

Meeting Name:	Board Meeting
Date:	9/5/19
Time:	7:00pm – 9:00pm
Location:	Oak Hill Classical School
Attended:	Greg Beadles, Derek Monjure (ex officio), Ken Rucker (Chairman), Josef Roberts, Seth Grey, Christen Flowers, William Deagle, Scott Knuteson
Absent:	Rusty Walker

Agenda	Lead	Notes
Opening Prayer	G. Beadles	
<ul style="list-style-type: none"> Prayer – G. Beadles 		
Review	J. Roberts	
<ul style="list-style-type: none"> Approve Sept Agenda – motion: G. Beadles, second: S. Knuteson Review Board Calendar Action Item – K. Rucker to create an agenda for the 10/24 Association Meeting 		
Head of School Report	D. Monjure	
<ul style="list-style-type: none"> Request to send certified letter to GACS notifying them that we will be leaving the association and dropping accreditation with them. Request from GACS any assistance needed as we remain with COGNIA (formerly SACS) as our primary accreditation. Motion: Approve request once written confirmation is received from COGNIA that there will be no gaps in our accreditation with them upon separation from GACS. Motion: Mr. Beadles, Second: Mr. Rucker Updates on faculty, Zero Hour Drop Off, Student Manual, Culture, and Enrollment 		
Committee Assignment Discussion	K. Rucker	
<ul style="list-style-type: none"> Update on Committee Structure and committee charters: 		
<p>Head Support and Evaluation – William Deagle (chair), Ken Rucker</p> <p>Charter Support the Headmaster and school operations through collaboration and oversight. Key areas to address in 2019-20 school year: faculty compensation review, strategy for promoting spiritual growth of students.</p> <p>Projects: Create annual performance goals and conduct regular follow-ups and an annual review for the Interim Headmaster. Propose job description adjustments for both the interim position and the new Head of School search.</p>		
<p>Committee on Trustees – Rusty Walker (chair), Ken Rucker, Derek Monjure (s), Jamie Cain (s)</p> <p>Charter: Create a strategic-focused board through board education, development and strategic oversight and support. Key areas to address in 2019-20 school year: Implement strategy for educating the school community on the purpose, goal, and rationale behind a Classical Christian education.</p>		

Projects: Propose committee structure and assignments, ensure committee effectiveness and focus on strategic initiatives, trustee education and development, community education, help identify new trustees, etc.

Finance and Audit – Greg Beadles (chair), Tyler Godwin (s), Derek Monjure (s), Steve Wykoff (a)

Charter: Provide accurate, useful and timely financial information to all stakeholders.

Projects: Create and maintain financial calendar, propose annual budget, regular financial reporting to board, annual financial review (audit), propose financial actions (loan re-fi, etc.)

Fundraising – Josef Roberts (chair), Christen Flowers

Charter: Build a strategic fundraising model and execute associated fundraising activities to advance the Oak Hill Classical School mission.

Projects: Establish and execute a fundraising strategy to support financial goals, and improve Oak Hill’s visibility in the community.

Campus Planning – Greg Beadles (chair), Rusty Walker, Christen Flowers, Jamie Cain (s)

Charter: Propose and implement a 5-year plan to make the best use of our current campus.

Create a strategic plan for the development and transition to a permanent campus for Oak Hill.

Projects: Liaise with all government and private sector contacts to develop Jim Moor property, regular status reports to Board, work with Fundraising Committee to determine funding requirements.

Beautification Committee – Seth Grey (chair), Scott Knuteson

Charter: Assist Director of Operations (Tyler Godwin), in making our current facilities and grounds beautiful, neat, and functional.

Projects: Recruit volunteers to help with various maintenance, repairs, and beautification projects. Maintain an ongoing punch list for all current and needed projects.

Community Committee – Christen Flowers (chair), William Deagle

Charter: Establish relational culture of trust and mutual dependence across all levels of the Oak Hill Association.

Projects: Assist in recruiting volunteers and executing various social/fellowship activities (i.e. donuts with Dad, muffins with Mom, Shrove Tuesday, etc.).

Communication and Marketing (new) – Scott Knuteson (chair), Seth Grey	
Charter:	Lead the effort to achieve excellence with all internal and external communications. Assist board committees with all communications to the association to ensure alignment, consistency, transparency, and effectiveness.
Projects	Conduct communication audit, develop and implement communication/marketing strategy, delegate ongoing responsibility to staff (via HSE), coordinate all board communications with association.
<ul style="list-style-type: none"> • Action Item: Incorporate Finance Calendar into the Board Calendar. Mr. Beadles to send calendar to Mr. Roberts to add to the calendar • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month • Action Item: J. Roberts to provide committee chairs with a template for updating their goals and progress 	
Committee on Trustees	K. Rucker
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month • 	
Head Eval & Support	W. Deagle
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month • Action Item: Follow up with Mr. Monjure on the process for background checks on faculty and staff 	
Finance & Audit	G. Beadles
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month 	
Campus Planning	G. Beadles
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month 	
Communication & Marketing	S. Knuteson
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month 	
Community	C. Flowers
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month 	
Fundraising	J. Roberts
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month 	
Beautification	S. Grey
<ul style="list-style-type: none"> • Action Item: Committee Chairs to present goals, recruit members, monthly update with accomplishments for the current month and objectives for the next month 	
Other Business	K. Rucker
<ul style="list-style-type: none"> • No other business 	

Executive Session	K. Rucker
<ul style="list-style-type: none"> • Board moved to executive session • Mr. Monjure was released from the meeting for the executive session 	
Closing Prayer	K. Rucker
<ul style="list-style-type: none"> • Closed in Prayer at 10:30 	

Action Items

ID	Action Items	Owner	Target Completion Date
8/3/19-1	Mr. Rucker to add Pt 11 to the board member agreement and distribute for signature by 8/16/19	K. Rucker	8/16
8/3/19-2	All board members to sign revised board member agreement and return to Mr. Rucker by 9/1/19	All	9/1
9/5/19-1	All committee chairs to prepare goals, recruit members, and provide monthly update	All	10/15
9/5/19-2	Develop agenda for Oct Association Meeting	K. Rucker	10/15
9/5/19-3	Incorporate Financial Calendar updates into the Board Calendar	J. Roberts / G. Beadles	10/15
9/5/19-4	Follow up and report to the board of process for background checks for faculty, staff, and volunteers	W. Deagle	10/15
9/5/19-5	Provide template for committee chair updates	J. Roberts	10/1