



# BOARD OF DIRECTORS

Vacaville Christian Schools  
October 19, 2023

## MINUTES

### Board of Directors:

\*(current term, end of current term)

Joe Dingman - Chairman *(3rd, 4/2024)	Charlie Meadows - Vice Chair * (1st, 10/2025)
Justin Kagin - Treasurer *(2nd, 5/2026)	Darelyn Pazdel - Secretary *(1st, 7/2024)
John Biard, Member at Large *(1st, 6/2025)	Lou Cabral - Member at Large *(1st, 1/2024)
Dorace Lynch - Member at Large *(1st, 9/2025)	Jeff Krulick - Member at Large *(1st, 11/2025)
Jason Lane - Member at Large *(1st, 8/2026)	
Ben Davis - Board Member Ex-Officio, Head of School	

### 1. Opening Items

- a. Record Attendance Joe, Justin, Dorace, Jason, Darelyn, Jeff; virtually Charlie, Lou, John. Ben, Debbie, and Lynda
- b. Call Meeting to Order - 6:05
- c. Report from High School Student Council - Presented by Aaron Jessinger and Nathan McClendon. They reviewed last year's accomplishments and this year's goals. Conversation regarding dress code and what they hear from their classmates regarding earrings and colored hair for boys.
- d. Devotional - Jason Lane - Leading the way Jesus led
- e. Open Forum - No one in attendance

### 2. Old Business

- a. Approve Meeting Minutes from September 21st, 2023 meeting (attachment)
  - i. **Joe motioned to approve minutes from September 21, 2023 Charlie 2nd MSC U**

### 3. New Business

- a. Board Development
  - i. New board member interview - Clinton Varty
    1. **Jeff Motion to invite Clinton Varty to become a board member Darelyn 2nd MSC U**
  - ii. Podcast Series - Training - Distinguish Board Governance from Management Responsibilities
  - iii. October board (finance) policy review(s)
    1. Review the changes to Policy 500.9
      - a. **Jeff Motion to approve the changes as presented to Policy 500.9 2nd Joe MSC U**
    2. Review the changes to Policy 500.21
      - a. **Charlie Motion to approve the changes as presented to Policy 500.21 2nd Joe MSC U**
- b. Head of School Report -

- i. Updates on 2023-2024 Head of School Strategic Priorities
  - 1. Enrollment - 1% growth month to month.
  - 2. Develop Christ Centered Leaders - MASC Teams
  - 3. Inspire others to participate in VCS experience - Identify and market the story
  - 4. Strategic thoughts for Fine Arts Program - Live Broadcast, Theater, Choir, Symphony and Jazz from elementary up.
- ii. Fundraising updates
  - 1. Donor development efforts
  - 2. Boosterthon "Fun Run" - \$65K raised just from the Fun Run
- c. Additional Board Committee Reports
  - i. Finance Committee Report\*
  - ii. Executive Committee Report
  - iii. Athletics Committee Report

#### 4. Board Follow Up Items

- a. N/A

#### \*'Most Important Thing' Major Discussion Topic

#### 5. Upcoming Campus Events (Fall):

- a. Homecoming and Football Senior Night (Oct. 20th)
- b. Country Fair (Oct. 26th)
- c. Professional Development Day / All Staff Meeting (Nov. 9th) Ben would like board participation if we can
- d. Campus Closed (Nov. 10th)
- e. All School Canned Food Drive (Nov. 13-17th)
- f. Campus Closed - Thanksgiving (Nov. 22 -24th)
- g. EE/EL Toy Drive - (Nov. 27th)

#### 6. VCHS Sporting Events:

- a. Football v. Esparto - Fri., Oct. 20th @ 7pm (Homecoming/Senior Night)
- b. Cross-Country Meet @ Vaca Pena - Wed., Oct. 25th @ 3:30 pm (Senior Night)

#### 7. Upcoming Board Meeting(s) - 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
  - a. Tuition prices / evaluation for the following school year (November)
  - b. Fundraising updates (Boosterthon) (November)
  - c. Fall survey results (if available) (November)

#### 8. Prayer and Adjourn Meeting      Adjourned 9:15

Next Meeting: **November 14, 2023**

Devotion: **Charlie Meadows**

# VACAVILLE CHRISTIAN SCHOOLS

## SECTION 500

### FINANCIAL POLICIES

**POLICY TITLE:**

**BUDGETARY PROCESS**

**POLICY NUMBER 500.9**

**REVISED 2023**

**DATE ADOPTED 1990**

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The Vacaville Christian Schools' overall financial program for each school year is developed and implemented primarily through the budgetary process. The Finance Administrator under the direction of the Head of School, organizes and prepares a preliminary financial plan for the following school year, which consists of input from Principals, Department leads and Admissions. The preliminary financial plan is submitted to the Finance Committee in March for their review and any recommendations. Preliminary financial plans are then submitted to the full Board for final approval. In September, the budget is submitted to the finance committee for review, then to the full board for final approval.

Upon approval of the budget, the Head of School and Finance Administrator are responsible for its implementation and administration through suitable control of all department/operational purchases as well as reviewing expense trends /forecast modeling to ensure all budgetary goals are met. The Head of School and the Finance Administrator are responsible for developing the annual zero-based operating budget (except for class funds, student government, and fundraisers)

**1) Pastoral Discounts**

Those employed as a pastor, associate pastor, or assistant pastor who are identified by either the Federal or State tax codes as such and are in possession of a valid Ministerial License are eligible for a pastoral discount of 50% annually toward the school tuition for their children enrolled at Vacaville Christian Schools. “Children” include the pastor’s own natural children, legally adopted children, or children under legal guardianship. Stepchildren who reside in the pastor’s household and who qualify as the pastor’s dependents according to IRS income tax rules and regulations also qualify. Pastors are eligible to apply for financial aid assistance and may receive up to 80% in combined assistance for PreSchool through Grade 12 tuition.

**2) Employee Discounts**

Contracted K-12 teachers, regular, full time, year-round employees, and full-time school-year employees are eligible for a tuition discount for their dependent children who are qualified and accepted for admittance and who attend Vacaville Christian Schools Preschool – Grade 12. “Children” include the employees’ own natural children and legally adopted children. Stepchildren who reside in the employee’s household and who qualify as the employee’s dependents according to IRS income tax rules and regulations also qualify. The tuition discount consist of the following:

- 35% for full-time, school-year (August through May) employees,
- 50% for part-time K-12 contracted teachers,
- 100% for full-time K-12 contracted teachers,
- and 50% for full-time year-round (August through July) employees that are not contracted teachers.

The tuition discount only applies to tuition and does not include the fee for registration, testing or any other fees for which the employee is responsible.

**3) Board Members Discounts**

Board Member Discounts have been eliminated as of August 2014. Existing Board members are “grandfathered” under the previous policy. Board members appointed after August 2014, in lieu of a Board tuition discount, are eligible to apply for financial aid as referenced in Policy 500.17.

Board Members choosing to receive the Board Tuition Discount under the grandfathered policy for their children enrolled at Vacaville Christian Schools will receive an IRS form 1099 for the tuition discount received. “Children” include the Board Member’s own natural children and legally adopted children. Stepchildren who reside in the Board Member’s household and who qualify as the Board Member’s dependents according to IRS income tax rules and regulations also qualify.

Board members complete the required H.I.S. hours through their service on the Board.

#### 4) **Multiple Child Discount**

Vacaville Christian Schools offers multiple child discounts, as stated in the annual tuition fee schedule, for families that have multiple children enrolled at Vacaville Christian Schools. "Children" include the families' own natural children and legally adopted children. Stepchildren who reside in the household and who qualify as the families' dependents according to IRS income tax rules and regulations also qualify.

This discount would follow the children in the event of a divorce or death of one or both parents. In the event of the death of both parents, the legal guardian of the children would still be able to obtain the multiple child discount and could include the legal guardian's natural or adopted children in the multiple child discount.

#### 5) **Grandparent Discount**

Contracted K-12 teachers, regular, full-time, year-round employees and full-time school-year employees are eligible for an employee tuition discount for their grandchildren. This staff discount will be 50% of tuition only and will be limited to two (2) grandchildren per employee.

This grandparent discount will be increased to 60% after their 5<sup>th</sup> year of service/ministry.

#### 6) **Sustainable Program Discount**

The school offers a variety of academic and extracurricular programs. Programs attract and develop students to become well-rounded adults. School leadership is challenged to provide teachers, coaches, instructors and students to learn, compete and perform. When a high school extracurricular program lacks enough participants to thrive, school leadership may provide financial assistance to sustain the program based on the requirements outlined below.

SMART AID will conduct a financial need analysis for each VCS family applying for tuition assistance. SMART AID is a third-party company that specializes in evaluating needs based on determining factors. VCS will review the assessment and work in partnership with the student's families to discreetly identify the level of assistance warranted. Sustainable financial aid will be based solely on the financial needs assessment of the family and will be provided to each family based on relative need. The maximum school-year tuition and fees discount shall not exceed 80% of annual tuition. Students selected to receive a sustainable program discount are expected to meet specific academic eligibility and behavior expectations outlined by school leadership. As long as eligibility requirements are met, the discount will continue for the student's tenure at school unless the student withdraws from the program(s).