

APPROVED



## Vacaville Christian Schools

### Minutes

#### Board Meeting

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##### Date and Time

Tuesday March 19, 2019 at 6:00 PM

##### Location

821 Marshall Rd., Room 202

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##### 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

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##### Directors Present

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

##### Directors Absent

*None*

##### Guests Present

B. Davis

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#### 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 Mar 19, 2019 at 6:00 PM.

**B. Record Attendance and Guests**

**C. Devotion**

B. Davis gave a devotion titled "Maroon Bells Wilderness", emphasizing being in God's word continuously.

**D. Open Session**

No guests were present for the open session.

**II. New section**

**A. Head of School**

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

- Continued work on next year's proposed budget.
- Discussed developing a standardized salary system that currently does not exist for staff and faculty.
- Discussed a tuition proposal for a Home School Program in the High School for academic year 2019-2020 (see below in new business).
- New football uniforms will cost \$25,000.00 to purchase which is already allocated in the budget, but per policy requires authorization. Currently the team and Boosters have raised over \$8,000.00 with more anticipated that will offset costs to VCS. (See below in new business).
- Athletic Open House was a success.
- Annual Report was approved by ACSI and VCS was awarded \$5,000.00 in Title IX to apply toward new math curriculum in elementary school for next year.
- Discussed a family in need and extending a payment plan to extend beyond the end of the academic school year. (See below in new business).
- Discussed B. Davis leave this coming Fall. (See below in new business).
- Discussed updates as to business office structure.

**B. Finance Committee**

B. Craig reported on:

- Current financial and enrollment numbers.
- Reviewed the Finance Committee report of March 11, 2019. (see attached)

**C. Advancement/Marketing Committee**

A Kennedy reported the following:

- Schedule for meetings have been set.
- Google ads have been launched.
- Digital screen ad is up next to the auto mall on I-80 in Vacaville.

#### **D. Athletics Committee**

B. Pazdel reported the following:

- With the boy's varsity potentially playing for sections, possible cancellation of MS and HS is being considered for Friday March 22nd.
- Spring sports are progressing as best as possible with rain outs.
- Projection into Fall is good with staffing and athletes.
- Facilities are working on installing new weight equipment.
- Boosters in the middle of Spring fundraising campaign (See's Candy). They have donated a new wt. room board, weights, and tires.
- ESPY's hosted by the Boosters will be held on May 17 at Harvest Church beginning at 6:00 PM. This events celebrates all our athletes from elementary thru high school including VCJF. Get tickets early as last year the event sold out!

#### **E. Board Development Committee**

S. Jamel reported the following:

- Several potential new board candidates have inquired about the process and requirements of board member. Currently only one partial application (missing pastor recommendation letter) has been received.
- Discussions of next years' executive officers.

#### **F. Executive Committee**

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

### **III. Other Business**

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

A. Kennedy made a motion to made a motion to approve the minutes of the February 19, 2019 VCS Board meeting. Board Meeting on 02-19-19.

B. Craig seconded the motion.

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

### **IV. New Business**

#### **A. Executive Session**

General discussion of where we have been, where we are, and where we are going.

#### **B.**

## Motions

1. In preparation for adding a Home School program to the Middle School and High School, Mr. Davis proposed the following tuition structure for board approval (see attached).

*"Motion to approve the tuition schedule proposed by Mr. Davis for M.S. & H.S. academic year 2019-2020."* **1st T. Grafals, 2nd S.Jamel; Approved Unanimously.**

2. Football uniforms per policy require authorization as they are not line items and are in excess of \$10,000.00. These items have funding within the current athletic budget and will likely cost the institution significantly less based on fundraising efforts.

*"Motion to allocate \$25,000.00 toward the purchase of new football uniforms for the 2019-2020 academic year."* **1st S. Jamel, 2nd B. Pazdel; Approved Unanimously.**

3. Due to hardship, a family has appealed to be allowed to extend payment beyond the end of the academic year and allow their child to participate in graduation which is in conflict with current policy.

*"Proposal to extend an exception to the family requesting an extended payment plan beyond the close of the academic year."* **1st B. Craig, 2nd A. Kennedy; Approved Unanimously.**

4. Normal practice for leave for the Head of School has been that such leave is taken while school is not in session. Mr. Davis has requested a period (Sept. 18-26, 2019) which falls after the academic year. This requires board approval.

*"Motion to approve Mr. Davis leave from Sept. 18-26, 2019".* **1st S. Jamel, 2nd. A. Kennedy; Approved Unanimously.**

5. As part of reorganizing the Business Office and making it more financially efficient Mr. Davis has requested authorization to negotiate and enter into service contract(s) above the \$10,000.00 policy limit.

*"Motion to authorize Mr. Davis (HOS) to enter into bookkeeping contract(s) not to exceed \$40,000.00 annually"* **1st T. Grafals, 2nd A Kennedy; Approved Unanimously.**

## V. Closing Items

### A. Adjourn Meeting

S. Jamel made a motion to adjourn the meeting.

A. Kennedy seconded the motion.

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

T. Grafals closed the meeting in prayer.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:54 PM.

Respectfully Submitted,

B. Pazdel