

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

January 11, 2009

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

1. **Opening Prayer**
2. **Reading and Approval of Minutes from the December BOD Meeting** – A motion was made to accept the December 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 December.
4. **Committee Updates**
 - A. **Marketing Committee**

Sarah Weg reported that the Marketing Committee has set dates for its open houses. Open houses will be scheduled on February 16th, March 9th, April 13th, May 11th and August 10th. 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 – 12th. The Committee will also discuss the rescheduling of the CCS fellowship event which was cancelled in November. The Committee will provide this date to the BOD. Sarah stated that the Marketing Committee plans to participate in the Chamber Trade Show again this year and the date will be announced. The CCS Newsletter, Crusader's Corner will be going 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. Sarah discussed the possibility of CCS hosting a Chamber After Hours Event. The Marketing Committee will research the potential effectiveness of doing so. The Marketing Committee also agreed to provide the school with a "sign schedule" in order to ensure that the marquee is kept up to date. Sarah stated that the next Marketing Committee meeting will be held on Thursday, January 27, 2010 at 8:30 a.m.

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. Arrangements were made so that all classrooms received Christmas gifts. PTF shirts and promotional items were delivered to CCS families on December 15th. PTF will hold its next meeting on Thursday, January 14 at 2:00 p.m. to discuss upcoming spring events (i.e. Grandparents Day, Teacher Appreciation, etc.).

C. Auction Committee

Auction Committee Chair, Susie Millenkamp discussed her thoughts extensively about the upcoming auction. The BOD discussed the need to change up the venue a little due to the current economic times. The BOD agreed to look into hosting a crab feed and auction (may be live or silent). Southview Dairy agreed to donate the crab for this event. Susie will provide the BOD with an auction date as soon as she investigates the logistics of hosting this type of event. Anyone interested in assisting with the 2010 CCS Auction, please contact Susie Millenkamp. The date of the first auction committee meeting will be communicated to all CCS families.

5. Fundraiser Updates

A. Believing in Miracles III Campaign – The Believing in Miracles III fundraiser has begun. Letters were sent out to numerous businesses and to CCS families on Tuesday, December 8, 2009. The 2009 Believing in Miracles Fundraiser resulted in approximately \$40,000 for the school. The current total for the 2010 Believing in Miracles fundraiser is approximately \$4700. The Board discussed the importance of fundraisers to the vitality of CCS. A letter will be sent out to all families and a school-wide campaign will begin in order to promote this fundraiser. A letter will be sent out to all CCS families and area businesses regarding the importance of this fundraiser.

B. Additional Fundraisers - The BOD discussed the importance of having successful fundraisers. If the fundraisers do not meet the expected need, then additional fundraisers will be conducted. Discussion centered around a Math-a-thon, a pay it forward fundraiser, etc.

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 - Mr. Kuka stated that he has ordered new software packages and has added RAM to several of the school computers. Mr. Kuka stated that the goal is to ensure that the upper grades (3rd, 4th and 5th) have at least 3 computers in each classroom and that all other classrooms have a minimum of two functioning

computers. Ms. LeAnna is currently following state standards as they pertain to technology. Mr. Kuka stated that the upper grades are working on a “technology” project in which they would integrate their current curriculum into a technology application. This project would then be showcased at a CCS event in the future. Mr. Kuka agreed to arrange such projects and have Ms. LeAnna work on them with the upper grades. Mr. Kuka will update families as to how CCS is integrating technology into each of the elementary grades.

- 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 he is looking into having a CCS technology day, a Science Fair and a CCS Ski Day. The CCS Ski Day is tentatively scheduled for March 5, 2010. Mr. Kuka stated that the school is currently holding Red Ribbon Week (January 11th – January 15th). 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.

- 8. **2010 School Planning Discussion** – The BOD discussed items that need to be reviewed at the February BOD meeting. A list of items included: fundraisers, tuition costs, registration fees, contracts, school calendar, dress code, school hours, etc. These items will be discussed extensively at the next BOD meeting.
- 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 was discussed. Drafts for these policies will be presented for the BOD to approve at the February meeting.

EXECUTIVE SESSION

- 10. **Staff and Personnel Updates** – Staff and personnel updates were discussed.
- 11. **Evaluation Procedures** – Mr. Kuka stated that formal teacher evaluations will resume in January and will be completed prior to the February 1st BOD meeting. Mr. Kuka will discuss his observations with the Board. Sandy Pittock is working on an administrator evaluation form to be handed out to all CCS faculty. Jamie Shetler will work on a parent satisfaction survey.
- 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 is scheduled for Monday, February 1, 2010 at 4:00 p.m. in the CCS Library.
14. **Closing Prayer**