

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

**March 2, 2009**

**Individuals Present:** Sharon Bettencourt, Chuck Hilt, Mark de Jong, Dan Kuka, Susie Millenkamp, Jamie Shetler, Bryan Slusher and Sarah Weg.

1. **Opening Prayer**
2. **Approval of Minutes from February BOD Meeting** – A motion was made to accept the February Board of Directors minutes. MSC
3. **Parental and Community Concerns** – Parental and/or community concerns were discussed. The BOD and Mr. Kuka will follow up with parents and all appropriate parties related to these concerns.
4. **Committee Updates**
  - A. **Auction Committee**– Sharon Bettencourt reported that the auction committee has been meeting on a regular basis and donations were being solicited. The committee will continue to meet. CCS families are encouraged to sign up for a basket to donate to be auctioned off at the March 27<sup>th</sup> spring auction.
  - B. **PTF** – PTF has begun making preparations for Grandparents Day. PTF will provide information to parents as the date draws nearer.
  - C. **Marketing Committee** – Sarah Weg, Marketing Committee Chair, reported on the progress of the Marketing Committee. Sarah stated that CCS participated in a chamber after hours trade show. The BOD thanked Sarah for the committees' efforts in creating a display for this event. The Committee is currently focusing on its first open house to be held on March 10<sup>th</sup> from 7 – 8:30. This event is designed for prospective families to learn more about the benefits and opportunities available at CCS. Committee members have sent out flyers to area businesses, churches, media outlets and to local families. In addition to preparing for the first of three open houses, the Marketing Committee recently completed new CCS informational brochures, developed a new Kindergarten flyer, provided testimonials for the web page, corrected and updated the CCS commercial and completed a marketing plan. Sarah also provided the BOD with information related to the recent demographic survey. Once again, the BOD thanked Sarah and the Marketing Committee for their awesome efforts toward increasing enrollment at CCS.
5. **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 service learning projects, CCS staff updates, curriculum updates and other school related information. A copy of the administrator update can be obtained by contacting Mr. Kuka.

6. **2009-2010 School Planning**
  - A. School Calendar – Mr. Kuka presented a school calendar to the BOD. Mr. Kuka stated that CCS faculty had been given an opportunity to provide input on this school calendar. The BOD reviewed the calendar and a motion was made to accept the 2009-2010 school calendar as presented. Motion seconded and carried (MSC).
  - B. Tuition and Registration Fees- Tuition and registration fees were carefully reviewed by the Board of Directors. A motion was made to increase tuition by \$10 per student for the 2009-2010 school year. MSC. Registration fees will not be increased for the 2009-2010 school year.
  - C. EXCEL Summer Program – A cost analysis was completed on the Summer EXCEL Program. The BOD discussed the importance of this Program and a motion was made to continue to provide the summer EXCEL Program for the 2009 summer. MSC. Registration forms for the summer EXCEL Program will be provided to parents in April.
  - D. Orientation Packets- Orientation packets will be provided to CCS families the week after spring break and registration for the 2009-2010 school year will be open to current families. A sample of the orientation packet will be provided to the BOD for review. Packets will also be available on the CCS website.
  - E. Staffing Needs – CCS staffing needs were discussed and will be assessed as future enrollment numbers are made available.
  - F. Trainings – Teacher trainings were discussed.
  - G. School Budget –The 2009-2010 school budget will continue to be reviewed.
7. **Staff and Personnel Updates** – Staff and Personnel updates were discussed.
8. **Financial Update** - Sharon Bettencourt provided the BOD with an in-depth look at CCS's current financial state. Booklets were provided to BOD members and all spending and family accounts were reviewed.
9. **Next Meeting**- The next BOD meeting is scheduled for Monday, April 6, 2009 at 5:30 in the CCS Library.
10. **Closing Prayer**