



# Vacaville Christian Schools

## Minutes

Board Meeting - May 15, 2018

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### Date and Time

Tuesday May 15, 2018 at 6:00 PM

### Location

821 Marshall Road, High School Room 202

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### Board Terms

S. Jacobs - 3rd, 3/2019  
B. Pazdel - 3rd, 6/2018  
B. Craig - 1st, 12/2019  
D. Martian - 3rd, 5/2018

M. Alexander - 2nd, 6/2019  
T. Grafals - 2nd, 4/2021  
S. Jamel - 1st, 9/2020  
A. Kennedy - 2nd, 5/2019

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### Directors Present

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

### Directors Absent

A. Kennedy, M. Alexander

### Directors Arrived Late

S. Jamel

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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 Tuesday May 15, 2018 @ 6:00 PM at 821 Marshall Road, High School Room 202.

T. Grafals opened the meeting with prayer.

### B. Record Attendance and Guests

D. Martian recorded the attendance.

Administrations/Staff present:

Mike Bates, George Allen, Michael Gomez, Debbie Huntley, Dorace Lynch, Beth Mendoza, Eddie Renick, Maylene Ripley, Joseph Rowland and Faith Shipley

Guests present for Student Council presentation:

Adam Grabowski, Elyse Gottschall, Michael Logateta

Guests present for Open Session:

Irma Alvarado, Hollie Cabral, Janet Karbone and Brenda Vincent

### **C. Devotion**

D. Martian presented tonight's devotion, "Wisdom, Discernment and Clear Direction".

Scripture reference Proverbs 2:1-15, 2 Corinthians 4:1-4, 7-9, 17-18, Micah 6:8

### **D. Semi-Annual Student Council Presentation**

Members of the 2017-2018 Student Council gave a brief review of their activities throughout this school year. The students felt 2017-2018 was a very good year, one with a lot of school spirit. The activities have been a great success with a lot of participation. "The student body is content with the direction the school."

The Board thanked the Student Council members for their contributions.

Student Council members left the meeting at 6:20 p.m.

S. Jamel arrived late.

### **E. Open Floor**

J. Karbone voiced her support of the school as well as her concerns regarding tuition rates, condition of facilities, parental involvement and the need to communicate how the tuition and fees are distributed.

H. Cabral stated that it would be helpful with more insight into how the tuition and fees are distributed.

J. Karbone and H. Cabral left the meeting at 6:30 p.m.

I. Alvarado commented on the status of the facilities, particularly the Elementary picnic tables and ideas to include the students in maintaining the area, the excitement for the new Head of School, her willingness to assist with the upcoming reception on May 29th and the excitement about the football program.

B. Vincent commented on allowing our children to be in a protective environment, tuition rates, mother-son dance and encouraged the Board to seek well rounded Board candidates.

I. Alvarado and B. Vincent left the meeting at 6:55 p.m.

## **II. Administrator's Reports**

### **A. I.T. Department**

M. Bates submitted documentation for the proposed Network Refresh (computer infrastructure) project. Mike gave a summary of the proposal and answered questions.

M. Bates left the meeting at 7:20 p.m.

## **B. Head of School Office**

D. Huntley reported on the following:

- National Day of Prayer was very well attended.
- Beginning to work on the Otis Spunkmeyer campaign for next year.
- Working with Ben Davis to scheduled meetings with Staff, Board, Administration, Parents, etc. Meet and Greet on 5/29, all staff BBQ on 6/6, all Administration meeting on 6/28.

## **C. Advancement/Marketing**

F. Shipley reported on the following:

- Beginning to work on Otis Spunkmeyer and Crab Feed for next school year.
- Finalizing certificates and programs for the upcoming ESPY's, year end programs and graduations.
- Website traffic is up approximately 10%.

## **D. Elementary Department**

D. Lynch reported on the following:

- J. Karbone (see open session) has been an avid supporter of VCS and has been working diligently with donors.
- Mother/Son Dance was a great success. Looking forward to this becoming an annual event.
- Mike Bates has been great to work with.
- Continuing to discuss a high-bred home school program with B. Davis. These discussions will continue once Ben is on-site.
- Elementary deadline for re-enrollment, class sizes and wait list.
- AmeriKids performance went well.
- Student Council speeches taking place this week.

B. Craig will prepare a report on fund distribution once the Board adopts the 2018-2019 budget. Class funds are used at the teacher's discretion.

## **E. Admissions**

M. Ripley reported on the following:

- Re-enrollment activity - a lot of contacts, e-mails and telephone calls.
- Reviewed enrollment.
- Staffing of the Admissions office during the summer.
- Updating SAT marketing figures on marketing materials.
- Changes within the VCMA - working on a new governing statement of faith.
- Procedure to institute automatic re-enrollment with manual withdraw.
- Requested the Board consider generating an updated annual report.

## **F. Athletics**

M. Gomez reported on the following:

- Every team is in the post season.

- ESPY's are close to being sold out. Looking forward to making this one of the biggest annual athletic events.
- Boosters have created a fundraising plan for the next school year. This plan will not conflict with other fundraising campaigns on campus.
- Working on updating the weight room equipment.
- Team transportation will be provided by Michael's Transportation next year.
- Working with a great candidate as a cross-country coach to replace Mr. Bartsch.

### **G. Middle School / High School**

E. Renick reported on the following:

- Middle School held its very first dance at the end of April. It was well done and very well attended.
- Scheduling forms will be distributed to all Middle and High School students tomorrow.
- Encouraged with the enrollment numbers and amount of activity.
- Very busy time of year; all is good.

### **H. Operations**

No further report.

### **I. Business Office**

B. Mendoza reported on the following:

- Updated enrollment projections.
- Financial aid applications are beginning to be submitted.
- Continuing to work on the draft budget for 2018-2019.

All Administration/Staff left the meeting at 8:15 p.m.

## **III. Committee Reports**

### **A. Board Candidate Interview**

Jason Smotherman joined the meeting at 8:30 p.m.

The Board conducted an interview with candidate Jason.

Jason left the meeting at 9:15 p.m.

Following a time of discussion the following motion was made:

**Motion to extend an invitation to Jason Smotherman to join the Board of Directors effective June 2018.**

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

**Motion approved unanimously**

B. Pazdel will communicate the Board's decision to Jason.

### **B. Advancement/Marketing**

No report.

### **C. Athletic**

S. Jamel reported on the following:

- Preparation and response to the upcoming ESPY Awards Ceremony is going very well. Discussed the schedule of the evening and possible presenters.
- Very positive enthusiasm within the Booster Club.

#### **D. Board Development**

No additional report following Board Candidate interview.

#### **E. Executive**

S. Jacobs reported the Executive Committee meeting held on April 27, 2018 was a workshop for the 2018-2019 Budget. All Administrators participated in this meeting.

#### **F. Finance**

B. Craig reviewed the draft budget details. Becky recommended including an additional \$25,000 into the draft budget for the proposed Network Refresh project as presented earlier at this meeting. The Board discussed options; proposed changes will be presented to Administration.

**Motion to adopt the proposed 2018-2019 draft budget based on 665 students, including the proposed changes discussed.**

**Motion by B. Pazdel; 2nd by S. Jamel**

**Motion approved unanimously**

B. Craig reported on/discussion took place on the following:

- Graduation fees.
- Grease trap tank replacement
- Proposed discontinuation of payroll deductions for student tuition accounts. Reviewed proposal; no decision was reached. This will be deferred to the new Head of School.
- Cash position.

### **IV. New Business**

#### **A. Approve April 17, 2018 Board Meeting Minutes**

B. Craig made a motion to approve minutes from the Board Meeting - April 17, 2018 as presented.

A. Grafals seconded the motion.

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

#### **B. Approve May 4, 2018 Board Meeting - Closed Session Minutes**

B. Craig made a motion to approve minutes from the Board Meeting - May 4, 2018 CLOSED SESSION as presented.

A. Grafals seconded the motion.

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

#### **C. Approve May 9, 2018 E-Vote Minutes**

B. Craig made a motion to approve minutes from the E-Vote - Davis Street Property as presented.

A. Grafals seconded the motion.

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

#### **D. Call to prayer - Officer Elections**

The Board reviewed the current nominees.

B. Pazdel would consider extending his term and become a nominee for the position of Secretary. All were in agreement to this option. A formal vote to extend B. Pazdel's term will take place at the June 2018 Board meeting prior to any vote for the Officer positions.

The Board is called to prayer for the following nominees:

Chairman - S. Jacobs  
Vice Chairman - S. Jamel  
Treasurer - B. Craig  
Secretary - B. Pazdel

Officer Elections will take place during the June 19, 2018 Board meeting. Officer terms are July 2018 - June 2019.

D. Martian will complete her third and final term effective May 31, 2018.

**E. Annual Signing of Statement of Faith and Conflict of Interest Policy**

All Board members present, excluding D. Martian, signed the Statement of Faith and Conflict of Interest Policy in compliance with Policy 200.2 and 200.19.

Those absent, Michael Alexander and Amy Kennedy, will sign the above noted forms at the next meeting they attend.

**V. Executive Session**

**A. Discussion**

Scheduling conflicts with the Conservatory programs - options of changing the Board meeting schedule. Following a discussion it was agreed the Board is unable to accommodate this request.

S. Jacobs reported that Board Member Michael Alexander is on a leave of absence from the Board effective immediately.

**VI. Closing Items**

**A. Next Board Meeting**

Tuesday, June 19, 2018  
Devotion - B. Pazdel

**B. Adjourn Meeting**

Meeting closed with prayer.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:55 PM.

Respectfully Submitted,  
D. Martian