

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting - April 17, 2018

Date and Time

Tuesday April 17, 2018 at 6:00 PM

Location

821 Marshall Road, High School Room 202

Terms:

S. Jacobs - 3rd, 3/2019

B. Pazdel - 3rd, 6/2018

B. Craig - 1st, 12/2019

D. Martian - 3rd, 5/2018

M. Alexander - 2nd, 6/2019

T. Grafals - 1st, 4/2018

S. Jamel - 1st, 9/2020

A. Kennedy - 2nd, 5/2019

Directors Present

A. Grafals, A. Kennedy, B. Craig, B. Pazdel, D. Martian, M. Alexander, S. Jacobs

Directors Absent

S. Jamel

I. Opening Items

A. Call the Meeting to Order

S. Jacobs called a meeting of the board of directors of Vacaville Christian Schools to order on Tuesday Apr 17, 2018 at 6:00 PM.

B. Pazdel opened the meeting with prayer.

B. Record Attendance and Guests

D. Martian recorded the attendance.

Administration/Staff present:

G. Allen, M. Gomez*, D. Huntley*, K. Kempton, D. Lynch, R. Martin, R. McGriff, B. Mendoza, E. Renick, M. Ripley, J. Rowland and F. Shipley

Guests present for Open Session:

L. Gorton, R. Myska, P. Petnicki and S. Tucker

*D. Huntley joined the meeting 7:00 p.m.; M. Gomez joined the meeting at 8:25 p.m.

C. Devotion

A. Kennedy presented tonight's devotion, "Father's Letter of Love".

Scripture reference Jeremiah 29:11

D. Open Floor

L. Gorton, R. Myska and S. Tucker voiced their displeasure with the Board's decisions regarding the former Head of School. Scripture referenced: Ephesians 4:32, Isaiah 30:8-13 and Matthew 18.

All guests present for the Open Session left the meeting at 6:55 p.m.

II. Administrator's Reports

A. Music/Radio Conservatory

R. Martin reported:

- Reno Jazz Festival
- Movies at the Empress Theater, Vallejo
- Work continues on film project to be premiered in August.

R. Martin left the meeting at 7:10 p.m.

B. Early Education Department

R. McGriff reported:

- Early Education is celebrating a redesigned Heritage Day this coming Thursday.
- Several upcoming fieldtrips.
- Continue working on end of the year promotions, etc.

C. Elementary Department

D. Lynch reported:

- Morning with Mom was held today
- Reviewed and discussed disciplinary decision with the Elementary Department.
- Reviewed and discussed re-enrollment and marketing ideas.
- The pilot program for Excellerated Math has begun. This will be a great opportunity that will be extended to all classes in the 2018-2019 school year and will work well with our existing Excellerated Reading program.
- Homeschooling cooperation research - this will be continued with the newly appointed Head of School during the 2018-2019 school year.

D. Middle/High School

J. Rowland reported:

- Re-enrollment statistics
- Football Coach has generated great enthusiasm
- Discussed options for 2017-2018 High School Diplomas

E. Admissions

M. Ripley reported:

- Continue to work on specific areas of focus for enrollment. Requested updated enrollment information from B. Mendoza.
- A lot of activity during and following Spring Break.
- Reviewed recruiting trip to the Ukraine.
- Discussed options to communicate with Alumni - e-tapestry, alumni Facebook page, etc.

F. Advancement

F. Shipley reported:

- Reviewed the social media tools we continue to work with.
- Will work to institute on-going communication with our new Head of School and our families.
- Continue to work on ESPY awards - May 22, 2018.
- Continue to work on Summer School
- Designing and producing Graduation materials
- Financial Aid policies - suggested entire policy be refined.

G. Athletics

M. Gomez reported:

- Publicity and press release for the new Football coach.
- Spring sports are going very well.

- ESPY Awards, May 22, 2018 - tickets are almost sold out.
- All Sports Open House April 24, 2018.
- Sport clinics will be begin soon.

H. Business Office

Continued to Finance Committee report.

I. HOS Office

D. Huntley reported:

- National Day of Prayer, May 3, 2018 - great participation anticipated this year.
- Work continues on securing the venue for the 2018-2019 Crab Feed.
- Will work with the new Head of School on calendar items.
- Administrator's lunch and Meet and Greet with the New Head of School scheduled for May 29, 2018.

J. Operations

G. Allen reported:

- Continue to work with all departments for facility utilization.
- Working with vendors for security and janitorial service bids.

All Administrators except B. Mendoza left the meeting at 8:30 p.m.

III. Committee Reports

A. Finance

B. Craig and B. Mendoza reported:

- Reviewed financial reports
- Discussed financial decisions
- Discussed meeting with main large churches - will coordinate with D. Huntley.
- Reviewed the draft budget for 2018-2019 - draft budget based on 665 enrollment.
Work will continue on budget prior to being presented for approval.
- Finance Committee will continue to review potential policy revisions

B. Mendoza left the meeting at 10:25 p.m.

B. Advancement/Marketing

A. Kennedy reported:

- Discussed creating an enrollment deadline - will continue to work with M. Ripley and F. Shipley to implement

- Due to circumstances in declining enrollment, the Board is waiving the International Student ratio policy for the 2018-2019 school year.
- The decision documented in the March 20, 2018 Board meeting regarding International Student Tuition discounts will be clarified with M. Ripley as soon as possible.

C. Athletic

No report.

D. Board Development

B. Pazdel reported:

- Provided Board Application from Jason Smotherman. Committee recommends Jason for consideration.

Motion to invite Jason Smotherman for an interview on May 15, 2018.

Motion by T. Grafals; Second by B. Pazdel

Motion approved unanimously

E. Executive

S. Jacobs reported:

- Reviewed items of discussion at the March 30, 2018 Committee meeting.
- Reviewed and encouraged Board participation in the upcoming events: National Day of Prayer, ESPY Awards, Baccalaureate Service, Middle and High School Graduation.

IV. New Business

A. Approve March 20, 2018 Board Meeting Minutes

B. Craig made a motion to approve minutes from the Board Meeting - March 20, 2018 as presented. Board Meeting - March 20, 2018 on 03-20-18.

A. Kennedy seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Approve March 23, 2018 CLOSED SESSION Minutes

B. Craig made a motion to approve minutes from the Head of School Candidate Interviews - CLOSED SESSION on March 23, 2018 as presented. Head of School Candidate Interviews - CLOSED SESSION on 03-23-18.

A. Grafals seconded the motion.

The board **VOTED** unanimously to approve the motion.

C.

Approve April 4, 2018 E-Vote Minutes

B. Craig made a motion to approve minutes from the E-Vote - Head of School Employment Agreement on April 4, 2018 as presented. E-Vote - Head of School Employment Agreement on 04-04-18.

A. Kennedy seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Conduct vote by ballot to approve subsequent term

A. Grafals left the room for this portion of the meeting to allow for open discussion if needed.

A. Grafals was presented by ballot for approval of his second subsequent term, May 2018 - April 2021.

Subsequent second term of May 2018 - April 2021 approved unanimously.

E. Call to prayer - Officer Elections

D. Martian called the Board to a time of prayer. Officer nominations will be placed on the May 2018 Board Meeting agenda. Please begin praying and considering nominations.

V. Executive Session

A. Discussion

The Board discussed the lease terms for the property at 1075 Davis St., Vacaville.

Motion to not extend the current lease as requested.

Motion by A. Grafals; 2nd by B. Pazdel

Motion approved unanimously

VI. Closing Items

A. Next Board Meeting

Tuesday, May 15, 2018 6:00 p.m.

Devotion: D. Martian

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:35 PM.

Respectfully Submitted,

D. Martian