



**Vacaville Christian Schools  
Board Meeting  
May 17, 2016 / 6:00 pm**

<b>Board of Directors:</b>	
Ron Myska ~ Chairman *(3 <sup>rd</sup> , 5/2017)	Amy Kennedy ~ Member at Large *(1 <sup>st</sup> , 5/2016)
Scott Jacobs ~ Vice-Chairman *(3 <sup>rd</sup> , 3/2019)	Christopher Lambert ~ Member at Large *(1 <sup>st</sup> , 9/2016) ♦
Ted Spinardi ~ Treasurer *(2 <sup>nd</sup> , 7/2017)	Mark Lillis ~ Member at Large *(1 <sup>st</sup> , 5/2016) ♦♦♦♦
Donna Martian ~ Secretary *(3 <sup>rd</sup> , 5/2018)	Bejan Pazdel ~ Member at Large *(3 <sup>rd</sup> , 5/2017) ♦♦
Michael Alexander ~ Member at Large *(1 <sup>st</sup> , 6/2016)	Sheilah Tucker ~ Member at Large *(3 <sup>rd</sup> , 1/2018) ♦♦♦
Anthony Grafals ~ Member at Large *(1 <sup>st</sup> , 4/2018)	Paul Harrell ~ Head of School
	*(current term, end of current term)

1. Opening Prayer  
Meeting called to order with prayer at 6:00 p.m.

♦Christopher Lambert joined the meeting at 6:05 p.m.

Guest present for Agenda Item 4 included:

Mrs. Janet Fogh\*\*

2015/2016 High School Student Council President\*\*

2016/2017 High School Student Council President, Vice President, Treasurer, and Secretary\*\*

2. Devotion

Scott Jacobs presented tonight's devotion, "The Best of Plans".

- Scripture references – James 4:8, Jeremiah 29:11, Proverbs 3:5-6, 16:3-4, 9 & 19:21, Ecclesiastes 3:1-8, Psalm 27:14, 32:8 & 119:105, Romans 12:2, Ephesians 2:10, and John 3:16
- What is a plan? A plan is a detailed proposal of doing or achieving something; an intention or decision about what one is going to do.
- Everyone is busy planning...we hear it all the time at work & school. What are your plans for...college, a job, marketing, retirement, medical, etc.
- What is God's plan for my life? How do I discover God's plan? The Bible provides many important principles regarding the will of God. God is not trying to hide His will for our lives; He wants His children to know His will and follow it.
- God sometimes reveals or confirms His plans for us through personal circumstances, relationships or even dreams. These are often more subjective and we must carefully evaluate such signs by what God has clearly said in Scripture.
- In the Bible there is a lot to be said about planning.
- Plan on looking up more often. Let's not forget the ultimate plan and purpose.
- Don't worry; pray to your Father in heaven.
- Trust God; He has a plan for your life.

◆◆Bejan Pazdel joined the meeting at 6:13 p.m.

3. Open Floor

No other guests were present.

4. Semi-Annual High School Student Council presentation

The 2015/2016 Council member's report to the Board focused on the following areas:

- Accomplished their goal:  
Have a fun year while meeting our academic goals.
- Events
- Biggest accomplishment this year:  
Camp
- What was learned:  
Responsibilities, accountability, leadership and teamwork

The Board thanked the Student Council members for their presentation and will welcome them back in September of 2017 for a presentation of the coming school year.

\*\*Janet Fogh and Student Council members left the meeting at 6:30 p.m.

5. Prayer Session

The Board participated in a time of prayer.

6. Committee Reports

a. Advancement

Paul Harrell reviewed the Advancement Report provided via e-mail to all Board members (see attachment #1).

Paul presented a new format for the enrollment data. This graph format will provide a good summary of the spreadsheet enrollment report for Board members.

Initial pro-formas were provided to the Advancement Committee for the Otis Spunkmeyer campaign and the Crab Feed. Detailed pro-formas can be provided upon request at the next Advancement Committee meeting.

b. Marketing

Paul Harrell reviewed the Marketing Report provided via e-mail to all Board members (see attachment #2).

Paul noted that this is the peak season for Marketing.

c. Board Development

Scott Jacobs reported the committee has not met this month.

Scott initiated a conversation regarding the pending Board application for Michelle Aas. Both Scott and Paul met with Michelle for a more in-depth discussion considering the recent open position on the Board. There was a time of discussion with all Board members.

◆◆◆Sheilah Tucker joined the meeting at 7:15 p.m.

The Board agreed to table this candidate and will continue to seek the Lord's guidance.

i. Board Attendance Calendar

Scott Jacobs encouraged all Board members to attend the following events:

- Baccalaureate Service, May 24, 2016
- High School Graduation, May 26, 2016

Paul Harrell noted additional seating requirements for Board members during the graduation ceremony.

d. Finance

Ted Spinardi reviewed the summary of the May 10, 2016 Finance Committee (see attachment #3).

Ted reported the committee should have projections for the 2016-2017 budget and will begin discussions of the details of the bonus program. The Board discussed the structure of this program: flat per capita, tier with years of service, percentage, etc. It was agreed this bonus will be presented as a thank you gift and expresses the gratitude of the Board and the Administration. Details will be discussed at the Finance Committee level.

Ted reviewed the impact of the minimum wage increase for next year and the forfeiture of 403b monies.

i. Proposed Revision to Policy 500.21.1, Pastoral Discount

This revision is being presented to the Board for approval in response to a recommendation by the Finance Committee. This revision will remove procedure from the policy while defining qualifications for this tuition discount.

The Board discussed the revisions as presented and agreed on the following verbiage:

**1) Pastoral Discounts**

~~Full-time, Those~~ employed as a pastors, associate pastors, or assistant pastors 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 35% 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. ~~who have their legal residence with the pastor and are wholly dependent upon the pastor for maintenance and support.~~ Stepchildren who reside in the pastor's household ~~in a normal parent-child relationship~~ and who qualify as the pastor's dependents according to IRS income tax rules and regulations also qualify. ~~The full-time employment must be verified in writing by the Pastor's church on church letterhead. This verification must be renewed each school year.~~

Final version to read:

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 35% 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.

**Motion to revise Policy 500.21.1, Pastoral Discount, as noted.**

**Motion by Sheilah Tucker; 2<sup>nd</sup> by Christopher Lambert**

**Motion approved unanimously**

e. Executive Committee

Ron Myska reported the committee met on April 26, 2016. Items discussed:

- Revising format to enrollment data report – results were presented to the Board during tonight's Advancement report.
- WiFi structure
- Capital Improvement projects
- Personnel vacancies

The Executive Committee meeting will now be conducted on the 3<sup>rd</sup> Friday of the month at 12:00 p.m.

i. Strategic Plan Task Force

Paul Harrell and Chris Lambert met earlier this month to discuss the next steps for the Strategic Plan. The Task Force will plan on meeting the week of June 5<sup>th</sup> to finalize the Strategic Plan. The final draft will be presented to the Board for review electronically by June 13<sup>th</sup>. An executive summary of the plan will be presented to the Board at the June 2016 Board meeting. Ron Myska requested the June Board meeting be dedicated to the review and discussion of the Strategic Plan.

f. Head of School

Paul Harrell reviewed the Head of School Summary Report provided to all Board members via e-mail (see attachment #4).

7. New Business

- a. No new business.

8. Update and Discussion

- a. Discuss dates and attendance for June and July 2016 Board meetings:

The June 21, 2016 Board meeting will remain as scheduled. Donna Martian will not be in attendance; Paul Harrell will record the minutes.

The July 19, 2016 Board meeting has been canceled due to Paul Harrell's vacation schedule. Paul will provide all Board members with a summary report via e-mail.

The Finance Committee will meet, as scheduled, on August 9<sup>th</sup>. All Board members are encouraged to attend to discuss the bonus program criteria. A final recommendation for the end of year bonus program will be provided via e-mail; the Board will conduct an electronic vote by August 10<sup>th</sup>. It was noted that Bejan Pazdel will be unable to participate in the vote due to his schedule.

The Board shall resume their regular meeting schedule with the August 16<sup>th</sup> meeting.

- b. Anthony Grafals updated the Board on the submittal of our Restatement of Articles of Incorporation to the State for recording. This document has been returned to us by the State without being recorded due to a conflict in the Nonprofit Corporation Law that was effective January 1, 1980. Anthony will continue to research the situation and work with Donna Martian to resolve the question.

9. Action Items

- Provide an electronic copy of the draft Strategic Plan to all Board members for review the week of June 13<sup>th</sup> – Paul Harrell
- Research and resolve issue with Restatement of Articles of Incorporation as noted in Item 8.b. – Anthony Grafals and Donna Martian
- Provide Head of School report to all Board members via e-mail for the month of July – Paul Harrell

10. Calendared Items

a. Completion of Term:

Mark Lillis, 1<sup>st</sup> Term, June 2013 – May 2016

The Board presented Mark with a certificate of appreciation for his contributions to the Board during his term and thanked him for his service.

Ron Myska stated he would present Mark with a copy of the completed Strategic Plan as Mark was an integral part of this project.

◆◆◆◆Mark Lillis left the meeting at 8:40 p.m.

b. Approval of Subsequent Term – Amy Kennedy

Amy Kennedy was presented by ballot for approval of her second subsequent term, June 2016 to May 2019.

Subsequent second term of June 2016 to May 2019 approved unanimously.

c. Call to prayer for Officer Nominations. Officer Election to take place June 21, 2016.

Ron Myska announced nominations were open. Hearing no additional nominees, the Board accepts the nominees as presented.

Nominees: Chairman ..... Ron Myska Vice Chairman.....Scott Jacobs  
Treasurer ..... Ted Spinardi Secretary.....Donna Martian

d. Statement of Faith

Each Board member signed the VCS Statement of Faith per Policy 200.2.

11. Prayer and Adjournment

Meeting adjourned at 8:52 p.m.

**Next Board Meeting ~June 21, 2016 ~ Devotion by Amy Kennedy**

**Location: College Resource Room 202**

## Attachment #1

The Advancement Meeting targeted the planning for next year. Initial proformas were presented as well as a preliminary income statement for 2016-2017.

- Proforma for Otis included income of \$76,550 (up from \$75,008) with expenses remaining flat, yielding a net of \$24, 130 (up from \$24,066)
- Proforma for the Crab Feed reflected an income driven from 500 attendees (up from 444) which yielded \$80,148 (up from \$71,172). Expenses increased from \$36,785 last year to \$45,995 this year (increased venue expense). Net this year would be \$34,153 versus \$34,386 last year.
- Expectation for Annual Fund is to target \$75,000 (this year's budget was \$50,000 projected total is \$31,952). This is based on running an organized drive through the HoS's Office to include:
  - Storyboard to be completed over the summer with Faith and Beckie focused on education, participation and school-wide improvements
  - Constituent group solicitation per the following schedule:
    - Board-August
    - Staff-August
    - Current Parents-September after Otis
    - Grandparents-October
    - Past Board and Friends-November
- Overall income statement projection for all Advancement initiatives reflects a net of \$134,151 (projection this year is \$122,149).
- Enrollment remains positive.

## Attachment #2

### Marketing Committee Meeting May 12, 2016 Agenda:

#### Enrollment and Marketing Update

##### I. Enrollment

A. Re-Enrollment up 7% (10% last month) from last year at this time 76% (73% last month) returning to date compared to 63% returning to date last year remains steady, up 2% from this time last year.

B. Improved over all department retention to date:

1. EE up 7.8% from last year (75.3% retention)
2. Elem same as last year (74% retention)
3. MS up 5.9 % from last year (85.5% retention)
4. HS same as last year (84% retention)

C. New Student Enrollment

1. To date we are up 37% in new apps pending

##### II. Marketing Update

A. Billboard on 80E/680 Ended May 9th 4 Week Run

1. Continued Inquiries from Billboard impressions 2% of inquiries

B. KUIC Ads

1. Open Enrollment ads running every other week May – July
2. Advertising Summer Camp
3. Inquiry from new families 1%

C. Vacaville Magazine

1. May/June and July/August Ad focusing on Open Enrollment
2. Planning for articles on staff/students/events.

D. TV Ads

1. Run time May 2nd – May 20th on cable channels
2. Continued reinforcement for current VCS families; continued compliments and excitement from re-enrolled families; continues reinforcement of brand.

E. Brenden Theater

1. Continued ads alternating from TV reel focusing on Safety, Excelling, Belonging.
2. Continued brand reinforcement for current families.

##### III. Marketing Branding/Design Projects

A. New High School and Middle School Course Selection Brochures- Redesign and editing

B. Custom High School Graduation Program Design Complete

C. Planning Campus Photo Shoot for Fall- Oct 2016

D. Design All School Brochure

E. Researching Communications Plan and Best Practices

##### IV. Internal Marketing Projects

A. Article to reveal new additions to curriculum for 2016-2017

1. Adding French 1 to MS and HS
2. Adding Bio Medical Science to HS
3. Enhanced GATE program for 3rd – 5th Grade
4. Art Teacher for MS and Elementary
5. New Elementary Science Curriculum; enhances labs and better prepares for MS science

6. New tablet 1:1 learning in grade 1st – 3rd Grade
7. Summer Practice Books for Elementary Students for English and Math available to purchase
8. RightNow Media Service



## Attachment #3

Finance Summary for May 10, 2016

Cash on hand \$2,364,000

Enrollment 881

End of year gain/loss projections at next month's meeting.

Beginning budget analysis for 2016-2017 school year. Using 900 student as base.

Evaluating the increase of minimum wage on the school. Will have some decisions to make with new budget.

Formalizing policy statement for pastoral discount procedures.

Requesting guidance from CPA for 403b forfeitures carryover.

## Attachment #3

Here are the talking points for the upcoming Board Meeting outside of Committee Meetings:

- Athletics
  - All spring sports teams made the playoffs, with a game tonight for Softball and a meet for Track
  - All three travel basketball teams made the playoffs in Walnut Creek, finals this weekend
- Staffing
  - Accounts Payable position has been absorbed by current bookkeeping staff
  - Registrar position has been listed, three internal applicants in thus far
  - All Head of School/Staff meetings will be completed by June 9th
- Plant updates
  - Guard Shack in proposal stage
  - Gym renovation completion
- Other
  - Janet returned from a successful New York family situation
  - All aspects of graduations and finals week in preparation
  - School-wide evacuation drill/end of year BBQ scheduled for June 3<sup>rd</sup>
  - Strategic Plan due to be completed 6/8 by Leadership, to Board by 6/13