

# Hillcrest Christian School Board of Directors Meeting Minutes

March 19, 2009

Members Present: Mark Wiemann (MW)  
Greg Regier (GR)  
Kathleen Brooks (KB)  
Melissa Dundas (MD)  
Rick Stabile (RS)

Staff Present: Head of School, Steve Allen (SA)  
Don Meyers (DM)

Absent: Doug Hume  
Cary Williams

Meeting was called to order & opened by group prayer at 2:15 p.m.

**Review of Minutes:** Following review and discussion, motion to approve the proposed minutes of the February 19, 2009, meeting was duly made, seconded, and unanimously approved.

**Financial Report:** RS presented a brief report to the Board and DM joined the meeting to answer questions from the Board regarding the Financial Report (and any financial matters set forth in the Head of School report).

**Report from Head of School:** SA presented a written report to the Board regarding items involving accreditation, administration, board of directors, development, enrollment, events, facilities, finances, personal, personnel, and technology.

Board discussed current enrollment, and registration for next year

HOS discussed Exit interviews and presented proposed exit, alumni and mid-year surveys. Will make final revisions with the administration team and then send out.

## Old Business:

- (1) Survey to employees, discussion of survey results (MD)

Discussion of the employee survey and survey results. MW to attend teacher meeting to address survey.

The Board discussed and agreed to send another survey at the end of this year.

- (2) Policy 4.4.3 Executive Session: Information provided by Robert Steinhagen and Phil Graybeal

The Board discussed e-mail responses provided by Mr. Steinhagen and Mr. Graybeal and determined that the material did not respond to the

questions presented. Further clarification required and item tabled to the April meeting.

(3) Statement of Faith Discussion

HOS reported consistency on the statement of faith. RS to review and provide the Board with suggested language changes at the April meeting.

(4) Memo and Biblical Teaching Parameters

HOS to follow up on initiation of parameters

(5) Board Nomination Committee: Potential Board Members

MW asked each Member to think about this potential board nominees.

(6) Evaluation of Head of School for 2008/2009 School year: Executive Session

Tabled to April meeting

(7) Accreditation response (SA, CW)

HOS has not had the opportunity to meet with CW. Tabled to April meeting

(8) Exit Interviews. Plan of Action Response and Information

Discussed during HOS Report

(9) Policy 3.9.5 Board Member Terms Language to be provided by GR

GR provided for discussion language on Policy 3.9.5. The Board discussed Policy Nos. 3.9.4 and 3.9.5. Motion to revise those two policies was seconded and unanimously approved.

Motion to extend term of MD another 3 years was seconded and unanimously approved.

The Board discussed Policy 3.9.3.2.2 and agreed to place consideration of it at the April meeting.

**New Business:**

(1) Discussion of Parental Letter

- The Board discussed parental letter and took it under consideration. MW and MD to hold a meeting with SA and KH.

(2) Budget discussion regarding proposed position

SA clarified no "proposed position." Request from the Board for SA to provide descriptions of job duties

(3) Re-Assessment of Policy 3.3 Agenda Planning

Tabled to April meeting

(4) Monitoring Reports (SA)

Policy 2.6 Asset Protection

Policy 2.5 Emergency Head of School Succession

The HOS presented a monitoring report on Policy Nos. 2.5 and 2.6 showing compliance with these policies. Motion to accept the monitoring report as presented was seconded and unanimously approved.

MW reported direct inspection of Policy 2.5 and reported compliance.

MW reported direct inspection of Policy 2.6 and has requested additional documentation and information to complete review. Tabled to the April meeting.

(5) Monitoring Reports (MD)

Policy 3.1 Governance Style

Policy 3.3 Agenda Planning; See New Business

Policy 4.0 Global Head of School Linkage

Policy 4.1 Global Board Head of School Linkage

Tabled to April meeting

(6) RS to provide direct inspection for Policy 2.10 “Communications and Support to the Board” at the June meeting.

Next Meeting: The next regular meeting of the Board was moved from April 9, 2009 to April 23, 2009 at 2:00.

Motion to adjourn at 5:14 p.m.