

Hillcrest Christian School
Board of Directors Meeting Minutes
April 24, 2008

Members Present: Melissa Dundas (MD)
 Mark Wiemann (MW)
 Rick Stabile (RS)
 Doug Hume (DH)
 Cary Williams (CW)

Staff Present: Head of School Stephen Allen (SA)

Members Not Present: Greg Regier (GR) / Kathleen Brooks (KB)

Meeting was called to order and opened with prayer by MD at 1:20 p.m.

Review of Minutes: Following review and discussion, motion to approve the proposed minutes of the March 19, 2008, meeting was duly made, seconded, and unanimously approved.

Review of Executive Session Minutes: Following review and discussion, motion to approve the proposed minutes of the April 3, 2008, Executive Session was duly made, seconded, and unanimously approved.

Financial Report: A discussion of the financial report was tabled until the May meeting of the Board.

Head of School Report: SA presented a report to the Board, including monitoring reports for Policy 2.5 (Emergency HOS Succession) and Policy 2.6 (Asset Protection). With minor exceptions, HOS reported compliance to the Board for these policies. SA further updated the

Board regarding items dealing with administration, Board communication, enrollment, events, facilities, finances, personnel, and technology.

Old Business:

SA presented a further draft of language that will be used in upcoming editions of parent-student handbooks regarding the school's appeals procedures related to discipline issues. GR was asked by the Board to prepare ideas for the next meeting of the Board related to the Board's involvement in the discipline appeals process.

The Board confirmed that the situation regarding the mistaken IRS/Intuit tax lien that had been applied to the school had been resolved.

Discussion regarding source procurement approvals was tabled to the May meeting of the Board.

With regard to the capital campaign, the Board confirmed a dinner meeting with RSI scheduled for May 6, 2008, at 6:00 p.m. at the school.

Board Self Monitoring Reports– MD presented reports to the Board related to governance process and Board/Head of School Linkage Policies. The Board confirmed their agreement with the reports presented.

Board Policy Manual Discussion. The board next discussed various changes to the Board policy manual as follows:

Policy 3.5.5– Further discussion was held related to a proposed revision to Policy 3.5.5 regarding Board discussions outside of official Board meetings. After discussion, the Board tabled this item until the May meeting of the Board. MD was asked to contact Phil Greybeal to inquire as to his thoughts on the proposed policy, and to report back to the Board at the May meeting.

Policy 3.8.3.2– The Board next discussed revising Policy 3.8.3.2 to raise the Audit Committee’s authority from \$5,000 to \$8,500. After discussion, it was moved, seconded, and unanimously approved to revise this policy so that it now shall read – “3.8.3.2 Authority: To incur no more than \$8,500 and no more than 50 hours of staff time per year.”

Disclosure of Conflict of Interest Statement– SA next presented to the Board a proposed Conflict of Interest Statement for completion and execution by each board member to disclose any known potential or actual conflicts of interest related to the member’s service on the Board. Board members present circulated and completed the statement. GR and KB were asked to complete the conflict of interest statement at the May meeting of the Board.

New Business:

Board Nominating Committee– Pursuant to Policy 3.9, the Board next elected a Board Nomination Committee consisting of MW (chairman), KB (secretary), CW, and SA (non-voting member). Motion to elect the members as noted was moved, seconded, and unanimously carried.

Board President and Officer Nominations and Vote. Following discussion, the Nominating Committee made a recommendation to the Board that MD retain her position as Board President and that all other current Board Officers retain their current positions until the April, 2009 meeting of the Board. Following discussion, it was moved, seconded, and unanimously carried to accept the Nominating Committee’s recommendation. Accordingly, Board Officers for the April 2008 – April 2009 term are as follows:

Melissa Dundas -	President
Mark Wiemann -	Vice-President
Rick Stabile -	Treasurer
Doug Hume -	Secretary
Greg Regier -	Master of Policy Management

Policy 3.8.2.1– The Board next discussed a revision of Policy 3.8.2.1 to specify that it is the responsibility of the Board Nominating Committee to provide a nomination for Board President annually at the April meeting of the Board. A motion was made, seconded, and unanimously approved to revise Policy 3.8.2.1 to state “3.8.2.1 Product: properly screened potential board members in accordance with Policy 3.9.2 and a nomination for Board President in accordance with Policy 3.9.3.”

GR was asked to provide updated policy manuals to all board members prior to the May meeting of the Board.

Next Meeting: The next regular meeting of the Board was scheduled for Thursday, May ____, 2008, at 1:00 p.m.

Motion to adjourn at 3:45 p.m. M/S/C.