



**Vacaville Christian Schools
Board Meeting
December 15, 2016 / 6:00 pm**

Board of Directors:	
Scott Jacobs ~ Chairman *(3 rd , 3/2019)	Michael Alexander ~ Member at Large *(1 st , 6/2016)
Bejan Pazdel ~ Vice Chairman *(3 rd , 5/2017)	Anthony Grafals ~ Member at Large *(1 st , 4/2018)
Ted Spinardi ~ Treasurer *(2 nd , 7/2017) Absent	Amy Kennedy ~ Member at Large *(2 nd , 5/2019)
Donna Martian ~ Secretary *(3 rd , 5/2018)	Paul Harrell ~ Head of School**
	*(current term, end of current term)

1. Opening Prayer
Meeting called to order with prayer at 6:00 p.m.

2. Devotion
Paul Harrell presented tonight's devotion, "Christmas Bells".

Devotion Highlights:

- Scripture: Romans 5:2-5
- The poet Henry Wadsworth Longfellow contributed to the host of Christmas carols sung each Christmas season when he wrote the poem, "Christmas Bells".
- Longfellow crafted this poem some months before Lee's surrender to Grant during the Civil War. Within the poem he captures the years of despair from the horrors of the war and, beyond that, to a future that was filled with hope.
- Henry had lost his wife and son and was tragically plagued with emotional pain.
- We can feel the ache of his heart as he writes, "And in despair I bowed my head; 'there is no peace on earth', I said; 'for hate is strong, and mocks the song of peace on earth, good-will to men!'"
- But with hope shining through, "Then pealed the bells more loud and deep: 'God is not dead, nor doth He sleep! The wrong shall fail, the right prevail, with peace on earth, good-will to men!'"
- We are not the first generation to suffer pain, disappointment and heartache. Throughout time man has suffered these feelings. God has always been there for us and will continue to always be there.
- Do not live in heartache or fear of the future. God is in control.
- Peace on earth, good-will to men!

3. Open Floor
No guests were present.

4. Committee Reports

a. Advancement/Marketing

Paul Harrell reported the continued work on the E-Tapestry donor tracking software. I.T., E-Tapestry personnel and Debbie Huntley all continue working to consolidate the database.

Nicole Neff, Director of Annual Fund, continues to work with sponsors for the upcoming Crab Feed. Tickets are available online. The Crab Feed is the current focus of the committee.

The Board discussed sponsoring a table or a monetary donation for the Crab Feed. It was agreed the Board would make a joint contribution of \$500.00 to the Crab Feed.

Paul Harrell reviewed the current enrollment/retention report. The Board discussed including a Board member in the exit interview process.

b. Board Development

Anthony Grafals reported the committee held an informal meeting this month.

The Board discussed the structure and content of the upcoming Board Retreat. It was agreed the invoice for the retreat will be paid directly from VCS, with Board members making donations to VCS to cover the cost of the retreat.

The Board discussed the Board Interviews scheduled for December 20th. Board members were reminded to come prepared. The Board discussed several potential candidates.

Anthony Grafals reported that work continues on the draft Conflict of Interest policy. Upon completion of the draft it will be presented to the Board for review and discussion.

i. Board Attendance Calendar

Members were encouraged to attend the following events:

- Board candidate interviews – December 20, 2016, 6:00 p.m.
- Board Retreat – January 21, 2016

c. Finance

The Finance Committee met on December 13, 2016. Paul Harrell reviewed the financial reports for the Board.

Scott Jacobs reported on Ted Spinardi's status as a Board member. Ted will continue to serve on the Board as the Treasurer, but due to personal time constraints he will not be able to attend evening meetings.

Scott Jacobs and Paul Harrell reviewed the proposal for HD radio equipment recently presented to the Finance Committee. This proposal required more information and will be resubmitted for future consideration from the Finance Committee.

d. Executive

Scott Jacobs reported the Executive Committee have not met since the last meeting on November 4, 2016. The November 15, 2016 Survey Review meeting took the place of an Executive Committee meeting.

e. Head of School

Paul Harrell reviewed the following:

- Statistics from the recently completed survey.
- Reviewed the plan of action to improve the culture at the High School and Middle School.
- Reviewed the goals of the newly formed Student Life Committee. It was agreed that 8th graders will be given the opportunity to participate in this committee.

The Board discussed ideas and approaches for improvements campus wide.

The Board discussed community visibility for VCS.

The Board requested Paul provide the summary information provided by Beckie Manley, Fierce Strategy, during the November 15th meeting. Donna Martian will provide this information to all Board members upon receipt of it from Paul Harrell.

5. New Business

- a. No new business was discussed.

6. Update and Discussion

- a. The Board discussed VCS' participation in TRAFt. The Board expressed their desire that these meetings be attended regularly.

7. Action Items

- Each Board member will make a donation of \$175.00 directly to VCS for the upcoming retreat and Crab Feed.
- Summary of the November 15, 2016 Survey Result meeting sent to all Board members – Paul Harrell/Donna Martian
- Attend TRAFt meetings on a regular basis – Paul Harrell
- Committee chairs provide Anthony Grafals a summary of the presentation they will do at the upcoming retreat – All Committee Chairpersons
- Include a section on the Board agenda for “Update on previously assigned Action Items” – Donna Martian
- Include a Board Debriefing session at the end of each Board meeting – Donna Martian

9. Calendared Items

- a. Present 2016 Housing Allowance for Acknowledgement.

The Board acknowledges and accepts receipt of the 2017 Clergy Housing Allowance Worksheet totaling \$86,004.00, as presented by Paul Harrell, Head of School.

Motion by Amy Kennedy, 2nd by Anthony Grafals

Motion approved

**Paul Harrell left the meeting at 8:00 p.m.

10. The Board held a time of debriefing and discussion. It was agreed a debriefing/discussion time will be incorporated into each Board meeting.

11. Prayer and Adjournment

Meeting adjourned at 9:05 p.m.

Next Board Meeting (Board Interviews) ~ December 20, 2016

Location: College Resource Room 202