

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting - October 17, 2017

Date and Time

Tuesday October 17, 2017 at 6:00 PM

Location

821 Marshall Road, High School Room 202

Directors Present

A. Grafals, A. Kennedy, B. Craig, B. Pazdel, D. Martian, M. Alexander, S. Jacobs

Directors Absent

S. Jamel

Non Voting Members Present

P. Harrell

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 Oct 17, 2017 @ 6:00 PM at 821 Marshall Road, High School Room 202.

B. Record Attendance and Guests

D. Martian recorded the attendance.

Guests present: George Allen, Alex Foley, Jack Gardner, Lori Ann Gorton, Elyse Gottschall, Adam Grabowski, Maxie Harrington, Lisa Kroll and Faith Shipley.

C. Devotion

B. Craig presented tonight's devotion, "With Thanksgiving".

Scripture reference: Philippians 4:6

D. Semi-Annual Student Council Presentation

Students present: Alex Foley, Jack Gardner, Elyse Gottschall, Adam Grabowski and Maxie Harrington.

Members of the 2017-2018 Student Council introduced themselves. Maxie Harrington presented the focus of this year:

- Increasing student body spirit. (Continue working with Student Life Committee, clubs on campus, rallies centered around each sport, Friday Night Lights event(s))
- "Do" instead of "Complain".
- Leave a legacy, not a hole. (Senior mentors within the Jazz Band and Symphony, concerts free for current students)

The Board thanked the members of the Student Council for their presentation.

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

E. Open Floor

Guests present for Open Floor Session: George Allen, Lori Ann Gorton, Lisa Kroll and Faith Shipley

L. Gorton commented on Board unity and following the Lord's will. She read/referenced the following scripture: Colossians 3:8-17, Ephesians 1:26, Galatians 5:7-26 & 6:1-10, Isaiah 30:8-18 and James 3:13-18 & 4:11-12.

T. Grafals joined the meeting at 6:30 p.m.

L. Kroll commented on recent personnel changes and the potential impact on the music program. Mr. Harrell addressed the concern and encouraged parents to report any known issues that may develop.

F. Shipley commented on the High School Facebook page and Instagram. There are a lot of followers and interaction. Middle School social media is gaining momentum. Staff continues to develop guidelines for Elementary Department social media postings/activity.

G. Allen commented on H.I.S. Club. The club is gaining momentum and continues to recruit and receive volunteers.

P. Harrell requested prayer that the Parent Partnership Committee continues to be supported and the momentum and dialog within the committee continue.

L. Gorton requested a time of prayer with all present.

Guests present for the Open Session left the meeting at 7:00 p.m

F. Approve Board Minutes - September 19, 2017

A. Kennedy made a motion to approve the September 19, 2017 Board Meeting minutes as amended.

B. Craig seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve E-Vote Minutes - September 29, 2017

B. Craig made a motion to approve the September 29, 2017 E-Vote - Board Candidate minutes.

A. Kennedy seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Committee Reports

A. Advancement/Marketing

A. Kennedy reviewed the minutes from the October 10, 2017 Advancement Committee meeting. Items discussed:

- Marketing plan with Fierce Marketing
- Marketing budget
- Enrollment and space available in ECE
- Upcoming community events
- Board participation in donor program

A. Kennedy will provide a summary report of the funds received via Board pledges for Board review at the November 2017 Board meeting.

B. Athletic

B. Pazdel reviewed the concept and purpose of this proposed committee. A time of discussion followed.

B. Pazdel made a motion to create a new Advisory Board Committee known as the Athletic Committee. This committee will be chaired by B. Pazdel and will initially consist of two Board representatives, the Head of School, Director of Operations, Athletic Director and Booster Club Representative. This committee will enable the necessary oversight and direction for the Booster Club and Athletic Department as a whole. This committee will meet as needed.

B. Craig seconded the motion.
The board **VOTED** unanimously to approve the motion.

P. Harrell recommends allowing JD Thompson take on the additional role as Assistant Admissions Director. JD will undergo the training and preparation needed for this position prior to him taking on the role. This proposal would have no fiscal impact to the school. The Board voiced support for this proposal.

P. Harrell will provide the current C.I.F. recruiting regulations for T. Grafals review.

C. Board Development

The Board discussed the draft Nepotism Policy that had been provided at the previous Board meeting.

B. Craig made a motion to adopt Policy 400.5, Nepotism, as presented.

M. Alexander seconded the motion.
The board **VOTED** unanimously to approve the motion.

Policy 400.5, Nepotism to read:

PURPOSE:

The purpose of this policy is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism. Nepotism is in many cases, inconsistent with the Board's legal and ethical duties to make decisions based solely on the best interests of the School. Nepotism may also result in the failure to hire or inability to retain the most qualified person for a position, thus depriving the School of a valuable resource, and potentially subjecting the School to claims of discrimination, and/or to financial losses and/or reputational damages.

DEFINITIONS:

For purposes of this Policy, the terms "**Employee**" or "**Staff**" as used throughout this Policy, refer to natural persons regularly engaged to provide services directly to the School, whether full/part time, exempt/nonexempt, temporary or engaged on a contract basis, and also those persons regularly providing services on a volunteer basis, such as Board or committee members for example.

A **Relative** is defined as any person related by blood or act of law within 3 degrees of a current Employee (i.e. great grandchild/parent, first cousin, etc, where there are no more than two intervening generations/persons). This definition also applies when an existing Employee becomes a Relative subsequent to employment.

The term **Close Personal Friend** as used throughout this Policy, refers to someone who shares a long-standing (i.e. more than one year) relationship, either positive or negative, with an Employee, apart from any interaction or other dealings with the School. The term may apply to both business relationships and non-business relationships, but does not apply to persons meeting the definition of an Employee as used herein. This definition also applies to any person presently romantically involved with or residing in the same household as an Employee, as well as anyone engaged in a business or financial relationship/transaction with an Employee, other than through any public exchange.

The term "**Employment Decision**" relates to any exercise of discretion whether binding or advisory, as it relates to the hiring, firing, promotion, compensation, review, work hours, discipline or termination, of an Employee.

POLICY:

It shall be the School's practice to encourage Employees to refer well-qualified applicants for open positions. However, except as otherwise provided for herein, no Employee may make, participate in, or attempt to influence Employment Decisions or other business decisions involving a Relative or Close Personal Friend, or pressure or cause others to do so.

Except as otherwise set forth herein, no manager or supervisor may have any direct or indirect reporting or supervisory relationship over a Relative or Close Personal Friend.

An exception to this Policy may be made by the CEO/Head of Schools for any Employee other than the CEO/Head of Schools, provided that any such exception is supported by a management plan documented in the files of the affected Employees outlining procedures that will be enforced to mitigate possible conflicts of interest. Such management plan must address reporting relationships, supervision, and evaluation so as to ensure that there will be no Employment Decisions based upon the relationship between the parties. A review of the management plan must take place in the event of any change in reporting relationships, and appropriate revisions must be made. An exception to this Policy may be made by the Board for a request made by the CEO/Head of Schools, subject to the same requirements as set forth above.

Notwithstanding the foregoing, no exception to the prohibition against nepotism may be made for any position in the fields of Audit/Accounting/Finance/HR or Legal without Board approval.

This policy is in addition to and must be construed to harmonize with the Conflict of Interest Policy.

Employees must self-report in writing to the CEO/Head of Schools before they make, participate in, or attempt to influence (or cause others to make, participate in, or attempt to influence) decisions covered by this policy. If the relationship involves the CEO/Head of Schools, then reporting must be made to the Board.

In the event of doubt, all determinations should be made in compliance with this Policy, or reported to the Board for a determination.

Willful failure to comply with this Policy, including disclosure obligations, may be subject to discipline up to and including termination of employment and/or criminal/civil penalties for any damages which may result therefrom.

IMPLEMENTATION:

This Board Policy is effective upon the date of adoption and will be implemented by consistent policy to be set forth in the Employee Handbook or elsewhere, at the direction of the CEO/Head of Schools. In the absence of such adoption by the CEO/Head of Schools, this Policy shall apply to all Employees as written, within thirty days of the date of adoption, and shall apply retroactively to all existing Employee relationships addressed herein.

B. Pazdel reported the committee will continue to work on developing the next Board Retreat as well as continue to work on bringing Board policies and procedures inline with the Board By-Laws.

The Board discussed the structure of the Open Sessions in the monthly Board meetings. It was agreed that names and topics will be gathered prior to the session to enable orderly facilitation by the Board Chairman. D. Martian will create a simple topic sign-in sheet for this purpose.

D. Finance

B. Craig reviewed the minutes from the October 2017 Finance Committee. Updated enrollment and financials reports were provided for Board review.

The Board reviewed and discussed the impact of proposed budget reductions.

B. Craig made a motion to revise the adopted 2017-2018 budget to reflect the proposed \$56,754 adjustments as presented by the Head of School.

B. Pazdel seconded the motion.

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

B. Craig reviewed the lease options for the portable classrooms on campus. P. Harrell will provide a copy of the old lease along with the new terms for T. Grafals review. The Finance Committee recommends the school enter into a twelve (12) month lease for the existing classrooms. Item continued pending review.

B. Craig presented the proposal to remove multiple trees throughout the campus.

These trees have been identified as a safety hazard and consist of three separate projects. Bids for this project have been received per our policies. The Board reviewed the bids and the recommendation by staff.

B. Craig made a motion to approve the trimming and removal of trees for up to \$13,500 as identified by an Arborist.

A. Kennedy seconded the motion.

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

B. Craig reviewed the option for healthcare offered to VCS employees. The Board agreed to continue with the current benefit levels.

B. Craig reviewed the option of pursuing updated timekeeping software. The Board agreed to continue with our current software without updates. This will be reviewed again in next year's budget.

Per Policy 200.20, the Board discussed the 2018-2019 Tuition Schedule.

B. Pazdel made a motion to increase tuition by 3.5% for the 2018-2019 school year.

A. Grafals seconded the motion.

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

Roll Call

B. Pazdel	Aye
A. Kennedy	No
D. Martian	Aye
M. Alexander	No
A. Grafals	Aye
B. Craig	Aye
S. Jamel	Absent
S. Jacobs	No

B. Craig reviewed the contract between Smart Tuition and VCS and any fees associated with it.

B. Craig reviewed the income generated through the Symphony program and facility rentals.

P. Harrell will research the costs and charges associated with the Symphony program and report to the Finance Committee for review.

P. Harrell will ensure facility rental rates are reviewed.

E. Executive

S. Jacobs reviewed items discussed at the September 29, 2017 Executive Committee meeting. Items included:

- Head of School Action Plan update
- Budget
- Fundraising options

Next Executive Committee scheduled for October 27, 2017 at 12:00 p.m., Head of School's office.

F. Head of School

P. Harrell provided a status update on his current Action Plan.

III. New Business

A. Annual Terra Nova, AP and SAT score review

P. Harrell provided summary reports for the 2017 AP and Terra Nova test scores. The Board reviewed the results.

2017 SAT, PSAT and ACT scores will be reviewed at the November Board meeting.

B. Holiday Board Meeting Schedule

The Board discussed the November and December Board meetings. Both meetings are currently scheduled during holiday breaks.

The Board discussed options and agreed to hold the November meeting on Thursday, November 30, 2017, 6:00 p.m., High School room 202 and to cancel the December 2017 meeting.

P. Harrell will ensure the use of room 202 is noted for November 30th.

P. Harrell left the meeting at 10:10 p.m.

IV. Executive Session

A. Discussion

The Board discussed:

- Proposed Board Development Committee Recruitment Philosophy and Procedures. Item continued to the November 30, 2017 meeting. All members will review; comments or questions should be directed to T. Grafals.
- Status of HOS Action Plan.

V. Closing Items

A. Next Board Meeting

Thursday, November 30, 2017, 6:00 p.m.
Devotion - T. Grafals

B. Adjourn Meeting

Meeting adjourned with prayer.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:20 PM.

Respectfully Submitted,
D. Martian