



BOARD OF DIRECTORS

Vacaville Christian Schools
Board Meeting
July 20th, 2021 / 6:00 pm

DRAFT

Board of Directors:

**(current term, end of current term)*

Becky Craig - Chairman * (2nd, 12/2022)
Seth Jamel - Vice Chairman *(2nd, 9/2023)
Jason Smotherman - Treasurer *(2nd, 5/2024)
John Biard - Secretary *(1st, 6/2022)
Susanna Brooks - Member at Large *(1st 10/2023)

Joe Dingman - Member at Large *(1st, 4/2023)
Justin Kagin - Member at Large *(1st, 5/2023)
Lou Cabral - Member at Large *(1st, 1/2024)
Ben Davis - Head of School
Courtney Gallaher - Administrative Support

1. Opening Items

- a. Record Attendance:
 - i. Members Present: B. Craig, S. Brooks, L. Cabral, J. Dingman, J. Biard, J. Kagin, B. Davis, C. Gallaher
 - ii. Members Absent: J. Smotherman, S. Jamel
 - iii. Guests:
- b. Call Meeting to Order & Prayer - Meeting Called to Order at 6:00pm
- c. Devotion: Ben Davis talked about the history of the school and why we do what we do here
- d. Guest Presentations
 - i. Maylene: New Middle School Principal - shared her vision and thoughts for the new school year, filling new staffing roles, and changes that will be made for the middle school staff and students.
 - ii. Terra: New High School Principal - shared her broad vision of everyone that comes in feels a sense of community by educating the kids and showing them Jesus
- e. Open Session- none

Closed Session begins at 6:45pm

2. Old Business

- a. Approve Meeting Minutes from June 15th, 2021 meeting (attachment)

Motion to approve the meeting minutes from June 15, 2021
2nd was made
Unanimously approved

3. New Business

- a. Monthly Operations Report- Breanna
 - i. MP HVAC update
 - ii. HS Computer Lab Update- should be done by August 9
 - iii. ECE updates have been completed
 - iv. Conservatory - inventorying currently happening and a new plan will be coming in soon
 - v. Turf project - needs a budget and timeline from the board

Motion to hire a consultant and extend the turf project over the next 24 months
2nd was made
Motion approved unanimously

Motion to let the administrative team use their discretion to make changes to the safety plan regarding voluntary masks, physical distancing, one way directions, and adding vaccination requirements to exposure guidelines.
2nd was made
Motion approved unanimously

Ben will have Debbie create a survey for the staff to get their take on making masks voluntary and changing the safety plan.

Justin Kagin joined the meeting at 7:20pm

b. Board Officer Election

Motion to approve Becky Craig as the Chairman, Joe Dingman as the Vice Chairman, Jason Smotherman as the Treasurer with Justin Kagin as Treasurer in Training, and John Biard as the Secretary
2nd was made
Motion approved unanimously

- c. Board Development Committee
 - i. Currently has 2 applications but no interviews have been scheduled
- d. Candidate Recommendation

Ben will have Debbie get everyone's availability to schedule interviews of the 2 possible board members

- e. Board Retreat (attachment)
 - i. Spouses: John, Justin, Lou, Joe, Jason
 - August 19th - 21st
 - Portola Hotel
 - Joe will be reach out to a few facilitators
 - Book 11 rooms
- f. Board Committee Reports
 - i. Finance - Becky Craig, Justin Kagin, Jason Smotherman

1. Attachment - Estimated Full Year Forecast vs Budget

- ii. Academic Excellence - Susanna Brooks, Justin Kagin
 - 1. No meeting this month
- iii. Athletic - Susanna Brooks, Joe Dingman, Seth Jamel, Jason Smotherman
 - 1. Attachment

Motion to approve the modified sports fee schedule between \$200-\$300 per sport with a cap of \$750. The board will also revisit raising the football fee for the following school year.

- iv. Board Development - John Biard, Joe Dingman, Seth Jamel
 - 1. No meeting this month
- v. Executive - Becky Craig, Seth Jamel, Jason Smotherman, John Biard
 - 1. No meeting this month
- vi. Capital Outlay - Lou Cabral
 - 1. No meeting this month
- g. Head of School Report
 - i. Update on the Travis Credit Union relationship
 - ii. Went through "Key Board Meeting Notes" attachment

4. Closing Items

- a. Open/Continued Items Summary
 - Ben will have Debbie create a survey for the staff to get their take on making masks voluntary and changing the safety plan.
 - Ben will have Debbie get everyone's availability to schedule interviews of the 2 possible board members
 - Joe will be reach out to a few facilitators for the board retreat
 - Courtney and Debbie will coordinate with the Portola Hotel to book the board retreat
 - Courtney will book dinner reservations for the 2 nights of the board retreat - one off campus (possibly a seafood place on the pier?), one on campus
- b. Calendar Items
 - none

5. Prayer and Adjourn Meeting

Meeting adjourned at 9:10pm