

**Hillcrest Christian School
Board of Directors Meeting Minutes
February 19, 2009**

Members Present: Mark Wiemann (MW)
Greg Regier (GR)
Cary Williams (CW)
Doug Hume (DH)
Kathleen Brooks (KB)
Melissa Dundas (MD)
Rick Stabile (RS)

Staff Present: Head of School Stephen Allen (SA)

Meeting was called to order and opened with prayer by DH at 2:25 p.m.

Review of Minutes: Following review and discussion, motion to approve the proposed minutes of the January 22, 2009, meeting was duly made, seconded, and unanimously approved. Following review and discussion, motion to approve the proposed minutes of the January 22, 2009, Executive Session was duly made, seconded and unanimously approved.

Financial Report: RS presented a brief report to the Board and noted that the Board would be reviewing the proposed budget later in the meeting. A request was made by the Board to the HOS that financial reports be forwarded to the Board no later than seven days prior to a scheduled Board meeting.

Head of School Report: SA presented a written report to the Board regarding items involving accreditation, administration, board of directors, enrollment, finances, personnel, programming and technology.

HOS presented a section of the school accreditation self-study materials to the Board. SA and CW agreed to work together to formulate a draft standard/indicator report for presentation to the Board at the March meeting.

The Board discussed current enrollment and retention levels. The Board further discussed how the school handles exit interviews for families and students who are not returning to the school. The HOS reported that the school currently sends out paperwork to exiting families to return. Between now and the March meeting, the HOS stated that he would compile what information the school has regarding exit interviews and present it at the March meeting to the Board, along with information regarding re-enrollment.

The Board further discussed doing a “mid-term” survey of parents to acquire information regarding current satisfaction levels at the school and intentions regarding re-enrollment. The HOS agreed to look into survey possibilities to be discussed at the March meeting.

Preliminary Budget Presentation and Discussion – DM joined the meeting to answer questions from the Board regarding the 09-10 proposed budget.

Old Business:

- (1) Discussion of the employee survey and survey results was tabled to the March meeting of the Board. MD to put copies of the survey results in CD form in each Board Member's box.
- (2) Policy 4.4.3 – Executive Session – MD to e-mail Robert/Phil Greybeal for suggestions regarding crafting language for this policy.
- (3) Statement of Faith Discussion and Policy regarding Biblical Teaching – HOS to send out a revised memorandum to the Board for review regarding presenting both sides of controversial issues. The Board to review the Statement of Faith prior to the March meeting of the Board for discussion.
- (4) Policy 2.9 Monitoring Report – the HOS presented a monitoring report on Policy 2.9. Motion to accept the monitoring report as presented was seconded and unanimously approved.

New Business:

- (1) Board Nomination Committee – MW to send a report to the Board prior to the March meeting updating the Board.
- (2) Current Board Member Terms –

MD – July 2009
MW – September 2009
RS – March 2010
DH – April 2010
GR – April 2010
KB – October 2010
CW – November 2010

The Board discussed Policy 3.9.5 regarding Board member terms and renewal. GR to provide suggested language to the Board at the March meeting of the Board

- (3) Evaluation of Head of School for 2008/2009 School Year – The Board will meet in Executive Session prior to the March meeting of the Board to discuss this evaluation. This Executive Session is tentatively set for Wednesday, March 11th at 6:00 p.m. at Marmalade Café in Westlake.

Next Meeting: The next regular meeting of the Board was scheduled for Thursday, March 19, 2009, at 2:00 p.m. Future meetings are scheduled for 4/9, 5/14, and 6/25, all at 2:00 p.m.

Motion to adjourn at 5:00 p.m. M/S/C.