



**Vacaville Christian Schools
Board Meeting
September 15, 2020 / 6:00 pm**

Board of Directors:	
Becky Craig ~ Chairman *(2 nd , 12/2022)	Joe Dingman ~ Member at Large *(1 st , 4/2023)
Seth Jamel ~ Vice Chairman *(1 st , 9/2020)	Justin Kagin ~ Member at Large *(1 st , 5/2023)
Jason Smotherman – Treasurer *(1 st , 5/2021)	Ben Davis ~ Head of School
John Biard ~ Secretary *(1 st , 6/2022)	Donna Martian ~ Administrative Support
	*(current term, end of current term)

1. Opening Items

a. Attendance and Guests

All Board members present**; John Biard via Zoom.

Administrators present for bi-annual presentation:

- Rosemary Archie, Financial Administrator
- Donna Hagans, Athletic Director
- Debbie Huntley, Director of Annual Fund/Assistant to Head of School
- Dorace Lynch, Elementary School Principal
- Ralph Martin, Conservatory of Music Director
- Maylene Ripley, Director of Enrollment & Marketing
- Joseph Rowland, Middle School/High School Principal
- Danielle Salamone, Human Resources Coordinator
- Stephanie Yamato, Early Education Director

b. Meeting called to order with prayer at 6:00 p.m.

c. Devotion

John Biard presented tonight’s devotion, “Do It Again”, a prayer pleading for the Lord’s guidance just as it was recorded in biblical times.

- Scripture reference – Psalm 139:4

d. Open Session

No additional guests present.

2. Old Business

- a. Motion to approve the August 18, 2020 Board Meeting Minutes as presented.
Motion by Jason Smotherman; 2nd by Seth Jamel
Motion approved unanimously

3. New Business

a. Semi-Annual School Administrator's Reports

i. Athletics –

Donna Hagan, Athletic Director, reported the following:

- Over 100 parents were involved in the recent meeting to share what is happening within the department. It was a positive meeting.
- Phase 1 strength and conditioning for High School athletes is underway.
- Beginning a running club for Middle School athletes. This will be free of charge and is intended to give our Middle School athletes a sense of inclusion.
- Continuing to work on required paperwork for CIF.

**Justin Kagin joined the meeting at 6:15 p.m.

ii. Dorace Lynch, Elementary School Principal, reported the following:

- So good to have our children's voices throughout our campus
- Tending to the needs of our distance learners. Our goal is to give them the best we can while they are not here on campus.
- Working on technical issues to create a smooth experience for all our students and faculty.
- Very proud of the Elementary staff's efforts during this new experience.

Jason Smotherman commended the Elementary Department for what they have been doing with distance learners. Per an outside source it is very impressive.

iii. Danielle Salamone, Human Resources Coordinator, reported the following:

- Facing some challenges with all of the ongoing changes, but things are going well.
- Will be attending a virtual conference through Paylocity. This conference will focus on "onboarding" which is a process that will allow streamlining of the recruitment and hiring process and all the documentation that is associated. This process will allow the appropriate Administrators to be assisting their employees with forms, etc.

iv. Debbie Huntley, Director of Annual Fund/Assistant to Head of School, reported the following:

- The annual Otis Spunkmeyer fundraiser began last week. Online sales are available this year as well as traditional catalog sales. Online sales are looking very strong so far.
- Work continues on an event for the Spring. This includes looking into new mobile platforms for auctions.
- Working on a training video that will allow our playgrounds to be reopened
- Debbie and Danielle Salamone will be participating in an audit that will ensure we are in compliance for Cal OSHA and EPA Covid requirements.

v. Stephanie Yamato, Early Education Director, reported the following:

- The Early Education rooms have been successfully divided to comply with Covid restrictions and it is working out well.
- Continuing to evaluate and ensure compliance with all of the on-going regulations.
- Excited for the upcoming playground project that will improve the playground behind building #4.

- vi. Maylene Ripley, Director of Enrollment and Marketing, reported the following:
- There has been a tremendous amount of activity in Admissions.
 - Modifications have been made to our marketing and advertising strategies because of Covid restrictions. We are shifting to a more on-line presence.
 - Completed a 'scrub' of our website. There are still challenges with our site, but it is cost prohibitive to get a new site at this time. Will continue to look for solutions to work with what we have.
 - We have hired a professional digital marketing specialist, Brittney Link. Very pleased with her services. We continue to review marketing activity monthly and are able to make very timely and impactful adjustments.
 - Focus on an internal Facebook campaign continues.
 - Adopted a new application to facilitate booking of tours. 66% of inquiries have resulted in a booked tour; 74% of those tours have resulted in submitted applications.
 - Retention was forecast at 80%; we are at 82%.
 - Utilizing Nitch.com as a school review program. Will continue to monitor and reevaluate in November.
 - The current travel restrictions have been a major issue for our International program. We currently have 22 students through this program; 15 of those are studying online in China.
 - Will begin a general enrollment push for our International program in October for students to begin our program in January 2021 or perhaps for the 2021-2022 school year.
- vii. Rosemary Archie, Financial Administrator, reported the following:
- We have received confirmation that we have met all the guidelines for the Paycheck Protection Program (PPP) loan forgiveness. We should have final approval by October or November 2020.
 - Work continues on the 2020-2021 Budget.
 - Working on refining our Finance reports to provide comparables that line up with our financial institutions and audit reporting.
 - We have met with SD Meyer and have gone over contingencies for our upcoming annual audit. They will be sending representative(s) here in October for the necessary field work. We should have a draft of the audit by the end of November 2020 and a final report presented in December 2020.
- viii. Joseph Rowland, Middle School/High School Principal, reported the following:
- Our students are doing very well with the Covid restrictions in place. He is very proud of our students and families.
 - Faculty continues to work through all of the new requirements that are being expected of them. There are challenges but our families seem grateful overall for the efforts being put forth.
 - Very excited about the changes that are being put into place for Chapel. While some of these changes were initiated by the Covid restrictions, they may stay in place even after the restrictions have been lifted. They are proving to allow Chapel to be more effective.
- ix. Ralph Martin, Conservatory of Music Director, reported the following:
- The screening of Peter Pan was a great success. It was done outside on campus and utilized VCS TV.
 - Work continues on budgets and making reductions that will not reduce the quality of our program. This current pandemic has allowed us to think differently and look for new approaches.
 - Several publicity opportunities have come up and have resulted in lengthy interviews.

The Board thanked the Administrative team and reminded them to let the Head of School know of their needs. This will enable Ben and the Board to support them in their efforts.

Administration team left the meeting at 6:40 p.m.

The Board requested that press communication be handled exclusively through the Head of School.

The Board discussed calendared days off for all school. The need to balance instructional days with staff's well-being was discussed.

b. Board Candidate Interview

Seth Jamel reported there have been communication issues with the current candidate. No candidate was present for an interview. It is the recommendation of the Board Development Committee to seek out additional candidates. All Board members were encouraged to consider recommendations for candidates that would meet the needs of the Board. Ben Davis was also encouraged to provide recommendations.

Seth Jamel will notify the current candidate that the Board will not pursue his membership due to communication concerns.

c. Head of School Report (note: items not discussed in order due to time constraints)

i. Admirals Baseball and Soldiers Basketball

Joe Dingman reported the proposed barter agreement with the Admirals baseball organization is under review through the Athletic Committee and Head of School. Once the proposal has been vetted, and the committee and staff are in agreement, it will be brought to the Board for discussion and consideration.

Ben Davis presented a unique business opportunity with the Sacramento Soldiers basketball organization. VCS has an opportunity to partner with this organization to conduct basketball skill camps utilizing VCS facilities. The details of the proposal were discussed.

Following a detailed discussion, the Board directed Ben Davis to evaluate if further investigation would be cost effective. If it is deemed cost effective to continue this item, the Board directed Ben Davis to provide a more detailed proposal following discussion and support within the Athletic and Executive Committees and to ensure the perimeters discussed tonight were included in the proposal.

ii. Covid-19 Ops Report

Ben Davis has implemented a listening tour with faculty. This survey has brought two primary areas of need to the forefront: Training and IT Equipment. All staff are managing a new work load associated with the Covid requirements. The Board encouraged Ben to conduct a follow-up survey to ensure areas of concern are being addressed.

v. Potential Liability Issues

Becky Craig gave an overview of three specific situations that require Board consideration.

Following a time of discussion, the Board agreed on the following:

Ben Davis is directed to strive to respond more pro-actively to staff; notify the Board sooner when potential issues arise and keep the Diversity Counsel on track with issues that directly effect our students and staff, ensuring that biblical principles are adhered to, not political.

Motion to acknowledge the upcoming safety audit taking place on Monday, September 21, 2020, at VCS. This audit will ensure VCS is in compliance with Cal OSHA and EPA requirements.

Motion by Seth Jamel; 2nd by Jason Smotherman

Motion approved unanimously

Motion directing Board members to explore consultants that could provide guidance on the direction of our Diversity Council.

Motion by Seth Jamel; 2nd by John Biard

Motion approved unanimously

Ben Davis will report updates on the safety audit and potential consultants to the Executive Board at their meeting scheduled for Friday, October 2, 2020.

iii. Development Program

Ben presented a strong conviction that the need for a Development Program at VCS is extremely important. Data supporting this concept was presented, including our current database findings.

The Board discussed timing, perception concerns and financial implications.

The Board agreed this concept will be revisited within 30 – 60 days for further consideration.

iv. 2020-2021 Annual Budget

Ben Davis and members of the Finance Committee presented the 2020-2021 proposed budget. Items discussed included health care benefits, development programs, staff compensation and fees.

Motion to approve the 2020-2021 Budget as presented without modifications, with a net income of \$217,689 and based on 732 students.

Motion by Seth Jamel; 2nd by Jason Smotherman

Motion approved unanimously

Ben Davis will e-mail specifics on revised sports fees for Board consideration.

Ben Davis and the Finance Committee will continue to reassess possible staff/faculty bonuses.

The Board recommended Ben Davis generate a comparable informational sheet addressing health care options. This will allow staff to see exact changes, if any, and help alleviate questions.

d. Finance Committee

Minutes of the September 2020 Finance Committee meeting were provided for the Board's review.

- e. Academic Excellence Committee
No report.
 - f. Athletics Committee
Joe Dingman reviewed the minutes from the September 11, 2020 Athletics Committee meeting. Items discussed included practice/training locations, Angels baseball proposal, High School softball program, sports equipment/uniforms, booster update, sports schedules and fundraisers.

Minutes of the September 11, 2020 Athletic Committee were provided for the Board's review.
 - g. Board Development
No additional report. Information reported under item 3.b.
 - h. Executive Committee
No additional report. Information reported under item 3.c.v.
4. Closing Items
- a. Calendar
Friday, September 25, 2020, - All staff development day
Thursday, October 1, 2020 – State of the School Message, a virtual town hall event, 5:30 p.m.
Tuesday, October 13, 2020 – Quarterly all staff meeting, 2:30 p.m.
Tuesday, October 20, 2020 – Board of Directors meeting, 6:00 p.m.
5. Prayer and Adjournment
- Motion to adjourn meeting at 11:40 p.m.
 - Motion by Seth Jamel; 2nd by Jason Smotherman
 - Motion approved unanimously
- Meeting adjourned at 11:40 p.m.

Next Board Meeting ~ October 20, 2020 Devotion ~ Joe Dingman
Location: College Resource Room 202, 6:00 p.m.