



Vacaville Christian Schools

Minutes

VCS Board Meeting

Date and Time

Tuesday July 16, 2019 at 6:00 PM

Location

821 Marshall Rd., Room 202, Vacaville, CA 95687

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

S. Jamel

Guests Present

B. Davis

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. Jacobs called a meeting of the board of directors of Vacaville Christian Schools to order on Tuesday Jul 16, 2019 at 6:00 PM.

C. Devotion

Becky Craig presented the Devotion.

D. Open Session

No guests were present. Therefore, no open session was held.

II. Department Reports

A. Head of School Report

Ben Davis presented a table with enrollment status and projections (attached). Mr. Davis noted that there are 11 tours currently scheduled.

Mr. Davis also provided an update on current open positions, which include openings for a custodian, an ECE teacher, and a 2d grade teacher. Additionally, Mr. Davis reported the hiring of a new math teacher and a kindergarten teacher.

Mr. Davis noted that approximately \$260,000 will be billed for international students. Mr. Davis further noted that a new instructional plan was recently completed for international students, and that a non-instructional plan is forthcoming.

Mr. Davis noted that the school will save \$11,000 on regulatory filings this year compared to prior years.

Mr. Davis introduced discussion of an outstanding bill for \$10,000 relating to the purchase of cheerleading equipment. Following discussion and upon a motion by Director Craig, seconded by Director Grafals, the Board voted unanimously to authorize payment of the bill. The Board further asked that Mr. Davis direct staff to verify receipt of the items purchased.

Mr. Davis introduced discussion of the need to appoint a new auditor, and requested approval to seek a proposal from S.D. Mayer & Associates LLP. Upon motion by Director Jamel, seconded by Director Craig, the Board voted unanimously to authorize Mr. Davis to contact S.D. Mayer & Associates LLP to discuss a possible contract to perform the next audit.

Mr. Davis advised that at the 8/20 meeting he would be prepared to discuss the strategic plan update, including an advance publication, an updated org chart and a revised budget. In September, he plans to address academic goals, compliance and introduce the new Athletic Director. And, in October, the Board will host the new student council.

S. Jamel arrived.

B. Finance

Director Craig led discussion of the report of the July 15, 2019 Finance Committee, attached hereto and incorporated herein.

Mr. Davis discussed the need for a Board Resolution to open an E*TRADE Account to facilitate a donation of securities from an anonymous benefactor.

C. Board Development

The Board discussed possible prospects for Board Membership.

The Board discussed a pending application for Board Membership, noting that the application remains incomplete. Director Smotherman agreed to follow up in order to attempt to obtain the missing information.

D. Executive Committee

It was noted for the record that the next Executive meeting would take place on August 4th at 7:30 am at the Head of School's office.

III. Old Business

A. Approve Minutes

B. Craig made a motion to approve minutes from the VCS Board Meeting on 06-25-19 VCS Board Meeting on 06-25-19.

S. Jamel seconded the motion.

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

IV. Closing Items

A. Adjourn Meeting

B. Craig 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 8:20 PM.

Respectfully Submitted,

A. Grafals