



**Vacaville Christian Schools
Board Meeting
October 20, 2020 / 6:00 pm**

| Board of Directors: | |
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| 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

Members Present: B. Craig, S. Jamel, J. Smotherman, J. Biard via Zoom, J. Dingman, B. Davis and D. Martian

Members Absent: J. Kagin.

Guests: Ralph Martin, Conservatory of Music Director; Susanna Brooks, Board Candidate

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

c. Devotion

Joe Dingman presented tonight’s devotion focusing on leadership and perspective.

- Scripture reference – Philippians 2:1-5

d. Student Council Semi-Annual Presentation

Item continued to November 17, 2020 Board meeting.

e. Open Session

Ralph Martin, Conservatory of Music Director, reported things are going well within the Conservatory. The Symphony Concert is scheduled for November 13th and 14th. Students are practicing outside and a new air circulation system is being installed in the band room to comply with Covid restrictions.

Ralph Martin left the meeting at 6:15 p.m.

Additional guests joined the meeting for the Open Session at 6:15 p.m.

Guests present for Open Session:

George Allen, Laura Allen, Joe Chavez III, Kirk Forbes, Randy Karner, Dyron Rolling, Dax West, Alan Whitten and Nichole Whitten

Guests present were representing the Admiral Baseball Club. The club has been using VCS facilities for the past several years. The decision to change this arrangement was the subject of concern. Guests presented their support of continuing the relationship between the Admiral Baseball Club and VCS. The Admirals requested a formal meeting with the Board to discuss this issue in greater detail.

The Board will discuss the issue and contact the Admirals with a meeting date.

Guests for Open Session left the meeting.

2. Old Business

- a. Motion to approve the September 15, 2020 Board Meeting Minutes as presented.

Motion by Jason Smotherman; 2nd by Seth Jamel

Motion approved unanimously

3. New Business

- a. Board Candidate Interview

The Board conducted an interview with Board Candidate Susanna Brooks.

Susanna left the meeting at 7:20 p.m.

Following a time of discussion the following motion was made:

Motion to extend an invitation to Susanna Brooks to join the Board of Directors effective November 2020.

Motion by Jason Smotherman; 2nd by Seth Jamel.

Motion approved unanimously

- b. Approval of Subsequent Terms

Seth Jamel was presented by ballot for approval of his second subsequent term, October 2020 to September 2023.

Subsequent second term of October 2020 to September 2023 for Seth Jamel approved unanimously.

Becky Craig was presented by ballot for approval of her second term, January 2020 to December 2022. This approval was overlooked in December 2019. Conducting this vote will bring the Board into compliance of the By-Laws relating to Board Member Terms.

Subsequent second term of January 2020 to December 2022 for Becky Craig approved unanimously.

c. Board Committee Appointments

Becky Craig clarified all Board Committee Appointments:

Finance Committee: Becky Craig, Jason Smotherman and Justin Kagin.

Academic Excellence Committee: Becky Craig and Justin Kagin.

Athletic Committee: Joe Dingman, Seth Jamel and Jason Smotherman

Board Development Committee: Seth Jamel, John Biard and Joe Dingman

Executive Committee (Board Officers): Becky Craig, Seth Jamel, Jason Smotherman and John Biard.

d. Board Committee Reports

i. Head of School – Ben Davis

- Shared several positive e-mails recently received from parents/community members.
- Reviewed the HOS Strategic Plan. The review included a power point presentation overview of VCS' enrollment standing, cash standing and worldview standing. Ben presented his plan to relax his strategic improvement efforts in line with the current societal issues (Covid restrictions, etc.). He will continue to focus on the weekly health of the staff, faculty and students. This approach is not a date driven decision but rather an event/situational decision.
- Goal setting with the Head of School and the Board of Directors is a priority. Becky Craig will provide all Board members a copy of the current Head of School contract for their review.
- Considering engaging a leadership consultant which would be paid out of Title 2. One of Ben's goals is to increase self-awareness.
- Reviewed current personnel issues with the Board.
- Reminded the Board he will be off campus until October 30, 2020.
- Development updates:
 - Installation of donated touchless water fountains is moving forward.
 - Work continues with the donor of the technology donation.
 - VCS has received a financial donation towards the HVAC project.
 - Otis Spunkmeyer campaign is projected to exceed our expectations. We have grossed the most cookie dough sales in the history of our school!
 - VCS has been voted the best private school and the best child care center in Solano County for the 5th year in a row.
 - Comcast has increased our download/upload speeds.
- 2020/2021 Budget
Ben reviewed the revised 2020/2021 budget with the Board.

Motion to accept the 2020/2021 Budget as presented.

Motion by John Biard; 2nd by Jason Smotherman

Motion approved unanimously

- Bonuses

The Board discussed proposed staff bonuses. Bonuses will be equitable within job classifications.

Motion to award the Head of School a \$1000 bonus.

Motion by Jason Smotherman; 2nd by Seth Jamel

Motion approved unanimously

ii. Finance Committee – Jason Smotherman

No further discussion.

- iii. Academic Excellence Committee – Ben Davis
October meeting was postponed. Next meeting scheduled for November 2020. No report.
- v. Board Development – Seth Jamel
 - Becky Craig will be Susanna Brook’s mentor; Seth Jamel will communicate the Board’s invitation to her.
 - Donna Martian, Administrative Support, will provide updated By-Laws and Policy Manual to all Board members.
- iv. Athletic – Joe Dingman
 - Reviewed the discussions and agreements with the Admirals Baseball Club. The Board discussed messaging any decision(s) to the organization and the community.
 - The Board will meet on October 28, 2020 at 6:00 p.m. to finalize any decision regarding the Admirals Baseball Club. Becky Craig will contact the Admiral’s representative and invite them for a final meeting on November 3rd or 4th.
 - Ben Davis will provide the Board with additional information for the October 28th meeting.
 - The Board directed Ben to ensure there is staff representation anytime an organization is on a VCS field.
 - The Athletic Director is working with teams to ensure Covid restrictions are being adhered to.
- vi. Executive Committee – Becky Craig
No additional report. Next meeting scheduled for November 6, 2020.

4. Closing Items

- a. Open/Continued Items Summary
 - Student Council Semi-Annual Presentation continued to November 17, 2020 Board meeting. – Donna Martian
 - Communicate with the Admirals Baseball Club regarding meeting on November 3rd or 4th – Becky Craig
 - Provide Head of School Contract to all Board members for review – Becky Craig
 - Policy and By-Law updates to all Board members – Donna Martian
- b. Calendar

Wednesday, October 28, 2020 – Board Meeting; Admirals Baseball Club discussion, 6:00 p.m.
 Friday, October 30, 2020 – 9th-12th grade Homecoming Movie Night
 Monday, November 9, 2020 – Board Work Session, 6:30 p.m.
 Tuesday, November 10, 2020 – High School Mu Alpha Theta induction, 6:00 p.m.
 Thursday, November 12, 2020 – Otis Spunkmeyer Delivery Day, 11 a.m. – 6:00 p.m.
 Friday and Saturday, November 13 and 14, 2020 – Symphony Concert at the Pavillion, 7:00 p.m.
- c. Board Work Session

The Board scheduled a work session to focus on goal setting and succession planning for Monday, November 9, 2020 at 6:30 p.m. in High School room 202.

5. Prayer and Adjournment

Motion to adjourn meeting at 11:20 p.m.
 Motion by Seth Jamel; 2nd by Jason Smotherman
 Motion approved unanimously

 Meeting adjourned at 11:20 p.m.

Next Board Meeting ~ November 17, 2020

Devotion ~ Justin Kagin

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