

APPROVED



## Vacaville Christian Schools

### Minutes

#### VCS Board of Directors Meeting

---

**Date and Time**

Tuesday June 16, 2020 at 6:00 PM

**Location**

VCCHS College Planning Room  
in-person meeting is the goal

**Directors Present**

B. Craig, D. Perkins, J. Biard (remote), J. Dingman, J. Kagin, J. Smotherman (remote), S. Jacobs, S. Jamel

**Directors Absent**

*None*

**Directors Arrived Late**

D. Perkins

---

**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

S. Jacobs called a meeting of the board of directors of Vacaville Christian Schools to order on Tuesday Jun 16, 2020 @ 6:04 PM at VCCHS College Planning Room in-person meeting is the goal

**C. Devotion**

Jason - Acts Chapter 5 - so much chaos during this time. Acts 19 - Paul mentions so much commotion was going on; the amount of unrest as leaders.

Apostle's posture that we can draw something from; Solomon; one of peace that disrupted the chaos; it doesn't need to disrupt our peace;

As Christian Leaders - learn how to find ourselves in peace; anchor in Jesus Christ

#### **D. Open Session**

A tribute was presented to Mr. Jacobs as he steps down from Board Chairman and the board during this last board meeting. Cake was served.

Darelyn, Bejan Pazdel, Donna Martian, Lu Jacobs were in attendance and shared their experiences and thoughts.

### **II. Old Business**

#### **A. Approve Minutes**

B. Craig made a motion to approve the minutes from VCS Board of Director's Meeting on 05-19-20.

S. Jamel seconded the motion.

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

### **III. New Business**

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

##### **Ben presented:**

Updates - leadership met yesterday, off-site meeting, COVID-19 contingency planning; designed plans for planning; lots of guidelines; all details will be completed by the end of July; will present the plan next board meeting; felt positive and confident that we will have kids on campus in the Fall;

What options - we'll need specific plans to communicate to families and hope for compliance; have staff and resource COVID plan as well in place; all returning staff will receive lots of COVID training; self-test and daily pre-screening; may take

Families that don't feel safe, working on contingency plans to provide teaching; state guidelines to have paid staff to oversee regulations; County's orders;

Company provided fund-raising data for the next board meeting.

Reviewed copier proposal in regards to leasing vs purchasing; will need to have an email vote for approval;

The sustainable program, couldn't show Google Sheet on the projector (tech issues); students will only be reported by grade; required to play in two sports;

Ben resourced other schools to consider implementing other promising options involved with 501c3;

Request an additional budget to look at other particular students;

Will be looking at budget contingency plans for next board meeting; logistical planning is essential to get kids on campus and in classrooms;

D. Perkins arrived late.

B. Craig made a motion to Increase the Sustainable budget to \$206,000 annually.

J. Dingman seconded the motion.

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

## B. Finance

Becky reviewed the following Finance Committee Meeting:

Vacaville Christian Schools  
Finance Committee Meeting  
June 12, 2020  
Monthly Update:

1. May 2020 financial statements – balance sheet, activity, cash flow, and debt service ratio. The cash balance is \$1.8M with \$128,000 restricted for class funds and \$289,000 restricted for eligible PPP expenses. Revenue activity is tracking at and expense activity is tracking below budget for a portion of the year. Finance Analyst projects \$300,000 net operating income.

The SBA PPP loan forgiveness guidelines have been relaxed. The school will incur eligible expenses by end of June and remit application for loan forgiveness.

2. Debt Coverage Ratio is 2.5, well above the necessary 1.35 requirement.
3. Travis Credit Union declines to propose a refinancing loan currently, requests we resubmit with this year's audit report in December. First Northern Bank indicated they will provide a refinancing proposal in September once the new fiscal year's budget is final.
4. The projected cash flow anticipates one international student remitting tuition payments timely and an ending balance of \$1M on July 31st.

Discussion Points:

1. Ben has been unable to verify the driveway paving project completion this summer. Ben will approach the contractor to discuss the next phase of the roofing replacement.
2. The 403B audit and tax filing are complete. The auditor presented the information and findings during this monthly committee meeting. There was an instance during last spring's transition in the business office where monies were not remitted to the administrator promptly. The corrective action has been filed. There was also an instance of a hardship withdrawal that was not properly documented or approved that needs to be corrected. The fund is being transferred this month and TPA support will improve.
3. Ben will provide statistics of sustainable program assistance by sport, sex, grade and percentage. He requests the Board increase the annual allotment by \$10,000 to \$206,000.
4. Enrollment is currently 656 with 95% returning plus new apps. Reviewed three proposed 2020-21 budget projections.
  - a. Flat with this year's enrollment of 693, no changes proposed to budget, project net income \$170,000.
  - b. Decline 2.75% to 674 (90% returning plus new apps), reduce MS/HS retreats to local non-camp alternative, project net income \$60,000.

- c. Decline 6.9% to 645 (85% returning plus new apps), keep annual fund income flat, no reduction in staff compensation, cut retreats, cut Elementary/MS Art teacher, reduce Library program to 25%, reduce Conservatory assistant 50%. Project net income (\$2,000).
- d. Outstanding program items due to COVID-19 – chapel leadership, ECE ratios/enrollment, lunch, Country Fair, ?.

Reviewed Projected Enrollment for 2020-21

Discussed getting local PR coverage on our planned COVID Fall plans.

**C. Academics Committee**

Ben mentioned that the committee is meeting tomorrow, so nothing new to report.

**D. Advancement/Marketing**

Ben provided an update in enrollment in Finance and marketing is under review for the best return on investments and marketing plan.

**E. Athletics**

Practice resumed today (June 16th); waiting for CIF to verify that they will be making an announcement on July 20th;

Coach Koch is back coaching basketball;

**F. Board Development**

Discussed Board committees to assign membership; Justin was interested in the Academics committee; Joe is considering the Athletics and Finance Committees; John is interested in the Board development committee;

Finance is Jason & Becky;

It was recommended that the board take the BoardOnTrack assessment.

Meeting coming soon and need candidate recommendations!

Becky will be hosting a board retreat.

**G. Executive Committee**

Reviewed feedback from State of the School Podcast;

**Graduation** – current status and any issues? Will be on Falcon field as planned; Instructions needed to board since all of them can not attend;

**June Board Meeting** – in-person with social distancing was suggested;

**Diversity Council** – to prepare our students to work and serve in a diverse community; be constructive and proactive; listen to others to become more educated; Providing a plan for COVID-19; full-day instruction; traditional learning

**IV. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:24 PM.

Respectfully Submitted,  
S. Jacobs