

**Hillcrest Christian School  
Board of Directors Meeting Minutes  
November 18, 2009**

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

Not Present: Kathleen Brooks (KB)

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

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

**Review of Minutes:** Motions to approve the minutes of the October 21, 2009, and November 4, 2009, meetings of the Board were made, seconded and unanimously approved.

**Financial Report:** The Board was presented with an updated budget proposal and received a verbal update from MW and RS related to direct inspection of the budget. MD made a motion that MW and RS continue with direct inspection related to contracted services, lease agreements, stipends, and vendors. The motion was seconded and unanimously approved.

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

**Statement of Faith Discussion:** The Board discussed the proposed Statement of Faith. Prior to the next meeting, DH and GR are to provide further comments to RS's review prior to the next meeting. RS will then present a revised draft to the Board at the December meeting with the understanding that the project be complete by the January 2010 meeting of the Board.

**Board Nomination Committee:** MW stated that there was nothing to report from the Board Nomination Committee. The Board asked GR to draft proposed language to place in the weekly newsletter to solicit applications for the Board.

**PFA Guidelines:** Discussion of PFA guidelines was tabled to the December meeting of the Board given KB's absence.

**Proposed Rock Lease:** RS was excused from the meeting for discussion of this topic. The proposed lease for The Rock church was discussed. The Board further discussed the

potential conflict of interest of MW given that he is a member of the church. The Board found a potential conflict of interest, and MW agreed to recuse himself from any vote regarding the lease. GR will e-mail RS proposed language related to the Lessee guaranteeing full payment throughout the 2 year lease term. Motion made to approve lease as presented with addition of guaranteed term language was seconded and carried, with MW recusing himself from the vote.

**Monitoring Report for Policy 3.6:** The Board reviewed MD's monitoring report. The discussion emphasized that reports needed to be made to the Board 7 days prior to the meeting for review or there was a likelihood that the report would not be discussed at that month's meeting.

**Revised Policy 2.10.1** – The Board discussed revising Policy 2.10.1 – so that it would read in full, “Fail to submit Head of School Report, monitoring reports, financial data and other supporting documentation required by the Board for a meeting at least seven (7) days prior to the scheduled Board meeting.” Motion was made to accept the revised policy as proposed. Motion was seconded and unanimously carried. GR was asked to revise the policy manual accordingly.

**Auction:** The Board discussed the upcoming auction. It was decided that the auction would not include a golf tournament this year, but would include one next year.

**Plans for Connecting with the “Owners”** – The Board set January 26, 2010, at 7pm as a time to have an open discussion with parents regarding the school.

**Auditorium Remodel** – MD updated the Board on the auditorium remodel and proposals and bids submitted. Motion was made to proceed with the low bid, and that MD would have the authorization to move forward with the project so long as it stays under the designated funds for the project.

**FSA (MSA) Account** – The Board discussed the current cap of \$1,000 on FSA accounts and decided that there would be no change to the current cap.

**Medical Contribution (Dental, Vision)** – The Board discussed the use of designated health insurance monies by employees for vision and dental care. The Board determined that it could not make a final decision on this item until further information was received from DM related to impact on the budget.<sup>1</sup>

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<sup>1</sup> On November 20, 2009, by 4-2 vote received via e-mail, the Board concluded that designated health insurance monies could only be used for health insurance, and not for dental or vision coverage. The following revision was approved to be included in the 2009-2010 Employee Handbook – “**Group Health / Medical Insurance:** Certain Employees, whose work schedule is at least 32 hours per workweek, may be eligible to participate in HCS's health / medical insurance plan. The health / medical coverage for the Employee is partially paid for by HCS at a fixed dollar contribution rate per month, so long as the Employee elects to be covered and pays his / her portion of the selected medical plan's cost of coverage. Any HCS medical contribution is to be used solely for health / medical coverage and not Dental and other Optional Insurances as described below. Refer to the specific health / medical official plan documents for details. **Dental and other Optional Insurances:** Dental coverage and any other health related plan participation is entirely voluntary and is paid for by the Employee. These voluntary plans may be offered at group rates beneficial to the Employee.”

**Resolution for Profit Sharing Plan Contribution** – Motion was made to approve the attached Resolution for Profit Sharing Plan Contribution confirming that contributions to the profit sharing plan would cease as of 12/31/09. Motion was seconded and unanimously approved.

**Resolution for an Employee Qualified Tuition Remission Plan** – Motion was made to approve the attached Resolution for an Employee Qualified Tuition Remission Plan as amended to read under (2) – “Tuition reduction is also available for education provided by the school to grandchildren of current full time faculty who have 20 years of service to Hillcrest Christian School.” Motion was seconded and unanimously approved.

The next meeting of the Board is set for December 9, 2009, at 2:00 p.m. Motion to adjourn at 5:30 p.m. M/S/C.

SA closed in prayer.

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