

**Hillcrest Christian School
Board of Directors Meeting Minutes
June 25, 2009**

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

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

Staff Present: Head of School Stephen Allen (SA)

Meeting was called to order and opened with prayer by RS at 2:20 p.m.

Review of Minutes: Review of minutes of the May 14, 2009, meeting of the Board was tabled until the next meeting of the Board as the Board was lacking a quorum of members who were present at the May 14, 2009, meeting. Motion to approve the minutes of the Executive Session regarding parental issue was made, seconded and unanimously approved.

Financial Report: The Board reviewed the school's financial statements and RS presented a short financial report.

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

SA presented and the Board reviewed the results of a general parent survey and exit survey as well as specific surveys related to café services, and math instruction.

SA presented a resolution to the Board related to the school's 401(k) plan. After review and discussion, the "Resolution for Profit Sharing Plan Contribution" was made, seconded, and unanimously approved. A copy of the full resolution was ordered attached to these minutes.

SA further presented an Adopting Resolution related to the Hillcrest Christian School 401(k) plan and trust. Following review and discussion, the following resolution was made, seconded, and unanimously approved.

RESOLVED, that the form of amended 401(k) Plan and Trust effective July 1, 2008, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The Board next discussed the school's current financial aid status. SA, along with Don Meyers will attend an informal meeting on Wednesday, July 15, 2009, at 2:00 p.m. in July to further discuss the school's financial aid situation.

As part of the HOS report SA presented a monitoring report on Policy 2.10. Motion was made, seconded and unanimously approved to accept the monitoring report as presented.

Old Business:

- (1) Policy 4.4.3 – Executive Session – Information provided by Robert Steinhagen and Phil Greybeal – tabled to the August meeting of the Board.
- (2) Statement of Faith Discussion – RS presented, and the Board discussed comments to the school's Statement of Faith. RS will make further comments to the Statement of Faith for presentment to the Board.
- (3) Memo and Biblical Teaching Parameters – The Board inquired as to the school's progress regarding incorporating the memorandum of biblical teaching parameters into the teacher's handbook for the 2009-2010 school year. SA reported that it would be completed for the fall 2009 year.
- (4) Board Nomination Committee – MW had no report, one potential was discussed.
- (5) Policy 3.9.5 Board Member Terms Language – GR failed to provide language, tabled to August.
- (6) Re-Assessment of Policy 3.3 Agenda Planning – The Board discussed potential changes to Policy 3.3. All Board members were asked to review Policy 3.3 and bring comments to the August meeting of the Board.
- (7) Discussion of PFA Guidelines was tabled until the August meeting of the Board. SA was asked to provide a copy of the PFA charter to the Board.
- (8) Chairperson's Monitoring Reports regarding Board Members Code of Conduct and Chairperson's Role were presented by MD. Motion was made, seconded and unanimously approved to accept the monitoring reports as presented.

New Business:

- (1) Chairperson's Monitoring Reports regarding Accountability to HOS, Board Size, Nomination, and Cost of Governance were presented by MD. GR was asked to ensure that all policies amended and restated in recent meetings were incorporated into the policy manual and that the revised Board policy manual be forwarded to all Board members. Motion was made, seconded and unanimously approved to accept the monitoring reports as presented.

After discussing the Cost of Governance report, a motion was presented regarding Policy 3.10.1.2 to amend the policy to include the phrase “, as needed,” following the word “arranged” in the policy. GR was asked to revise the Board policy manual accordingly.

(2) Endowment Fund Policy – SA presented a draft endowment fund policy to the Board for review. DH and SA were asked to review the draft and provide input to the Board at the September meeting of the Board.

(3) End of Year Survey – SA was asked to input the survey into Survey Monkey and have it ready for the fall to be issued at staff/teacher orientation in August.

(4) Board Training – The Board discussed ongoing training for Board members. The Board decided upon completing a policy training exercise every other month. The first training exercise was distributed to the Board for completion before the August meeting of the Board.

(5) Policy regarding lease/tenants – The Board confirmed that issues involving the school’s tenants would be brought to the Board for deliberation taking into account any applicable conflicts of interest.

After discussing Policy 3.5, a motion was presented regarding Policy 3.5.2.1 to add the language “(which is defined as conducting business through Board accountability and examination of conflict of interest)” following the word “procedurally.” Further, following the word “information” the following language will be added – “to ensure fairness to both parties involved.” GR was asked to revise the Board policy manual accordingly. The motion was made, seconded, and unanimously approved.

(6) The Truth Project – The Board was encouraged to take part and complete the Truth Project by June of 2010.

(7) OLAC Letter - Motion was made, seconded and unanimously approved to sign the OLAC letter (line of credit proposal) as presented. The Board President and Secretary signed the letter to acknowledge the Board’s acceptance.

Next Meeting: The next regular meeting of the Board was scheduled for August 13, 2009, at 2:00 p.m. At that time the Board will schedule meeting dates and times for the 2009-2010 school year.

Motion to adjourn at 5:45 p.m. M/S/C.