



BOARD OF DIRECTORS

Vacaville Christian Schools
January 24th, 2023

MINUTES (FINAL)

Board of Directors:

*(current term, end of current term)

Joe Dingman - Chairman *(1st, 4/2023)	Seth Jamel - Member at Large *(2nd, 9/2023)
John Biard - Vice Chair * (1st, 6/2025)	Justin Kagin - Treasurer *(1st, 5/2023)
Lou Cabral - Member at Large *(1st, 1/2024)	Darelyn Pazdel - Secretary *(1st, 7/2024)
Dorace Lynch - Member at Large *(1st, 9/2025)	Charlie Meadows - Member at Large *(1st, 10/2025)
Jeff Krulick - Member at Large *(1st, 11/2025)	Ben Davis - Board Member Ex-Officio, Head of School

1. Opening Items

- a. Record Attendance only excused absence Charlie Meadows
- b. Call Meeting to Order 6:04
- c. Devotional - Charlie Meadows - Ben Davis
- d. Open Forum - N/A

2. Old Business

- a. Approve Meeting Minutes from November 15th, 2022 meeting (attachment) **Motion to approve Seth, Second Justin, MSC U**

3. New Business

- a. Board Development
 - i. Podcast Series - Training 2
 1. Board *Wiser Navigating The Intersection of Governance and Management Series Where the Heck are We?*
 - a. CWhat to offer new board meetings to include 15 items presented prior to first meeting
Actions taken - Develop new board member checklist and packet of information and forms. Some of the 15 do not apply, however, many items do apply and should be distributed. The board will put this together by the March 2023 board meeting.
- b. Head of School Report -
 - i. Strategic Dashboard Review (including new admissions "scoreboard") / Key FYSA Updates
 1. Spiritual development on track, local speaking and membership in organization.

2. Enrollment on track, shared the projected enrollment for a time period until Fall classes begin. Opened Monday and there are 12 enrolled. Discussion regarding how to measure increased spirituality.
3. Academics Achievement Plan
 - a. Monthly dashboard reviewed internally. Roll out new curriculum and writing. Reviewed the academic dashboard by subject. 2 key data points, pacing and mastery
 - b. K-5 Dr. Tina Errthum, math curriculum
4. Staffing dashboard
 - a. Comparison of public school salaries in Solano County to VCS salaries (see spreadsheet)
5. Finance Resources
 - a. Visiting Scottsdale Christian to review their Annual Gala event.
6. **Family ambassador network F.A.N.program** - Event with 3 dozen families, Joe gave summary. Ben would like the boards support of positive multi media review process.

Board self evaluation - satisfying accreditation recommendations

We still offer the Falcon referral at \$500 per family.

- ii. Key Event / Strategic Updates:
 1. Diversity strategic planning / policy
 2. Alumni strategic plan (development plan in process)
 - a. Alumn on staff who is Ben showed us the plan for intentional alumni program
 3. Academics Roundtable / Academics Dashboard
 - a. Success, super useful. See dashboard for detailed notes. Developing a dual credit program at the highschool. Future reflection upon feedback shared during the roundta
- iii. FYSA - Key Dates / MIT Priority List
 1. Ben shared the 2023 Most Important List and a timeline for items to be complete.
- iv. HOS Proposals:
 1. **Proposed - Approve 2023-2024 School Calendar**
 - a.

Motion to approve to the 2023-2024 Calendar Darelyn, second, Seth MSC
U

- c. Additional Board Committee Reports
 - i. Capital Outlay Committee Report
 1. **Proposed - Revision of Finance Policy 500.3**

- a. **Motion, Seth adopt the revised policy 500.3, revised 1/24/23 with the following changes: minimum 3 bids; HOS can execute contracts up to \$25,000 if the expense is a budgeted line item. Second Joe, MSC U**

2. Proposed - Capital Projects (FCA Tier 1 Projects)

- a. **Reviewed bids and recommendations for projects. Discussions regarding our not exceed. The board remembers that our not to exceed amount for phase one ws \$585,000.00**
- b. **Motion, Joe “not to exceed \$589,743.00 taken from VCS cash reserves, for all phase 1 capital improvements to include asphalt, roof, refurbish playground, HVAC, Classroom doors, Restroom floors (gym restrooms),& campus cameras. This will include the HOS and Operations to return to the low and medium roofing vendors to review bids. Second Seth MSC U**
- c. **Question, sports field replacement? It needs to be done, could cost up to \$1-2 million**

3. Proposed - Phase 1 (“Grand Entrance”) of Phased Landscaping Plan

- a. **Motion Joe Move forward with Vizcay landscape for \$36,280 with deferring \$12,000 in a tuition trade in the 2023-2024 school year, of the \$36,280 . Second Justin, MSC U**

ii. Finance Committee Report

1. Proposed - Receive and Approve Annual Audit

- a. **Justin - Audit summary from October 2022 audit where 2022 fiscal year financials were audited. No recommendations. Motion Joe to approve annual audit as written, second Dorace. MSC U**

2. Proposed - Staff Bonuses

- a. **Financials are healthy enough to provide stipends to each teacher, \$500 FT \$250 PT, total estimated cost \$68 to \$72. This could come with an option to roll the stipend into their pretax, 403B retirement account. Joe suggested that a personalized card is handed to each staff member. Motion Seth to approve staff bonuses\$500 Full Time employees \$250 Part Time employees with an option to contribute this amount to their 403 B retirement accounts , second Dorace MSC U**

iii. Executive Committee Report

- 1. Proposed board meeting for April will be moved, TBD

iv. Athletics Committee Report

Met on 1/13. Spring sports update, all coaching positions are full except for assistant coach for softball. Opportunity to work with football, going

well. Booster Club update all new board members, names:

Co-Presidents	Lauren Cracraft & Irene Stevens
Vice President	Revy Libatique
Treasurer	Jaylyn Powell
Secretary	Gabriel Calderon
Members at large	Teresa Travis
	Vishal Nare

4. Board Follow Up Items

- a. Diversity policy proposal from HOS - This policy is complete.
 - i. The staff will be trained on the new policy
 - ii. Staff Training with Dr. Howard in March.

5. Upcoming Campus Events:

- a. F.A.N Club (January 12th)
- b. New tuition rates letter (January 27th)
- c. Crab Feed (February 25th)
- d. All staff quarterly meeting (March 17th)
- e. Staff appreciation week (March 20-25th)
- f. Diversity chapel and roundtable (March 15th)
- g. Grandparent's Day (March 7-9th)

6. VCHS Sporting Events:

- a. Fri., Jan. 27th @ 4:30/7:30 pm - JV/Men's Basketball v. Golden Sierra
- b. Fri., Jan. 27th @ 6:00 pm - Women's Basketball v. Golden Sierra
- c. Mon., Jan. 30th @ 6:00 pm - Men's Soccer v. Highlands
- d. Tues., Feb. 7th @ 4:30/7:30 pm - JV/Men's Basketball v. Highlands
- e. Tues., Feb. 7th @ 6:00 pm - Women's Basketball v. Highlands
- f. Thurs., Feb. 9th - Men's Soccer Playoffs Begin
- g. Wed., Feb. 15th - Men's/Women's Basketball Playoffs Begin

7. Next Board Meeting - Key Discussion Items Joe, please add items to be discussed to be included on the agenda.

- a. Board development / governance podcast series (cont.)
- b. Key FYSA updates for board of directors on upcoming plans and projects for 2023
- c. Audit report / annual 990
- d. Continuous enrollment deadline (March 1st) - updates and communication
- e. Classroom location and needs analysis (March)
- f. Review and approve 2023-2024 preliminary budget (March)
- g. April Board Meeting - move from 4/18 to 4/25 (HOS chairing accreditation visit to Berean Christian High School)

Meeting adjourned

8. Prayer and Adjourn Meeting Adjourned 9:58

Next Meeting: February 21st, 2023

Devotion: Darelyn Pazdel