

Highland Christian School

Arlington, Washington



Meeting Minutes 3-26-2009

Next Meeting is scheduled for **April 23** 2009, 6pm @ HCS

Attendees: 3-26-2009

Ed McDowell,

Jerilyn Tyner, Lita Crowley

Rick Poortinga, Phillip Sanchez, Darlene Hartley

Guest:

Status Column: IP=In Process, NS=Not Started, C=Completed, I=Information

| Date Presented | Description | Time | Owner | Status | Notes |
|----------------|--------------------------------|------|--------------|--------|---|
| 11/24/08 | Guidelines with local churches | | Team / Board | IP | 1) Pastor Jimmy Mead from Arlington AOG presented his ideas of how their church might help and interact with the school – discipleship of students relevant to youth, giving kids action oriented mission opportunities. 2) Discuss with the Board the idea of having the Task Force takes the lead in developing a framework to work with churches and to bring them along side the school. |
| 1/22/09 | | | | NS | Rough outline proposals: 1) If news letters are sent out, send as well to the churches. 2) School & church to notify each other when one is putting on a big event in order for other to contribute help/involvement. 3) Mutual accountability for students pursuing leadership in school and in church. 4) Communicate with churches needs of school whether financial, areas of spiritual development, and how to better serve/come along side teachers and staff. 5) Teachers & staff faithfully attending & pursuing involvement in a church. 6) Preserve trust between the school & churches. Respect of doctrine differences, whatever is discouraged from being talked about in chapel should be discouraged from discussion in classrooms. Unless both sides of the doctrinal view points are presented in an unbiased manner encouraging students to decide through seeking it out themselves. |
| 2/26/09 | | | TaskForce | IP | Email from Mark Crawford to Ed: I talked to Matt Tyner and we have already been given the green light to make a Sunday presentation at both of their services. I didn't have to go to the meeting tonight. I told Matt that I would pass this on to the Task Force and they would coordinate with him on the best Sunday and how we should approach. Ed message to TaskForce: Who will take the point and connect with Matt Tyner @ Marysville Free Methodist Church to put this together? |

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| 3/26/09 | | | | IP | On hold, Family death with Mark Crawford. Phillip to call Terri Dahl, would like to obtain her involvement, will revisit next monthly meeting. |
| 1/22/09 | Taskforce Nomination | | Phillip & P. Jimmy | IP | Taskforce members to send Phillip Sanchez their ideas for nominated Taskforce members. Example: 1) Have they volunteered and or served in other roles within HCS. 2) Background check 3) 10 minute speech why they are interested etc... Note: It was agreed upon that Pastor Jimmy would continue on the Taskforce as a guest until Taskforce nomination process is defined. |
| 2/26/09 | | | ED / Randy | IP | Recommendation to the HCS Board: The Task Force is discovering ongoing ways to support the board and strengthen the school. As a result we are asking the board for permission to move from a task force status to a standing committee of HCS: <u>Purpose of committee:</u> To support the board in development and pursuit of key strategies for Highland Christian Schools. <u>Authority of committee:</u> To recommend to the board and take action on recommendations based on board approval. <u>Size of committee:</u> 9 members maximum <u>Make up of committee:</u> All parents and/or custodians of current students, faculty, and staff are "pre-qualified" as potential task force members. Other people may be nominated to the task force, but they must pass the same "commitment/reference" test the parents, staff and faculty experience. The committee should be a mix of faculty, parents, board, and one or two others. The chairman of this committee would also attend board meetings for linkage and communication. The principal/administrator would automatically be a member. <u>Nominations:</u> The task force would like to nominate its own membership with final ratification of the board. |
| 3/26/09 | | | ED | IP | Ed did not get the opportunity to bring topic up in board meeting. Will bring it up on next meeting. |

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| 11/24/08 | Split Campus | | Darlene & P. Jimmy | C | 1) Darlene to ensure that Hanna sends out an email to the parents alerting them to the tire slashing that occurred at the Gym. Also put it in the School Bulletin. 2) It was felt that using the gym for a Split Campus was not a good option for this year so we will not pursue that. 3) Pastor Jimmy is going to talk to his Pastor about the possibility of using three classrooms during the day at the Arlington AOG Church for Middle School kids to hold classes. He will talk with Phillip and/or Darlene about the results. |
| 11/24/08 | Financials | | Ed | C | Ed presented an overview of the finances and our gaps to be whole. |
| 1/22/09 | | | Ed | C | Financial assessment was provided and the general message is that we still have our challenges ahead of us: 1) We continue to run short on cash & need to develop strategies to overcome the approximate \$100K deficit. 2) Tulalip Grant is still unknown and will help substantially if approved (should know by end of February). |
| 2/26/09 | | | Ed/Mark | IP | Collection of the \$584: The decision from the board was to take the stance of trust, community, team, family to raise the funds needed and have the donations tax deductible. |
| 3/26/09 | | | Ed | IP | Family payment status: 45 paid in full, 22 payment plan, 10 gave extra, 4 had company they work for match, 3 cant pay, 25 no response. Total collected \$45K. |
| 3/26/09 | | | Ed | IP | Ed will send out notification notice that tuiton increases will occur for next year and official \$ increases will be shared at a later date / process in how to communicate is still being worked on. |
| 11/24/08 | Listening/open ended questions | | ED | C | Ed offered some questions to the Task Force: 1) Is there a need for the school to pray and repent from the spirit of contentiousness that seems to have followed the school since the split? 2) How's the trust level going? |
| 11/24/08 | Risk Management | | John & Board | C | Evaluation / audit of HCS is needed to understand our risk |
| 11/24/08 | Open Forum meeting | | HCS | C | Parent, teacher, student open forum meeting scheduled for December 1 2008, 7pm @ HCS. |

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| 11/24/08 | Administrator search | | ED & Board | C | 1) Search has started and candidates are being evaluated. 2) Proposal is to have the Task Force be part of the interview process for the final candidates. |
| 1/22/09 | | | ED & Board | C | 1) Application will be accepted until February 13 2009. 2) Currently 10-12 applicants. 3) Goehner Group performs integrity background checks and eliminates any obvious unqualified candidates. 4) January 29th Board & Taskforce will review the interview process. 5) Target for completion, end of March. |
| 2/26/09 | | | ED & Board | IP | <p>The membership of this Search Committee: 1) Phillip Sanchez – Parent and Task Force Member. 2) Jerilyn Tyner – Faculty Member. 3) Tana Litwin - Faculty & Administration. 4) Ed McDowell – Consultant.</p> <p>I wanted to take a few minutes to outline our process & timeline that we will be moving forward on:</p> <p><u>February 13:</u> Applications closed.</p> <p><u>February 28:</u> Goehner Group does initial screening and begins to narrow pool down.</p> <p><u>March 13:</u> Goehner Group completes background checks on a short list for HCS search committee</p> <p><u>March 25:</u> Search Committee review “short list” from Goehner group, conduct telephone interviews, and determine finalists to bring to campus for interviews.</p> <p><u>March 26-April 8:</u> Finalists brought to campus for interviews with Parents, Faculty, Task Force, and Board.</p> <p><u>April 10:</u> Search Committee makes final recommendation to the Board.</p> <p>The search committee’s work will be a significant commitment of time from the first of March through April 15. Thank you for your willingness to serve. Please be laying this before the Lord in prayer.</p> |
| 3/26/09 | | | Ed | IP | Ed will contact search committee next week to establish interview dates of 3 candidates. |
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| 2/26/09 | Board Representation | | ED | I | John Murphy has stepped down. Randy Brockway & Kristin Sande have served their term. There are three, 3 year term and one, 1 year term position open. |
| 3/26/09 | | | Board | IP | 3 applicants thus far for the board positions, election to occur in annual meeting. |
| 11/24/08 | Meeting minutes on HCS Web page | | Phillip | C | I will discuss with Darlene & Mr. Green |
| 2/26/09 | | | Phillip | C | Phillip to send meeting minutes to Hannah Waagen |
| 3/26/09 | | | Phillip | IP | Phillip follow up with Hannah |
| 1/22/09 | Interactive Communications | | Janice | C | Janice to present idea to Hannah Waagen and start the Yahoo Group Interactive communication with PTSC, then eventually to all staff and parents. |
| 2/26/09 | | | | C | Yahoo Group Interactive communication is up and running. Janice will send email invite to Task Force within the next 2 weeks, then expand the invites to parents after testing. |
| 3/26/09 | | | Janice | IP | Emails have been sent out to Taskforce members. Janice not present/vacation, will review next meeting. |
| 1/22/09 | Conduct Policy | | Phillip | C | Process/policy review in and outside of school (Included in Goehner Group assessment): 1) Student. 2) Staff. 3) Volunteers. 4) Board / Taskforce. 5) Parents. |
| 2/26/09 | | | Mrs. Tyner | C | Mrs. Tyner will set up a committee consisting of 5 people to review, modify and determine how to market, publish and reinforce with teachers, parents & students. To be completed by end of May. |
| 3/26/09 | | | Mrs. Tyner | C | Mrs. Tyner and two parents got together and completed. |
| 2/26/09 | Other topics brought forward during the meeting: | | | | |
| | 1) Teacher Letter of Intent to return | | Darlene & Linda | C | Darlene & Linda will look into and get letters sent out. No date specified at this time. |

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| | 2) Ed transitioning out of hosting the Task Force meeting | | Task Force | C | Task Force members are to pray and submit their answer by next meeting. Intrem host will be Phillip Sanchez. |
| | 3) Task Force email | | Phillip | C | Task Force emails to be forwarded to Janice Brandes. Janice intern will forward emails to Task Force members personal email addresses. |
| 3/26/09 | Teacher Letter of Intent to return | | Darlene & Linda | C | Letter given to teacher March 25, do in by April 3 |
| 3/26/09 | Ed transitioning out of hosting the Task Force meeting | | Task Force | IP | Topic will be table until after board elections. Phillip to continue as host in the intrem. |
| 3/26/09 | Uniforms | | Mrs. Tyner | C | Who decides? Board and they have made the decision to be put on hold until next year |
| 3/26/09 | School retreats | | Mrs. Tyner | C | Who decides if they will occur? Administrator and Staff decide |
| 3/26/09 | Spanish Teacher | | Darlene | IP | Looking for a substitute Spanish teacher to finish school year. |
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