

**Hillcrest Christian School
Board of Directors Meeting Minutes
September 26, 2007**

Members Present: Melissa Dundas (MD)
 Mark Wiemann (MW)
 Greg Regier (GR)
 Doug Hume (DH)
 Rick Stabile (RS)

Staff Present: Head of School Stephen Allen (SA)

Meeting was called to order and opened in prayer at 1:30 p.m.

Minutes review: Motion to approve the Minutes of August 30, 2007, meeting was seconded and unanimously approved.

Head of School Report and Policy Review: SA presented a report to the Board, which included the required monitoring reports for HCS Policy Nos. 2.2 and 2.7 related to Treatment of Staff and Compensation and Benefits. The Board asked SA to report at the next Board meeting regarding the status of one elementary school teacher contract related to non-compliance of Policy No. 2.2.6.

The next item of business concerned a motion to amend Policy No. 2.4.7 to state that the Head of School shall not: “Make a single purchase or commitment greater than \$10,000, even if using funds from a specific donation, without such being a budgeted item or without disclosure to and approval by the Board of Directors. If such expenditure is being contemplated pursuant to receiving bids from third party vendors or service providers, such bids shall be disclosed in writing to the Board for approval prior to work being commenced.” After discussion, said motion was seconded and unanimously carried.

The board next considered a motion to add a new Policy No. 2.3.7 to state: “Accordingly, the Head of School shall not allow budgeting which: Is negatively impacted by spending practices that exceed the amount of designated gifts without disclosure to the Board and Board approval.” After discussion, said motion was seconded and unanimously carried.

In order to better monitor and manage changes and amendments to the school’s policy manual, a motion was made to nominate Greg Regier to the position of Master of Policy Management. After discussion, said motion was seconded and unanimously carried.

Old Business:

- (a) Training Session: The Board President requested all new Board members to view the Carver training video as soon as practicable to assist in Board training. The Board President further requested that all Board members finish their review of the Carver “Boards that Make a Difference” text by the January 2008 meeting.

SA was requested to work with Phil Greybeal to schedule a training session for sometime in February or March, 2008.

(b) Instruction to CPA: The Board next discussed the issue of financial communications from the school's CPA to the HOS and Board. A motion was made to have a specific directive given to the HOS to instruct the schools's CPA that all financial communications from the CPA regarding the school are to be given concurrently to both the HOS and the Board Treasurer. Following discussion, said motion was seconded and unanimously carried.

(c) Capital Campaign Proposal: Discussion was held related to the RSI capital campaign proposal. GR made a report regarding potential plans of the City of Thousand Oaks to expand Erbes Road. It was discussed by the Board that it would be helpful to be able to offer the City specific plans regarding the school's building project. Other Board members discussed the desire to have rough hard costs for the entire project and its proposed stages. MD was requested to contact the necessary individuals to assemble cost estimates for the various proposed stages of the building project and to present them to the Board at the October meeting.

(d) New Board Members: Discussion was held regarding potential new Board members. Board members were encouraged to meet with potential Board candidates during the next month to assist the Board in coming to decisions regarding potential candidates. Discussion was also held regarding changing the Board's policy for electing new Board members from a majority vote to a unanimous vote. Board members were encouraged to think about this item for further discussion at the October meeting.

(e) Articles of Incorporation Revision. MD reported to the Board regarding the status of the amendment of the school's articles of incorporation. RS was directed by the Board to instruct the school's CPA to prepare and file the necessary paperwork to amend the school's articles to reflect the nature of the school's operations.

New Business:

(a) Inventory: The school's inventory was discussed. The HOS was asked to encourage the school's CPA and other responsible parties to work diligently to complete the inventory in a timely manner.

(b) ASCI Guidelines: Board members were provided a copy of ASCI Recommendations for the upcoming spring visit and review and a status report was given by SA to the Board.

(c) Minutes Posted: It was confirmed by the Board that approved minutes would be posted in the school hall as well as on the school's web site.

(d) Review of Bids: The Board reviewed various bids related to the replacement of carpet in the school sanctuary and the installation of a new security system for the school. With regard to the carpet bids, SA reported that a company had been hired to complete the installation. With regard to the discussion and vote on the security system bids, MD was excused from the meeting as one of the bids was from a company with which she has an association, Dial Security. RS then presented 4 bids to the Board as well as a comparative chart prepared by RS. With regard to the bids, RS explained he had solicited bids from 4 separate companies who then submitted private bids to RS. Dial Security submitted the first bid on the project, followed by the other 3 bids. No bidding company had any prior knowledge of the terms of the bids submitted by the other companies. The Board reviewed all information and performed appropriate due diligence to assure that no conflict of interest arose with regard to the bidding and review process. Based upon discussion, it was moved that the Board accept the bid of Dial Security for installation of the security system. Said motion was seconded and unanimously approved. Following the vote on this item, MD rejoined the meeting.

(e) Contract for School Logos: The Board requested that SA forward a copy of the contract for creation and ownership of the school's logos for review prior to the October meeting.

(f) Family Chat: The Board discussed the potential to have a town hall style family chat at a date to be determined during the month of October. SA was directed to schedule a time for this gathering.

Next Meeting: The next meeting was scheduled for 12:15 p.m., Thursday, October 25, 2007.

Motion to adjourn at 4:30 p.m. M/S/C.