

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting- August 21, 2018

Date and Time

Tuesday August 21, 2018 at 6:00 PM

Location

821 Marshall Rd., Room 202

Board Terms

S. Jacobs - 3rd, 6/2019

S. Jamel - 1st, 9/2020

B. Craig - 1st, 12/2019

B. Pazdel - 3rd, 6/2019

T. Grafals - 2nd, 4/2021

A. Kennedy - 2nd, 5/2019

J. Smotherman - 1st, 5/2021

Directors Present

A. Grafals (remote), A. Kennedy, B. Craig, B. Pazdel, J. Smotherman, S. Jacobs, S. Jamel

Directors Absent

None

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 Aug 21, 2018 at 6:00 PM.

B. Record Attendance and Guests

C. Devotion

Ben Davis delivered the devotion titled "Diary of a Desperate Man".

D. Open Floor

No guests were present for the open forum.

II. Head of School Report

A. HOS Report

Ben Davis provided an overview of events, projects, and goals completed or in the works including:

- **Staff Training Week**- which included a profile of the "Ideal VCS Student" that included input from staff, parents, and students.
- **JROTC** - Progress continues toward having VCS hosting an auxiliary JROTC program with a goal of Fall 2020.
- **Alumni Engagement** - Progress continues with forming an Alumni Association through various social media outreaches and event opportunities.
- **New Marketing Campaign** - Underdevelopment currently with one area of emphasis being alumni and their stories.
- **Mystery Shopper feedback** - A mystery shopper program was conducted to feedback on the enrollment process at VCS. Areas of strength included timely response and educating prospective families on VCS's Christ-Centered education, facilities, and programs. Areas that needed to be improved on included secondary follow-up with families. Measures have already been put in place over the past month including staff wide training to mitigate this issue.
- **Security and Safety** - Effective August 27th a full-time contracted Security Officer will be on campus. We looking into installation of a "Guard Shack" at the front entrance of VCS near the Elementary Office. We are looking at installation of fencing and a gate to the entrance to the courtyard near Elementary Offices. Early Education will have privacy slats placed in the cyclone fencing. We continue to look and improve other areas of vulnerability and ways increase security.
- **Medical Emergency Response Team (M.E.R.T.)** - To be rolled out in each department with in the next 2 weeks with scheduled drills for timed responses.
- **Stewardship of our Personnel and Resources** - Looking at ways to reduce Worker's Compensation Claims and Injuries and looking into possible incentives for departments.

- **Community Involvement/Partnership** - Continued relationship building with Vacaville Community Ministerial Association (VCMA) continues. Working on a partnership with NorthBay Healthcare System for an onsite weight training facility and surplus medical equipment for our science classrooms, as well as healthcare internship opportunities for VCS students interested in pursuing careers in healthcare.
- **Annual Fund** - The annual fund will be discussed in greater depth at the **"Building The Future"** all school meeting August 30, 2018 in the Multi-Purpose Room beginning at 7:00 PM. Roll out of the annual fund will in October with a goal of \$150 K. This is to be a sum above events such as Otis cookie dough and the Annual Crab Feed, and not designed to balance the budget. Funds would be designated to one of 3 areas specified by the donor. If not designated then by the donor then VCS will allocate the funds to:
 1. Renovate VCS
 2. Financial Aid
 3. Reduce Debt on the High School Facilities
- **High School Vice-Principal** - The search is proceeding for a new High School VP with an anticipated final selection in the next 2-3 weeks. Candidates include both internal and external applicants.

III. Committee Reports

A. Advancement/Marketing

Amy K. was unable to attend the neighborhood event at TAFB due to a death in the family. No other updates.

B. Athletics

Bejan P. report the following developments in athletics:

- Buses will be contracted through Michael's Transportation for events occurring on the other side of Sacramento with the exception of Football. The expenses for transportation came in under budget.
- All fall sports are doing well in their respective sports. Cross-Country has enjoyed a smooth transition with their new coach Mia Douglas.
- Winter sports (Basketball & Soccer) are set with their coaches. We have expanded the Winter Classic to 16 teams from 8 this year scheduled for December 19-22. The need for volunteers for this event is greater than ever!
- Booster Club held a tailgate BBQ for the entire VCS family. They are enjoying a fantastic resurgence with 30 new members signing up that night!

C. Board Development

Michael Alexander has resigned per policy 500.33

D.

Executive

Scott J. reported:

- Reviewed items of discussion at the July 27, 2018 Committee meeting.

E. Finance

Beck C. reported:

- Current financial and enrollment numbers.
- Reviewed the August 14, 2018 Finance Committee minutes.

IV. Other Business

A. Approve July 17, 2018 Board Meeting Minutes

A. Kennedy made a motion to approve minutes from the Board Meeting- July 17, 2018 on 07-17-18 Board Meeting- July 17, 2018 on 07-17-18.

S. Jamel seconded the motion.

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

B. Record Retention Policy

J. Smotherman made a motion to To approve the proposed Document Retention and Destruction Policy.

S. Jamel seconded the motion.

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

V. Closing Items

A. Next Board Meeting

Next board meeting is September 18, 2018 in the High School CRC at 6:00 PM. The meeting was closed in prayer by Seth J.

B. Adjourn Meeting

J. Smotherman made a motion to adjourn the meeting.

S. Jamel seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:39 PM.

Respectfully Submitted,

B. Pazdel