.

**III. Other Business**

**A. Approve Minutes**

S. Jamel made a motion to approve minutes from the Board Meeting on 03-19-19 Board Meeting on 03-19-19.

B. Craig seconded the motion.

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

**IV. New Business**

**A. Call to Prayer for Board Officers**

Chairman Jacobs asked all Directors to prayerfully consider the annual board officer positions and to share if they are called to serve. Board nominations will be called at the May board meeting and the vote will be held at the June board meeting.

**V. Closing Items**

**A. Adjourn Meeting**

S. Jamel made a motion to adjourn the meeting.

J. Smotherman seconded the motion.

The motion unanimously did not carry.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

B. Craig