

APPROVED



Vacaville Christian Schools

Minutes

Board Meeting

Date and Time

Tuesday February 19, 2019 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, B. Craig, B. Pazdel, J. Smotherman, S. Jacobs

Directors Absent

A. Kennedy, 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 Feb 19, 2019 at 6:00 PM.

B. Record Attendance and Guests

C. Devotion

Devotion was given by B. Pazdel titled "Wait until you get to the corner".

D. Open Session

No guests were present for the open session.

II. New section

A. Head of School

B. Davis reported on the following areas within the institution:

- Priority registration closed on 2/15/19. 77.6% of existing student body has re-enrolled. January & February had 41 tours which resulted in 27 new applications (4 at this time last year). 21/23 international students have already re-enrolled.
- Reviewed employee survey findings and discussed action plans for those findings.
- Discussed a Home School at VCS hybrid program and exploring potential integration into the high school.
- Discussed modifications to tuition assistance (see below in new business).
- Discussion regarding pastoral discounts for children & grandchildren (see new business below).
- Discussed staff discount relating to grandparents (see new business below).
- Discussed Sustainability program for 2019-2020 (see new business below).
- Looking into options for retirement program administrators.

B. Finance Committee

B. Craig reported on:

- Current financial and enrollment numbers.
- Reviewed the Finance Committee report of January 15, 2019. (see attached)

C. Advancement/Marketing Committee

A. Kennedy was absent- no report.

D. Athletics Committee

B. Pazdel reviewed items discussed during the Athletics Committee meeting of February 8, 2019 including status of spring sports, equipment/facilities needs; The Espy's Award Banquet and fundraising campaign of the Boosters this spring.

E. Board Development Committee

S. Jamel was absent- no report.

F. Executive Committee

S. Jacobs reported on the minutes of the Executive Committee Meeting of 3/1/19.

III. Other Business

A. Approve Minutes

B. Craig made a motion to approve the minutes of the VCS Board meeting of 1/15/19.
Board Meeting on 01-15-19.

J. Smotherman seconded the motion.

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

IV. New Business

A. Executive Session

A. Motions made to revise current policy or creating a new policy:

1. As we explore the integration of Home School options the question arose regarding financial assistance to part-time students, therefore, the following addition was proposed for a vote:

"Only full-time students enrolled at VCS are eligible to receive tuition assistance". 1st T. Grafals, 2nd J. Smotherman; Approved Unanimously.

2. Discussion regarding changing the current pastoral discount of 35% took place to bring it more in line with current discounts afforded other groups (employee, current applicants, sustainability, etc.). The following revision to the current policy was proposed:

" to offer a pastoral discount for children and grandchildren at 50% with eligibility up to 80% upon the qualification of financial aid of parents". 1st B. Craig, 2nd T. Grafals; Approved Unanimously.

3. Discussion regarding the policy regarding grandparent tuition discount to bring it in line with current staff discount. Currently, a grandparent has a minimum service period before qualifying for the discount. The following revision to the current policy was proposed:

"to offer grandparent staff discount to immediately eligible at 50%, with an increase to 60% inline with staff tuition trigger". 1st B. Craig, 2nd J. Smotherman; Approved Unanimously.

4. Looking forward to the 2019-2020 fiscal year and specifically to our sustainability program, with input from the various programs (Fine Arts, Athletics, and Musical Consortium) B. Davis has recommended an additional \$74K to the current funding allocated in 2018-2019. The following proposal was made:

"To allocate an additional \$74,000.00 to the budget of the Sustainability Program for a total of \$192,000.00 for the 2019-2020 academic year. 1st B. Craig, 2nd J. Smotherman; Approved Unanimously.

B. The CEO evaluation process has begun and will be completed by 5/17/19.

V. Closing Items

A. Adjourn Meeting

S. Jacobs made a motion to adjourn the meeting.

A. Grafals 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 11:45 PM.

Respectfully Submitted,

B. Pazdel