

**Hillcrest Christian School
Board of Directors Meeting Minutes
December 19, 2007**

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

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

Meeting was called to order and opened in prayer by KB at 1:10 p.m.

PFA Presentation: PFA leadership made a short presentation to the Board and made an inquiry to the Board related to policies for raffle items for the annual school auction. The Board requested that Steve work with the PFA and DM to collect needed information related to tax and appraisal questions.

Review of Minutes: Following review and discussion, motion to approve the proposed minutes of the November 27, 2007, meeting was duly made, seconded, and unanimously approved. By motion duly made, seconded, and unanimously approved, the Board approved revised language for the proposed minutes of the November 14, 2007, meeting. DH was asked to revise the minutes with the approved language and forward for posting.

Financial Report: RS presented a financial report to the Board. RS highlighted the following items of note: (a) monies have been transferred from the school's general accounts to a money market account for better short-term interest on the funds without any increased risk; (b) the school's line of credit with ECCU has been paid off; and, (c) the ECCU note comes due in 2009. RS reminded the Board to act prudently with regard to negotiation and renewal of the ECCU note.

Head of School Report and Policy Review: SA presented a report to the Board. The Board inquired as to the school's written discipline policies and how they are enforced at the staff level. SA gave a summary of the school's discipline policies. The Board asked that SA report back at the next meeting regarding his review of the school's discipline policies related to parental notification, written documentation when discipline incidents occur, and enforcement of teacher participation in the written documentation process.

The Board next discussed proposed tuition rates for the 07/08 school year. DM was asked to join the meeting to discuss from a finance standpoint various tuition models. DM presented a written report of various tuition models to the Board. Each board member received a copy of the report and was asked to review it, pray over it and be prepared to discuss the report at the next Board meeting. The Board also made an inquiry to DM related to the school's delinquent tuition accounts policy. DM stated to the Board

that the school's policies related to this item are clear and that appropriate steps have been and are being taken to address existing delinquent tuition accounts.

The attention of the Board was then brought to an issue involving Policy 2.12 which states that, "The Head of School shall not cause or allow any use of alcohol at HCS events except on infrequent special occasions and not without accompanying reasonable guidelines to minimize inappropriate behavior due to excessive individual consumption." This issue was raised given the fact that at a recent athletic banquet, alcohol was allowed for purchase by adults at the function. SA made a recommendation to the Board that Policy 2.12 be amended to include an additional sentence at the end of the policy stating, "Alcohol should not be served at events that are predominantly student-related." By motion duly made, seconded, and unanimously approved, the Board approved this revision to Policy 2.12. GR was asked to revise the policy accordingly in the school's master policy manual.

Old Business:

Board Responsibility Statement. The Board discussed the amendment of Policy 3.6.1 regarding the responsibility of Board members related to attendance at board meetings. GR was asked to circulate proposed language to the Board for its review prior to the next meeting so that such language could be approved at the next meeting.

Family Chat Meeting. It was confirmed that the school's "Family Chat" meeting would take place on January 14, 2008, at 7:00 p.m. to provide an open forum discussion with the school body.

Training Session: SA was asked to offer March 15, 2008, and March 8, 2008, to Alta Loma Christian School to schedule a joint training session with Phil Greybeal in Pasadena. SA to report back to the Board on this item at the next meeting.

Policy Compliance. MD stated that her attempts to contact Phil Greybeal to discuss how the Board can better oversee the Head of School related to policy compliance, had not been successful and that she would continue to attempt to contact him so that the matter could be discussed in more detail at the next meeting.

Potential Home Raffle. The Board instructed SA to proceed with discussions regarding a potential home raffle as a method of enhancing development.

DM Assistance Request – The Board asked that RS or another member make themselves available to work with DM to resolve a pending tax issue with the IRS.

Insurance Quote – RS updated the Board regarding the school's health insurance and stated that the policy is renewed on a month to month basis so that an updated quote could be requested at any time. RS stated that he would collect new quotes for the policy and report back to the Board at the next meeting.

Capital Campaign Cost Analysis – MW stated that he would be meeting with Steve Rice prior to the next Board meeting to discuss Mr. Rice's cost estimate regarding

the proposed capital campaign. MW to present this estimate to the Board at its next meeting.

Next Meeting: The next meeting was scheduled for 1:30 p.m., Thursday, January 10, 2008.

Motion to adjourn at 4:30 p.m. M/S/C.