

**Hillcrest Christian School  
Board of Directors Meeting Minutes  
October 15, 2008**

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

Members Not Present: Mark Wiemann (MW)

Staff Present: Head of School Stephen Allen (SA)  
Business Manager Don Meyers (DM) – short portion

Meeting was called to order and opened with prayer by DH at 2:15 p.m.

**RSI Update:** RSI representative Robert presented a summary of the results of the faculty/staff survey. Full results of the survey will be finalized and forwarded to the Board. The Board further discussed status of the capital campaign.

**Review of Minutes:** Following review and discussion, motion to approve the proposed minutes of the September 17, 2008, meeting was duly made, seconded, and unanimously approved.

**Financial Report:** RS/DM presented a summary financial report to the Board.

DM presented an evaluation and recommendation to the Board related to a proposed classroom technology purchase. Recommendation was made based upon 5 separate bids being received and reviewed for the purchase. Following discussion, motion to approve the recommendation for classroom technology purchase was duly made, seconded, and unanimously approved.

The Board next discussed status of source procurement approvals, DM to keep the Board updated on progress.

The Board next discussed the status of the audit and year end report. The audit and year end report are not yet finalized, DM to keep the Board updated on progress. It is anticipated that the reports will be ready for the November meeting of the Board.

**Head of School Report:** SA presented a report to the Board, including an update on items dealing with accreditation, administration, development, enrollment, facilities, finances, personnel, programs, and technology.

SA requested an agenda item related to accreditation of the HCS preschool. Following discussion, a motion was made that the HOS, in partnership and/or delegation with the Preschool Director, shall lead the preschool through the ACSI accreditation process with the anticipation of the all school accreditation visit in 2011. Said motion was seconded and unanimously approved.

SA presented a revised proposed Policy 3.11 related to appeals to the board of directors. Following discussion, the Board approved new policy 3.11 through 3.11.6.

SA presented for review and discussion a revised Staff Evaluation Form that is being implemented in staff evaluations.

SA presented monitoring reports for Policies 2.0, 2.1, 2.3, 2.4, and 2.7 to the Board for review and approval at the November meeting of the Board.

**Old Business:**

The Board discussed Policy 2.4.7 related to multi-year contracts. Motion was made to amend the policy to add language to reference that the \$10,000 refers to “any single contract, regardless of its duration.”

Board Linkage Monitoring Reports provided by MD at the last meeting were accepted by the Board.

**Next Meeting:** The next regular meeting of the Board was scheduled for Wednesday, November 12, 2008, at 2:00 p.m.

Motion to adjourn at 4:45 p.m. M/S/C.