

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting- July 17, 2018

Date and Time

Tuesday July 17, 2018 at 6:00 PM

Location

821 Davis St. Room 202

Board Terms:

S. Jacobs - 3rd, 3/2019

B. Pazdel - 3rd, 6/2018

B. Craig - 1st, 12/2019

S. Jamel - 1st, 9/2020

M. Alexander - 2nd, 6/2019

T. Grafals - 2nd, 4/2021

A. Kennedy - 2nd, 5/2019

J. Smotherman - 1st, 5/2021

Directors Present

A. Grafals, A. Kennedy, B. Craig, J. Smotherman, S. Jacobs

Directors Absent

B. Pazdel, M. Alexander, S. Jamel

Guests Present

B. Davis

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 Jul 17, 2018 at 6:00 PM.

B. Record Attendance and Guests

C. Devotion

Jason Smotherman delivered a devotion titled "Level Changes".

D. Open Floor

Guests present for the open forum were: Cristina Stathopoulos and Todd Wagner. Several topics were brought forth for inquiry, informational purposes, and/or clarification by the board including:

- Questions regarding safety concerns in the Pre-school and Kindergarten facilities.
- Lawn Maintenance in the Pre-school area.
- Questions regarding school finances.

II. Head of School Report

A. HOS Monthly Report

Ben Davis reported presented an overview of his first 30+ days which included his assessment of where we are including deficiencies and strengths. Planned objectives to resolve deficiencies and enhanced our strengths with deliverable dates, and planned community outreach.

III. Committee Reports

A. Advancement/Marketing

Advancement/Marketing will begin monthly meetings August 3rd. Debbie Huntley to join committee as a regular member. Rock the Block event on Travis AFB August 3rd, 2018, 11-6 PM is a full base event. Currently awaiting more information from our Base contact. Amy will follow-up with Ben.

B. Athletic

Scott asked Ben to contact M. Gomez to give football update on webpage, to get VCS families information regarding the upcoming season and build excitement to include input/statement from our Head Coach.

C. Board Development

No report.

D. Executive

S. Jacobs reported:

- Reviewed items of discussion at the June 29, 2018 Committee meeting.

E. Finance

B. Craig reported:

- Current financial and enrollment reports.
- Reviewed July 9, 2018 Finance Committee minutes.
- Discussed securing a Line of Credit with first Northern Bank for emergency contingencies.

Motion to authorize a Line of Credit with First Northern Bank. Ben Davis, Head of School, is authorized to sign the loan documents. Beth Mendoza, Controller, is authorized to request draws when needed.

Motion by B. Craig; 2nd by Amy Kennedy

Motion approved unanimously

- Discussion of outsourcing payroll services as a cost containment measure. A recommendation of the Finance Committee was discussed based bids received as well as the needs of our institution.

Motion to approve a contract with Paylocity to maintain payroll services for Vacaville Christian Schools.

Motion by T. Grafals; 2nd by B. Craig

Motion approved unanimously.

IV. New Business

A. Approve June 19, 2018 Board Meeting Minutes

B. Craig made a motion to approve minutes from the Board Meeting - June 19, 2018 on 06-19-18 Board Meeting - June 19, 2018 on 06-19-18.

A. Grafals seconded the motion.

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

V. Closing Items

A. Next Board Meeting

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:23 PM.

Respectfully Submitted,
A. Kennedy