

*Canyonside Christian School, Inc.*  
Board of Directors Meeting  
**PUBLIC Minutes**

**February 1, 2010**

**Individuals Present:** Sharon Bettencourt, Mark de Jong, William De Jong, Dan Kuka, Susie Millenkamp, Sandy Pittock, Bryan Slusher, Sarah Weg and Jamie Shetler.

1. **Opening Prayer**
2. **Reading and Approval of Minutes from the January BOD Meeting** – A motion was made to accept the January Board of Directors meeting minutes. Motion Seconded and Carried (MSC).
3. **Parental and Community Concerns** - Parental and and/or community concerns were discussed with the Board. Prior to the meeting, Mr. Kuka provided the Board with a list of all parental concerns for the month of January.
4. **Committee Updates**
  - A. **Marketing Committee**

Sarah Weg reported that the Marketing Committee will host its first open house on February 16<sup>th</sup>, 2010 from 7 – 8 p.m. This open house will be marketed in a number of ways including press releases, information in the Community Calendar, information in the Jerome Chamber weekly facts, letters to area churches, postcards to CCS families and via signs around the Jerome community. Additional open houses will be scheduled for March 9<sup>th</sup>, April 13<sup>th</sup>, May 11<sup>th</sup> and August 10<sup>th</sup>. These open houses are designed as a marketing tool to attract new families to enroll their children at CCS. The Committee is currently planning a CCS Spirit Week to be held the week of February 8 – 12<sup>th</sup>. The Committee has also rescheduled the CCS chili feed for February 19<sup>th</sup>. A Chamber after hours event has been scheduled for Thursday, May 13<sup>th</sup>. The CCS Newsletter, Crusader's Corner went out on January 25, 2010. The Marketing Committee also plans to have CCS participate in the Mall Showcase Your School Event and will provide more information to CCS staff as the event gets closer. The Marketing Committee also provided a new "sign schedule" to Mrs. Henderson in order to ensure that the marquee is kept up to date. Sarah reported on the many ways that the marketing committee plans to attract new students and families to CCS for the 2010 school year (brochures, information flyers, kindergarten flyers, etc.). The date of the next Marketing Committee meeting will be announced.

Once again, the Board of Directors thanked Sarah and Sandy for their outstanding efforts in marketing CCS.

**B. PTF Committee**

Jamie Shetler reported that Renee De Jong and Tammi Flikkema have been working diligently on PTF related issues. PTF is planning to sell Valentine grams on February 11, 2010 as a fund raiser. PTF also announced that Grandparent's Day will be held on April 8<sup>th</sup> and will include a morning program in which Grandparents will be invited into student classrooms. Teacher appreciation week is scheduled for the first week of May.

**C. Auction Committee**

Auction Committee Chair, Susie Millenkamp provided the BOD with an update on the auction. An auction committee meeting was held in January and the auction date was set for March 5, 2010. The event will include a crab dinner followed by an auction. Committee members are diligently getting donations, making arrangements for the dinner and selling tickets. If you would be interested in helping with the auction, please contact Susie Millenkamp. Numerous volunteers are needed to assist with the crab dinner and in preparing for the auction. Susie stated that an auction committee meeting will be held on Monday, February 8<sup>th</sup> at 2:45. Sarah stated that she will be advertising this event in the Chamber weekly facts which will go out to approximately 187 local businesses. Mr. Kuka will also promote the event on KMVT. Tickets for the Crab dinner can be purchased in the office.

**5. Fundraiser Updates**

A. **Believing in Miracles III Campaign** – The Believing in Miracles III fundraiser has raised nearly \$10,000.

B. **Additional Fundraisers** - The BOD agreed to conduct a fundraiser aimed at local dairies. Letters were sent out to local dairyman asking for them to sell free martins or open cows and to donate the proceeds to CCS. This fundraiser has raised approximately \$8,000 thus far.

6. **Administrator Updates** – Mr. Kuka provided the BOD with an update on school related matters. His update included information related to recent school activities, current enrollment figures, facility maintenance updates, CCS staff updates, curriculum updates, service learning projects and school planning. A copy of the administrator's report can be obtained by contacting Mr. Kuka.

**7. CCS Curriculum Updates**

A. **Technology** – Technology curriculum was discussed with the Board. The Board asked Mr. Kuka to provide updates to CCS families regarding technology curriculum.

B. **Chapel** – The BOD has asked Mr. Kuka to provide a curriculum and monthly theme for Chapel. Information will be provided to parents regarding chapel themes, related memory verses, scripture, etc. This will be done in Mr. Kuka's e-mails to all CCS families.

C. **Special Event Days** – Mr. Kuka stated that the Fun Friday Program has been implemented and is currently underway. Currently the following curricular

opportunities have been scheduled for Fun Fridays (line dancing, a chemistry magic show, art projects, academic competitions at Immanuel Lutheran, kite creation and flying, Craters of the Moon field trip, etc). Red Ribbon week was held January 11<sup>th</sup> – January 15<sup>th</sup>. Mr. Kuka will keep the BOD apprised of what special events he and the staff would like to pursue.

- D. Other – Mr. Kuka reported that the school would be acquiring the Read Naturally Program which is a fluency based reading program for grades 2 – 5.  
A designated prayer time will be set for Thursdays at 2:30 in the CCS Library.
  - E. IRI Recap – Jamie Shetler reported that the Idaho Reading Indicator (IRI) test had been administered to all students in grades K – 3<sup>rd</sup> grade and that the initial scores looked very good. This information will be provided to teachers and the BOD prior to the next Board meeting. Parents will receive individual test scores at parent teacher conferences.
8. **2010 School Planning Discussion** – The BOD discussed items that need to be voted upon at the March BOD meeting. A list of items included: fundraisers, tuition costs, registration fees, contracts, school calendar, school hours, etc. The Board asked Mr. Kuka to provide cost analysis related to tuition for the 2010 school year and to seek teacher input on the school calendar, school hours, etc. These items will be discussed extensively at the next BOD meeting. Letters of intent will be sent out to teachers in early March.
9. **CCS Policy and Procedure Manuals** –The BOD discussed the need to update the CCS Policy and Procedure Manual. A discipline policy and a policy related to staff tardiness were discussed. A motion was made to accept the discipline policy as presented. MSC A motion was made to accept the staff tardiness policy. The discipline policy will be sent to all CCS families via hard copy and via e-mail. The staff tardiness policy will be included in the teacher contracts for the 2010-2011 school year.

## **EXECUTIVE SESSION**

10. **Staff and Personnel Updates** – Staff and personnel updates were discussed.
11. **Evaluation Procedures** – Mr. Kuka stated that formal teacher evaluations were almost complete. Mr. Kuka stated that evaluations will be typed and that all teachers will meet with him to discuss the results. These results will also be communicated to the Board at the March meeting.

An administrator evaluation was administered to all staff during the week of January 25<sup>th</sup>. Evaluation results were discussed with the Board.

12. **Financial Update** –Mr. Kuka provided the BOD with information regarding CCS's current financial state. Booklets were provided to BOD members and all spending and family accounts were reviewed.
13. **Next Meeting**- The next BOD meeting will be announced.

14. **Closing Prayer**