

APPROVED



## Vacaville Christian Schools

### Minutes

#### VCS Board Meeting

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##### **Date and Time**

Thursday November 15, 2018 at 7:00 PM

##### **Location**

821 Marshall Rd., CRC Room 202

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##### **Board Terms**

S. Jacobs - 3rd, 6/2109

T. Grafals - 2nd, 4/2021

S. Jamel - 1st, 9/2020

A. Kennedy - 2nd, 5/2019

B. Craig - 1st, 12/2019

J. Smotherman - 1st, 5/2021

B. Pazdel - 3rd, 6/2019

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##### **Directors Present**

A. Grafals, B. Craig, B. Pazdel, J. Smotherman, S. Jacobs, S. Jamel

##### **Directors Absent**

A. Kennedy

##### **Guests Present**

B. Davis

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

Athletic Director Michael Gomez, Darelyn Pazdel, Sara Grafals, Joe Dingman, Michelle Aas, and Jesse Martinez were present for the open session.

## **B. Call the Meeting to Order**

S. Jacobs called a meeting of the board of directors of Vacaville Christian Schools to order on Thursday Nov 15, 2018 at 7:00 PM.

## **C. Devotion**

Devotion was delivered by J. Smotherman on recalibrating our focus.

## **D. Open Session**

Members of the VCS Booster Club including Jesse Martinez, Darelyn Pazdel, Joe Dingman, and Michelle Aas came to gain reaffirmation of the school board's support of their mission of supporting the student body of VCS, by building school spirit and financial support of VCS athletic programs. In particular they felt some degree of frustration with their recent "Christmas Tree Fundraiser" where they felt handcuffed by the school's administration in promoting the event. In discussing the issue it became evident no formal written fundraising policy exists, and that HOS Ben Davis and Debbie Huntley will meet with the VCS Booster Club the week following Thanksgiving to discuss and develop a written fundraising policy.

Athletic Director Michael Gomez came to ask about a recently changed benefit concerning child care offered to the administrative staff. Specifically, why would this benefit be changed with only a few days notice. The board took the information under consideration for discussion in closed session.

# **II. Head of School Report**

## **A. HOS Report**

Ben Davis provided updates and commentary relating to the following areas:

- Annual Fund- Currently \$ 34K with December 7th dinner expecting 80 attendees for major ask.
- New Early Elementary Director will begin December 3, 2018.
- Discussed the challenge and need for change in policy requiring 2 signatures on all checks (See New Business).
- Discussed his reasoning behind change in Administrative Staff childcare benefit (See New Business).

# **III. Advancement / Marketing**

## **A. Advancement/Marketing Report**

Advancement report provided during HOS report. Marketing report specifically regarding parent survey tabled to next month.

#### **IV. Athletic**

##### **A. Athletics Report**

B. Pazdel reviewed items discussed at the **Athletics Committee** meeting of November 2, 2018, including status of coaching staff for winter sports, facility needs, and the Christmas Classic.

#### **V. Board Development**

##### **A. Board Development Report**

S. Jamel informed the board that the **Development Committee** will be meeting the week following Thanksgiving to consider possible board candidates.

#### **VI. Executive**

##### **A. Executive Committee Report**

S. Jacob reviewed items of discussion at the October 29, 2018 **Executive Committee** meeting.

#### **VII. Finance**

##### **A. Finance Committee Report**

B. Craig reported on:

- Current financial and enrollment numbers.
- Reviewed the November 12, 2018 **Finance Committee** minutes.

Discussed proposal for next years' tuition schedule, policy regarding 2 signatures on every check, Administrators' tuition discounts, financial aid policy.

#### **VIII. Old Business**

##### **A. Approve Minutes**

B. Craig made a motion to approve minutes from the VCS Board Meeting on 10-16-18, with changes noted. VCS Board Meeting on 10-16-18.

S. Jamel seconded the motion.

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

B. Craig made a motion to approve minutes from the VCS Board Meeting on 10-16-18 VCS Board Meeting on 10-16-18.

S. Jamel seconded the motion.

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

## **IX. New Business**

### **A. Motion On Employee Discount**

S. Jamel made a motion to 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 (Infant Toddler tuition discount is only available to contracted K-12 teachers) . “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 is 35% for full-time, school-year employees, 50% for contracted teachers increased to 60% after their 5th year of service/ministry, and 50% for full-time year-round employees that are not contracted teachers. Exceptions to the above must be authorized in writing by the Head of School. The tuition discount only applies to tuition and does not include the fee for registration or , testing or any other fees for which the employee is responsible.

A. Grafals seconded the motion.

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

### **B. Motion Regarding Signature On Checks**

In an effort to streamline payment of PO’s the board proposes to change the 2 signature requirement currently in place on all checks issued by Vacaville Christian Schools. Furthermore, the current language dealing with the 2 signature requirement exists in the VCS by-laws. Therefore the board made the following motion:

**Motion to strike the language from the Vacaville Christian Schools By-Laws  
Revised April 2015:**

**Article IX, Section D titled Checks, Drafts, Orders For Payment:** *All checks shall have two signatures and go through the proper financial procedures as established.*

**The language shall be added to the school’s policies under section 500.13**

**Checking And Other School Accounts and read as amended:** *All checks shall have two one signature when totaling less than \$500.00 but retain the two signatures requirement for payments over \$500.00, and all purchases shall go through the proper financial procedures as established.*

**This motion was made by: Becky Craig; 2nd by Scott Jacobs Motion Passed:  
Unanimously**

B. Craig made a motion to strike the language from the Vacaville Christian Schools By-Laws Revised April 2015: Article IX, Section D titled Checks, Drafts, Orders For Payment:

All checks shall have two signatures and go through the proper financial procedures as established. The language shall be added to the school's policies under section 500.13 Checking And Other School Accounts and read as amended: All checks shall have two one signatures when totaling less than \$500.00 but retain the two signatures requirement for payments over \$500.00, and all purchases shall go through the proper financial procedures as established.

S. Jacobs seconded the motion.

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

**C. Tuition for 2019-2020 School Year**

**Motion made to approve the proposed 2019-2020 tuition with increases of approximately 5% in Infant/Toddler and Pre-School, approximately 4% in KR-5 grades, and approximately 1% in grades 6-12.**

**Motion made by: Becky Craig; 2nd by Seth Jamel Motion Passed: Unanimously**

B. Craig made a motion to approve the proposed 2019-2020 tuition with increases of approximately 5% in Infant/Toddler and Pre-School, approximately 4% in KR-5 grades, and approximately 1% in grades 6-12.

S. Jamel seconded the motion.

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

**D. Reduction of the 2019-2020 Family**

**Motion made to decrease the Annual Family Fee to \$275.00 and the Re-Enrollment Fee to \$175.00.**

**Motion made by: Becky Craig; 2nd by: Seth Jamel Motion Passed: Unanimously**

B. Craig made a motion to Motion made to decrease the Annual Family Fee to \$275.00 and the Re-Enrollment Fee to \$175.00.

S. Jamel seconded the motion.

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

**E. Financial Aid policy change beginning August 1, 2019**

Following some discussion regarding the disparity between our Sustainability program and financial assistance afforded to our VCS Family (Administration, Full-Time Faculty, etc.). Specifically that our VCS Staff cannot currently qualify for financial aid in amount greater than 50% of tuition, whereas we offer up to 80% in the sustainability program. Therefore the board proposes an addition to Policy 500.17 titled Financial Aid Program:

**Motion made to modify the Financial Aid Program to allow Vacaville Christian School employees to apply for financial aid assistance without limiting funding to the tuition reduction program. Employees may receive up to 80% in combined assistance for Pre-School through Grade 12 tuition.**

**Motion made by: Becky Craig; 2nd by: Tony Grafals Motion Passed: Unanimously**

B. Craig made a motion to modify the Financial Aid Program to allow Vacaville Christian School employees to apply for financial aid assistance without limiting funding to their tuition reduction program. Employees may receive up to 80% in combined assistance for Pre-School through Grade 12 tuition.

A. Grafals seconded the motion.

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

**F. Motion empowering staff to make implementation decision on marketing material for student life fee**

Empowering Staff to make decisions normally requiring a board vote prior to implementation. In an effort to allow VCS staff the ability to get marketing/re-enrollment material out in a timely manner the motion was made:

**Motion made to empower staff to decide best how to market student life fee.**

**Motion made by: Becky Craig; 2nd by Tony Grafals Motion Passed: Unanimously**

B. Craig made a motion to Motion made to empower staff to decide best how to market student life fee.

A. Grafals seconded the motion.

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

**G. Motion empowering staff to make decisions on re-enrollment fee marketing material**

Another motion empowering VCS staff to make decisions that normally require a board vote prior to implementation, but allowing action to take place in a timely manner for marketing and re-enrollment material.

**Motion made to charge a re-enrollment fee of \$175.00 and a late de-enrollment fee of \$375.00, with a date to be calendared for each by staff.**

**Motion made by Becky Craig; 2nd by Seth Jamel Motion Passed: Unanimously**

B. Craig made a motion to Motion made to charge a re-enrollment fee of \$175.00 and a late de-enrollment fee of \$375.00, with a date to be calendared for each by staff.

S. Jamel seconded the motion.

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

**X. Closing Items**

**A. Next Board Meeting**

Next board meeting- Tuesday December 18, 2018 in the High School CRC, Room 202 beginning at 6:00 PM.

Devotions- **Amy Kennedy**

**B. Adjourn Meeting**

A. Grafals made a motion to adjourn the meeting.

S. Jamel seconded the motion.

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

Closing prayer by B. Craig

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:20 PM.

Respectfully Submitted,

B. Pazdel