

Hillcrest Christian School
Board of Directors Meeting Minutes

July 8, 2008 (approved)

Members Present:

Melissa Dundas (MD)

Mark Wiemann (M W)

Rick Stabile (RS)

Greg Regier (GR)

Cary Williams (CW)

Kathleen Brooks (KB)

Staff Present: Head of School Stephen Allen (SA)

Members Not Present: Doug Hume (DH)

Meeting was called to order and opened with prayer by KB at 5:10 pm.

Carolyn Krause, accompanied by Mark Kempf, requested a time before the Board. Following her presentation, both written and verbal, a few questions were asked for clarification. Mark made a statement. They were thanked for coming in.

Robert from RSI gave a progress report and expressed some specific concerns he was having regarding the capitol campaign. All board members had given or lined up to give prospect reviews. He has met with a potential person for leading the task force and had some discussion with Steve regarding who might be a candidate to replace Wendy as the liaison with RSI as she is moving to the East Coast this summer.

Review of Minutes: MD made a motion to approve the minutes of the May 14, 2008 meeting with the removal of 2.4, seconded by CW, and unanimously approved.

Discussion regarding June meeting minutes: A directive was given for DH to create minutes from the notes taken during the appeal procedure by the Hitchcocks.

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

Head of School Report: SA presented a report to the Board, including the Administrative Team Manual, an enrollment report, the summer programming report, event report, facilities report, a financial report and statements, Personnel report on contracts, future programming possibility with Living Oaks community Church, Summer Work, and Technology. SA presented Monitoring reports for Policy 2.4.

SA gave the board copies of Policy 2.4 and his interpretations on this policy and he also gave the board copies of the HCS Organization Chart as of July 2008 as requested.

Old Business:

Source Procurement Approvals: Motion made by MW and seconded by MD to mandate this be completed by the August meeting. Motion passed.

Discussion regarding the complete inventory of the school not being complete at end of school year. MD made a motion to implement a change to Policy 2.4.10 that we add to the end of the policy the following language "in an opening inventory as of July 1 and a closing inventory as of June 30." MW seconded. Motion carried.

Monitoring Report

The Board discussed the school's policies and procedures related to staff evaluations, MD made a motion, seconded and carried that Steve be directed to present a new form for staff evaluations to the Board for review and approval."

The board requested October agenda should include seeing copies of these evaluations forms.

Strategic Planning Committee: This will be discussed after the meeting in August.

Executive Session to discuss benefits package was tabled due to the absence of DH.

New Business:

Direct Inspection for the treatment of staff policy: CW concerned about doing individual direct inspection first and suggests doing a survey first. Anonymity is helpful. CW will write the staff survey based on the treatment of staff policies and values questions and will have it to the other Board members for review by July 22. RS will set up the survey on the Zoom Survey online.

Boardroom software: Training in September at meeting

Discussion of IPGA Conference: Tabled

Resolution for Profit Sharing Plan: Tabled for August meeting

Financial reports and Communications and Support: SA presented written documents on the financial reports and will email the board the remainder of the outstanding documents.

Cost of Governance, Board Committee Structure and Chairperson Role: Please read and get back to MD.

Board Size Nomination and board Member's Code of conduct: RS will write interpretation and compliance and email to Board.

MD will create written response to Carolyn Krause and RS will communicate a verbal statement.

Date of next meeting is August 14th at 2pm. Please note change.

Meeting adjourned at 11pm