



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

FINAL

Board of Directors:	
Becky Craig ~ Chairman *(2 nd , 12/2022)	Joe Dingman ~ Member at Large *(1 st , 4/2023)
Seth Jamel ~ Vice Chairman *(2 nd , 9/2023)	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)	Lou Cabral – member at large *(1 st , 1/2024)
Susanna Brooks ~ Member at Large *(1 st , 10/2023)	Courtney Gallaher ~ Administrative Support
*(current term, end of current term)	

1. Opening Items

a. Attendance and Guests

Members Present: B. Craig, S. Jamel, J. Smotherman, J Biard, S. Brooks, J. Dingman, J. Kagin, B. Davis, L. Cabral, C. Gallaher

Members Absent: none

Guests: Maylene Ripley, Ralph Martin

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

b. Devotion

John Biard presented tonight’s devotion focusing on Christ when things get tough

- o Scripture reference – Phil. 4:10-20

c. Open Session

- Ralph Martin: discussed the Orchestra and the challenges and successes they have had in the last few months. They are scoring the scary movie '1960's Little Shop of Horrors' and he continues to thank the board for the support. Ralph left the meeting at 6:15pm.

Open Session closed at 6:15 pm

Meeting resumed at 6:15 pm

2. Old Business

- a. Motion to approve the December 15, 2020 minutes as presented with amendments
Motion by Susanna Brooks
2nd by Joe Dingman
Motion approved unanimously

3. New Business

- a. International Student Program Presentation: Maylene Ripley
 - i. 5th year in a row named best private school in Solano County
 - ii. International program:
 - o About 35 kids per year from a variety of countries. This year is down to 25 students
 - o Advantages of international students:
 - We are a ministry and it's evangelism. We are having a spiritual impact on them.
 - Globalization that it gives our campus and learning about each other cultures.
 - Academics- our schools scores have excelled as well as the SAT average score
 - Financial- \$900,000 of the schools budget is brought in from international students (from an average of 35 students)
 - o Challenges:
 - Travel bans. Students simply cannot get back here
 - Distance learning- signing into classes or zoom classes. If we cut this program, it will severely affect the international students
 - Question was presented by Jason- would it solve any problems if we hired someone specifically to handle international students? Someone that coordinates with the students with pre- recorded lectures and would collect, correct and zoom calling every couple weeks to the students.
 - iii. Marketing program:
 - o Focused more on digital marketing efforts through Google ads and social media
 - o All digital marketing pushes people to the website
 - o Website: due to launch on February 15th to go live. After the launch, it will be tested by parents and families to provide feedback

Maylene left the meeting at 7:00 pm

International student program was then discussed

- Discussing if the program is salvageable or not while still providing a quality program
- Needs to be determined: What are the temporary problem and what are the long term problems
- BEN to do: Next step is to sit down with Maylene and then the faculty and discuss how we can adjust the international program as it is currently
- BEN: A survey will be presented to the faculty regarding the international student program over all in the past few years under Ben's best discretion
- JASON: will come up with a list of the problems and concerns that have been presented over the last few years regarding the program

Meeting break at 7:20pm
Meeting resumed at 7:30 pm

4. Board Committee Reports

i. Finance Committee – Jason Smotherman

- a. Donation acceptance policy: read over the policy written (500.34 policy attachment)
- b. If a financial donation wants to be made, it need to go through the proper channels of policy in order to proceed with the acceptance of the donation
- c. Discussion on if there should there be a 3 week solicitation phase and how it would be run at the same time as the board voting on the using of the funds
- d. When referring to the security gate- 3 bids need to be given and will need to be approved
- e. Subject discussed in length
- f. JASON/BEN and the financial committee will continue to amend the Donation Acceptance Policy for future donations
- g. Director of Operations position vacancy - Three recruiting firms' bids were reviewed

When referring to the acceptance of the security gate donation,
MOTION to approve the exception to the policy to move forward without additional bids

Proposed by Seth Jamel

2nd: Joe Dingman

Opposed: Becky Craig

Abstain: Jason Smotherman

Motion passes 6/1/1

- h. Director of Operations: 3 bids were given via attachment
 - Recommendation of working with 2 of the companies and letting them find the best candidate
 - Ben will reach out
- i. Rename SBA-Payroll Protection Program
- j. Loan Refinance - Discussed two banks are reviewing financial data, awaiting proposals. A concern was raised whether the school should be in debt and concerned with dependence on financial institutions. Loan structure will be focus when proposals are evaluated.

MOTION for Head of School to proceed with 1 or more recruiting services to find a candidate for the Director of Operations of negotiated rates up to 25%

Motion presented by Joe Dingman

2nd by Seth Jamel

Approved unanimously

k. COVID Testing Comparison (attachment)

- 2 quotes given for COVID testing on site for faculty
- Board acknowledges the testing is required by law

1. Refinancing

- We have applied for the PPP and now just waiting on approval from First Northern
- Discussion at length on whether or not we would accept the grant

MOTION to authorize head of school to accept PPP loan and do not spend until further discussion after the start of school on whether it would be spent or returned

Motion by Joe Dingman

2nd by Lou Cabral

Approved: 6: John Biard, Seth Jamel, Susanna Brooks, Lou Cabral, Joe Dingman, Justin Kagin

Abstain: Becky Craig, Jason Smotherman

ii. Academic Excellence Committee – Ben Davis

- a. Meeting notes attachment
- b. The board will be called upon in reference to the accreditation when the time comes

iii. Athletic – Joe Dingman

- a. Meeting notes attachment
- b. CIF has decided that most sports will not take place next year
 - They are discussing intramural sports
 - Starting e-sports was discussed
 - Admirals meeting was cancelled by them and rescheduled
 - Basketball team hosting fundraiser for apparel

iv. Board Development – Seth Jamel

- a. Did not meet this month
- b. Seth would like to bring the committee up to par to be on the same level as the rest of the committees
 - Current members are agreeing to stay (Joe, Justin and John)
 - Looking for interest in anyone else that wants to be in the committee
 - Lou Cabral agreed to join
 - Onboarding program for board members needs to be revamped
 - Meeting agreed to establish 2nd Tuesday of each month at 7:00pm

v. Executive Committee – Becky Craig

- a. Meeting notes attachment
- b. Diversity program consultant contract being established
- c. MOTION: to approve John “Lou” Cabral on December 18, 2020 as the newest board member. Vote approved unanimously

vi. Head of School – Ben Davis

- a. Strategic planning: A plan that sets out tasks to solve problems
 - What does it mean for VCS to be a flourishing school?
 - Ben will continue to reach out and follow up with each board member regarding developing a strategic plan

5. Closing Items

a. Open/Continued Items Summary

- Ben: Next step is to sit down with Maylene and then the faculty and discuss how we can adjust the international program as it is currently
- Ben: A survey will be presented to the faculty regarding the international student program over all in the past few years under Bens best discretion
- Jason: will come up with a list of the problems and concerns that have been presented over the last few years regarding the program
- Jason/Ben: and the financial committee will continue to amend the Donation Acceptance Policy for future donations
- Ben: will proceed with 1 or more recruiting services to find a candidate for the Director of Operations of negotiated rates up to 25%
- Ben: will continue to reach out and follow up with each board member regarding developing a strategic plan
- Courtney: Statement of faith and conflict of interest – BRING FOR FEBRUARY MEETING
- Becky: will create a google docs form in real time to update each committees minutes. This will be sent out as a link to the board members before the next board meeting.

b. Calendar

- January 29th, 2021 - 1st of 4- Staff Leave Day
- Early February - State of School
- Early February - Coffee on Campus
- February 12th- 15th, 2021 - President's Weekend (Campus Closed)
- February 19th, 2021 - Leadership Offsite
- Continuous Enrollment ends March 1st
- May 10, 2021 - VCS Golf Classic (Green Valley Country Club)

6. Prayer and Adjournment

Motion to adjourn by Seth Jamel

2nd by Jason Smotherman

Meeting adjourned at 10:30 pm

Next Board Meeting ~ February 16th, 2021 Devotion ~Becky Craig

Location: College Resource Room 202, 6:00 p.m.

