



**Vacaville Christian Schools
Board Meeting
November 17, 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 *(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)	Donna Martian ~ Administrative Support
Susanna Brooks ~ Member at Large *(1 st , 10/2023)	*(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, S. Brooks*, J. Dingman, J. Kagin*, B. Davis and D. Martian

Members Absent: None.

Guests: Leslie Creed, General questions on policy

Laura Everett, Student Council

Terra Golden, Student Council

Donna Hagans, Athletic Director

Ralph Martin, Conservatory of Music Director

Rachel Nelson, Student Council

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

*Susanna Brooks and Justin Kagin joined the meeting at 6:05 p.m.

d. Student Council Semi-Annual Presentation

The Board welcomed the 2020-2021 Student Council representatives. Rachel Nelson, Student Council President and Laura Everett, Student Council Vice-President provided the Board with an overview of the Student Council goals for this school year and how they hope to achieve them.

Items addressed included raising school spirit, fundraising for a cause, giving students a voice, the efficiency within the Council, spiritual awareness and a calendar of events.

Following a brief time of questions, the Board thanked both students for an exceptional presentation and look forward to the next Student Council presentation in May, 2021.

Laura Everett, Terra Golden and Rachel Nelson left the meeting at 6:20 p.m.

c. Devotion

Justin Kagin presented tonight's devotion focusing on the Lord's wisdom and leadership.

- Scripture reference – Proverbs 16:9

e. Open Session

Ralph Martin, Conservatory of Music Director, reported things are going well within the Conservatory. The Symphony Concert has been re-scheduled for December 5th. Students continue to practice while observing safety guidelines for Covid. A new air circulation system has been installed in the band room in response to the regulations.

A "Christmas Extravaganza" is scheduled for December 11th and 12th here on campus. This will be an opportunity for all to drive through the campus and hear/see our students performing along the way. The event is scheduled for 6:30 – 8:30 p.m.

Ralph Martin left the meeting at 6:30 p.m.

Leslie Creed addressed the Board with a question regarding enforcement of face masks during student drop off and pick up. The Board reiterated that VCS has on-going evaluations of the Covid restrictions.

Leslie also shared feedback about an incident with her son. She requested the regulations and expectations regarding VCS' athletic program be better communicated with parents. Donna Hagan, Athletic Director, is aware of the request and involved with all communications.

The Board thanked Leslie for her comments and information.

Open Session closed; Leslie Creed left the meeting at 6:40 p.m.

Board meeting resumed at 6:45 p.m.

The Board discussed the Open Session comments. It was agreed the Head of School, along with the Athletic Director, will ensure parents receive clarification of athletic regulations and expectations. The Head of School will also reiterate the Matthew 18 principle to the VCS family.

Donna Hagan left the meeting at 7:10 p.m.

2. Old Business

- a. Motion to approve the October 20, 2020 Board Meeting Minutes as presented.

Motion by Seth Jamel; 2nd by Jason Smotherman

Motion approved. 5 Ayes, 2 Abstain (S. Brooks, J. Kagin)

3. New Business

a. Board Committee Reports

i. Head of School – Ben Davis

- Provided update regarding concerns of proper communication between the Board and Head of School. A tool has been created that will facilitate better communication between the Board Chairman and HOS and that appropriate items are shared in a timely manner.
- Reviewed enrollment and wait list information.
- Reviewed realized revenue vs projected revenue and how it is impacted by enrollment and pro-rated tuition.
- Bonuses for all staff will be distributed on November 25, 2020. Fall coaching stipends will be paid out as well.
- Mrs. Dorace Lynch, Elementary Principal, has agreed to serve as interim HOS whenever Ben Davis is on vacation or unavailable.
- Update on security cameras throughout campus. Good quality coverage along with a reduction in costs has been achieved. The Board requested HOS research VCS policies pertaining to storage and retention of video footage.
- Discussed compliance with Covid restrictions regarding food service, athletics and overall. Susanna Brooks will confirm Solano County regulations for tents in response to the current regulations.

Motion to spend up to, but not to exceed, \$20,000 on Covid compliance related equipment.

Motion by Jason Smotherman; 2nd by Joe Dingman

Motion approved; 6 Ayes, 1 No (John Biard)

- Strategic plan – Recommended a specific course of action to facilitate a revised strategic plan and develop long term goals:
 - Enrollment goal
 - Work with an expert on non-profit and Christian school finances to create sustainable financial goals
 - Work with contracted individual to revise current facilities master plan
 - Work directly with our school academics leaders to design an analysis and practice plan in spiritual, academic and athletics.
 - Strategic organizational and financial performance analysis – provided 2012 ISM report for Board review.

The Board discussed the suggestions presented. The Board will review the provided information and begin the collaboration process with the points we are in agreement on and let the process grow with measurable goals. Ben Davis will utilize Google Docs to facilitate this process.

- Re-evaluate/redesign K-12 programs due to Covid:

In order to offer solutions and support for issues, if any, the Board and HOS must know what those issues are. The Board directed HOS to survey faculty and provide an initial analysis for review. Ben will share the survey questions for Board review the week of December 14th prior to them being used in the survey. The Board genuinely wants to hear questions and concerns to enable support.
- Infant/Toddler program assessment presentation:

The Infant/Toddler program has been a subsidized program for years. The Board discussed financial options and strategies surrounding the program.

Motion to end the Infant/Toddler program at VCS by the end of May, 2021 with the presumption the Head of School will design an acceptable communication strategy to all involved.

Motion by Seth Jamel; 2nd by Susanna Brooks

Motion approved unanimously

- 2021/2022 Tuition Schedule:
The Board reviewed options for the 2021/2022 tuition schedule.

Motion to approve a 1.5% tuition increase for grades Infant/Toddler-8th and a 3.63% tuition reduction for High School, allowing for rounding discretion for staff.

Motion by Jason Smotherman; 2nd by Seth Jamel

Motion approved unanimously

ii. Finance Committee – Jason Smotherman

- Reviewed November 2020 minutes. Items discussed included:
 - Forgiveness of the PPP loan.
 - Draft audit should be completed within the week.
 - Currently above the debt ratio covenant.
 - Discussions continue with a proposed refinance.

iii. Academic Excellence Committee – Ben Davis

- Reviewed technology challenges and solutions for all grade levels.
- Reviewed enrollment in Early Education.
- Electronic sign-in options.
- Accreditation – moving forward and on schedule.
- High School AP results very positive. Still awaiting Middle School and Elementary assessment results.

iv. Athletic – Joe Dingman

- Reviewed November 13, 2020 minutes. Items discussed included:
 - Gym ice machine
 - Lux transportation
 - Fundraiser
 - Middle School and High School coaches
 - CIF Sports update
 - Meeting with Admirals organization on November 19th at 7:00 p.m. Ben Davis, Becky Craig, Joe Dingman and John Biard will be in attendance to review the decision for use of VCS Athletic facilities.

v. Board Development – Seth Jamel

- Work continues with interested candidate pending receipt of a completed application.

vi. Executive Committee – Becky Craig

- This year's Otis Spunkmeyer campaign raised more money than any other year. Very successful.
- 2020/2021 Crab Feed – considering moving the date. The event will include a virtual auction. Debbie Huntley continues to research options to accomplish this.
- The Director of Operations position has been posted and we are receiving applications.
- Ben continues to pursue personal coaching options as well as finding a diversity consultant.
- Discussed staff morale.

- b. Administrative Support update – Donna Martian
Donna will be stepping down from the position of Administrative Support following the December, 2020 meeting. Courtney Gallaher, a VCS alum and current Crab Feed Committee member, will take on the responsibilities of this position. Donna will train Courtney. A very smooth transition is expected.

Donna reported all Board files in the shared Board directory have been updated (from 6/2018 – 11/2020) and are current. Board members will be given View Only access via Google Docs. This will allow each member to access the current By-Laws, policy manuals and all meeting documentation with ease and will eliminate the need for hard copies for each member.

4. Closing Items

a. Open/Continued Items Summary

- Communicate clarification of athletic regulations and expectations – Ben Davis
- Reiterate the Matthew 18 principle to the VCS family – Ben Davis
- Verify storage and retention of video footage policy – Ben Davis
- Confirm Solano County regulations for tents used as Covid equipment – Susanna Brooks
- Review and comment on Strategic plan information discussed – All Board
- Provide survey questions for Board review – Ben Davis

b. Calendar

November 25 – 27, 2020 – Campus Closed (Thanksgiving Break)

November 30 – December 4, 2020 – MS & HS Spirit Week

December 2, 2020 – 8th – 9th Grade Shadow Day

December 5, 2020 – Radio Symphony Concert, 7:00 p.m.

December 11 – 12, 2020 – Christmas Extravaganza, 6:30 – 8:30 p.m.

December 18, 2020 – January 1, 2021 – No School (Christmas Break)

January 4, 2021 – New Family Enrollment

January 18, 2021 – No School (MLK Day)

5. Prayer and Adjournment

HOS reviewed the status of the VCS website. The current website has lost all functionality due to the original design. There is no solution other than new website. Work with a new developer should provide a multi-year solution. The design, test and launch of our new site should be completed by March 1, 2021 and a review of its performance by April 15, 2021.

Meeting adjourned at 10:45 p.m.

Next Board Meeting ~ December 15, 2020 Devotion ~ Ben Davis

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