



# BOARD OF DIRECTORS

Vacaville Christian Schools  
April 25, 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 All in attendance plus Lynda Snelgrove and John Villanueva for Capital Outlay update
- b. Call Meeting to Order 7:05 Joe
- c. Devotional - Lou Cabral
- d. Open Forum - No one in attendance

### 2. Old Business

- a. Approve Meeting Minutes from March 21st, 2023 meeting (attachment)
  - i. **Motion to approve the March 21, 2023 minutes Seth, 2nd Charlie MSC John Biard, no vote**

### 3. New Business

- a. Board Development
  - i. Vote - Renewal of Board Term (Joe Dingman)
    1. Seth will step down in June 2023
    2. Justin interested in another term
    3. Joe will agree to extending to August of 2023
    4. Succession planning, board members are encouraged to reach out to elementary and middle school for new board members.
    5. Going forward, discussion of bringing in a new vice chair (Charlie) would like to bring more people into executive committee
    6. **Motion, Joe - nominate Charlie Meadows as Vice Chair, extend Joe Dingman until August 2023, 2nd Seth MSC**
  - ii. Podcast Series - Training 7- Financial Oversight Policies

1. Suggested board appraisal: Finance Committee will report back to the board for May meeting with responses to the following:
  - a. Written internal control Policy - amend policy to include view access to school bank accounts.
  - b. How many times has your board verified that the internal control policy is being followed?
  - c. Who takes the lead in selecting the school's auditor?
  - d. Does your board verify that the auditor is independent of management?
- b. Head of School Report -
  - i. Strategic Dashboard Review
    1. On track with Admissions/Retention goals at 99 applications received as of 4/23/2023. Question? How many applicants do we turn away? Minimal.
  - ii. Key Academic Updates:
    1. Academic Dashboard Review
      - a. Dr. Tina Errthum visit: consultant on K-5 math curriculum.
    2. 6th - 12th grade instructional schedule
      - a. Computer Class scheduling
      - b. High School graduation schedule shared
    3. Curriculum review
    4. Teacher retention
      - a. Open EE 7, EL 5, MS 1, HS 3
      - b. Conservatory Director position is open
        - i. Communication Plan with students, staff, parents Thursday, 4/27.
      - c. Staff will participate in a Prayer walk on Monday 5/1 at 6:00
      - d. Staff will participate in Monday fasting
- c. Additional Board Committee Reports
  - i. Capital Outlay Committee
    1. Fencing is complete
    2. Gates have been rekeyed
    3. Vehicle gate will remain open to the end of the school year
    4. Tier one projects - John will run project management on all tier one construction projects. Door replacement is proposed in the FEMA grant, submitted for the doors and cameras.
    5. Valve fire suppression on campus was inspected by a fire safety company. A valve was broken in the open position. The repair is \$34K to be completed.
    6. Roofing bids - Clarification with two bids Above All and Roof Solutions. Citadel was our third bid and not considered at this stage. Above All and Roof Solutions were \$275K and \$276K respectively. John is suggesting Roof Solutions.

During the January meeting, the board executed the following:

**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**

**During this board meeting, Joe motioned to revoke the above vote of not to exceed \$589,743, 2nd Seth MSC U**

**Joe motioned to approve the roofing project with Roof Solutions in the amount of \$267,700, 2nd Seth MSC U**

**The board will again review and vote upon the purchase and contracting for the remaining Tier 1 capital improvements; asphalt, refurbish playground, HVAC, classroom doors, restroom floors (gym restrooms), & campus cameras.**

- ii. Finance Committee Report
  - 1. Refer to the Finance Committee Minutes dated 4/21/23
    - a. Faculty tuition discounts increase. Ben will send information to the board to review. The board will review and vote via electronic (email or Zoom.)
    - b. Classroom Location and Needs Analysis
- iii. Executive Committee Report
  - 1. See committee minutes
- iv. Athletics Committee Report
  - 1. See committee minutes

#### **4. Board Follow Up Items**

- a. Report on teacher retention
  - i. Faculty tuition discounts increase. Ben will send information to the board to review. The board will review and vote via electronic (email or Zoom.)

#### **5. Upcoming Campus Events:**

- a. All Staff Quarterly Meeting (April 26th)
- b. Athletics RoundTable (April 28th)
- c. National Day of Prayer Breakfast (May 4th)
- d. Conservatory Spring Showcase @ VPAT (May 17th)
- e. ESPY’s Award Dinner @ Harvest Church (May 19th)
- f. MS Promotion (May 31st)
- g. HS Graduation (June 1st)
- h. End of Year Staff BBQ (June 7th)
- i. Board Retreat (June 9-10th)

**6. VCHS Sporting Events:**

- a. Thurs., April 27th @ 3:00 & 5:00 pm - Men's Baseball v. Highlands
- b. Thurs., April 27th @ 3:00 pm - Golf v. Highlands
- c. Mon., May 1st @ 7:00 pm - Men's Baseball v. Fairfield
- d. Thurs., May 4th @ 4:00 pm - Women's Softball v. San Juan
- e. Thurs., May 4th @ 4:00 pm - Men's Baseball v. San Juan
- f. Fri., May 5th @ 7:00 pm - Men's Baseball v. Berean

**7. Next Board Meeting - Key Discussion Items**

- a. Board development / governance podcast series (cont.)
- b. Key FYSA updates for board of directors on upcoming plans and projects for 2023
- c. Vote - renewal of board term (Justin Kagin) (May)
- d. Board members sign/acknowledge conflict of interest & Statement of Faith (May)
- e. Final discussion of, and preparation for, annual board retreat (May)
- f. Board officer election (June)

**8. Head of School Evaluation - Tabled for next meeting**

**9. Prayer and Adjourn Meeting    Adjourned 10:55**

**Next Meeting: May 16th, 2023**

**Devotion: Ben Davis**