

**Hillcrest Christian School  
Board of Directors Meeting Minutes (Approved)  
June 21, 2007**

Members Present: Mark Wiemann (MW)  
Greg Regier (GR)  
Doug Hume (DH)  
Rick Stabile (RS) (via telephone)

Not Present: Melissa Dundas (MD) (President)

Staff Present: Head of School Stephen Allen (SA)

Meeting was opened in prayer at 1:15 by MW.

**Minutes review:** Minutes of January 16, 2007, meeting were tabled until the August meeting given the lack of a quorum to approve the minutes. Motion to approve Minutes of May 3, 2007, and May 31, 2007 meetings was seconded and unanimously carried.

**Head of School Report:** SA presented a report which was an update to the report given to the board at the May 31, 2007, meeting. The board discussed and affirmed the need for SA to interview and hire a business manager. MD will be asked to write an article for the first school newsletter in September welcoming all families on behalf of the board and introducing the new business manager, specifically including information regarding the position and how the business manager will assist in the operation of the school.

**Old Business:**

(a) Board members were requested to read Chapter 1 of “Boards That Make a Difference” for the August meeting.

(b) No reports were made regarding fact-finding on the capital campaign. Each member who was assigned a duty on this item was instructed to continue to gather facts for discussion at the August meeting. Previous assignments included:

Cost estimating: Melissa Dundas  
Enrollment/retention information: Steve Allen  
Parent Survey results: Steve Allen  
City feasibility issues: Greg Regier

(c) Head of School Evaluation was tabled until the August meeting given the fact that summary results were not available. MD to compile summary results of evaluation for discussion at August meeting.

(d) The board discussed the need for officer positions within the board, keeping in mind the policy governance model which states that no office or committee position shall be created for the purpose of helping, advising, instructing, or exercising responsibility for or authority over any aspect of organization that has been delegated to

the Head of School. Proposed officer positions included President, Vice-President, Secretary, and Treasurer. DH to prepare a short description of the responsibilities of each office for review and discussion at the August meeting prior to a formal vote on each position.

(e) MD to correspond with Phil Greybeal regarding a training “retreat” for the board. Board members to keep in e-mail correspondence regarding blackout dates during the month of August.

**New Business:** Schedule on monitoring reports and compliance for BOD and HOS tabled until August meeting.

**Next Meeting:** The next meeting was scheduled for 1 p.m., Thursday, August 23, 2007, MW to provide lunch.

Motion to adjourn at 2:35 P.M. M/S/C.