



Vacaville Christian Schools

Minutes

VCS Board of Director's Meeting

Date and Time

Monday September 9, 2019 at 6:00 PM

Location

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

Directors Present

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

Directors Absent

None

Directors who arrived after the meeting opened

J. Biard

Guests Present

B. Davis, D. Huntley, Donna Hagans, Doris Lynch, George Allen, Joseph Rowland, Maylene Ripley, Ralph Martin, Rosemary Archie, Stephanie Amato

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 Monday Sep 9, 2019 at 6:00 PM.

C. Devotion

Director Grafals provided the devotion.

D. Open Session

J. Biard arrived.

During the open session, guests in attendance provided updates and led discussions regarding their respective departments. At the conclusion of the open session, all guests departed.

II. Old Business

A. Approve Minutes

S. Jamel made a motion to approve minutes from the Board Meeting on 08-20-19 Board Meeting on 08-20-19.

J. Smotherman seconded the motion.

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

III. New Business

A. Head of School Report

Ben Davis, Head of School, led the Board in a discussion regarding raising International Tuition next year by approximately \$1,000 per program. Following discussion and upon motion by Director Craig, duly seconded by Director Jamel, the **Board voted** unanimously to authorize the Head of School to increase International Tuition next year by not more than \$1,000 per program.

Mr. Davis advised the Board that there would be a professional development day on September 27, 2019. Therefore, there will be no classes held on that date.

Mr. Davis advised that Grandparents Day for the high school and middle school are scheduled for 10/8, with chapel to be held at FBC at 2:30PM, with Grandparents Day for EE and Elementary occurring on 10/9 and 10/10 respectively, and Country Fair scheduled for the evening of 10/10.

There was a brief discussion of the duties of the Chief Financial Officer position, with a request for possible follow up discussions with Directors Craig and/or Grafals later.

Mr. Davis briefed the Board on a possible arrangement to exchange tuition for paving services, and advised the Board that the online spirit store is live, and needs to be promoted. He also advised the Board of the creation of a new Academics Committee, to

meet monthly in order to discuss academic goals, ACSI requirements, academic testing, and curriculum reviews. Mr. Davis advised that the committee would include the Head of School, the high school and middle school principals, the ECE director, and possibly the elementary school principal, and requested that there be Board representation on the Committee. Directors Craig and Grafals volunteered.

Mr. Davis discussed the formation of a "Capstone Program Committee" and requested Board membership on that committee. Directors Smotherman and Biard volunteered to serve on the Capstone Program Committee.

Mr. Davis concluded by advising the Board that Darren Reyes would be present at the next Board meeting to present some marketing videos.

B. Finance

Director Craig led the Board in discussion of the Finance Committee Report. See enclosed attachment.

C. Advancement/Marketing

Mr. Davis led the Board in a discussion regarding families that can be reached out to for support and possible means of outreach.

D. Athletics

There was no meeting held.

E. Board Development

The Board discussed the need for two directors to join the Development Committee.

F. Executive Committee

The Executive Committee Report was provided by Scott Jacobs. Items discussed included VCS TV, Conservatory funding, class fund controls, the need for follow up discussions with the Booster Club, football injuries and procedures, the completion of financial statements, and the Capstone Project.

IV. Closing Items

A. Adjourn Meeting

It was announced that John Biard would present the devotion at the next meeting.

There being no further business, the meeting was adjourned.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 PM.

Respectfully Submitted,
A. Grafals