

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

**April 5, 2009**

**Individuals Present:** Sharon Bettencourt, Chuck Hilt, Mark de Jong, Dan Kuka, Susie Millenkamp, Jamie Shetler, JD Shew, Bryan Slusher and Denise Deelstra.

1. **Opening Prayer**
2. **Approval of Minutes from March BOD Meeting** – A motion was made to accept the March Board of Directors minutes. MSC
3. **Parental and Community Concerns** – Parental and/or community concerns were discussed. Parental concerns involved issues surrounding technology, academic standards and curriculum related issues. 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 and Susie Millenkamp reported that the annual CCS auction made approximately \$67,000. The BOD expressed their sincere appreciation to the Auction Committee and the many donors who made the auction a success. Thank you postcards will be sent out to all donors.
  - B. **PTF** – PTF met on Tuesday, March 24<sup>th</sup> and discussed preparations for Grandparent’s Day. PTF will provide refreshments for Grandparent’s Day. The committee will meet again on Tuesday, April 20<sup>th</sup> to discuss Staff Appreciation Week. Preparations for Staff Appreciation Week have begun and committee assignments were made. Staff Appreciation Week is scheduled for May 4<sup>th</sup> – May 8<sup>th</sup>.
  - C. **Marketing Committee** – Sarah Weg, Marketing Committee Chair, provided the BOD with a written update of the progress made by the Marketing Committee. The Marketing Committee reported that a CCS Open House was held on March 10th. The open house was reported to be very successful and the BOD commended the Marketing Committee on its efforts. A second CCS Open House for prospective families is scheduled for April 14, 2009. 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. Mark de Jong, Sharon Bettencourt, Susie Millenkamp and Sarah Weg will be Board representatives at this open house. Mr. Kuka will ensure that CCS faculty are also present to provide information and tours to prospective families.

The Marketing Committee is also making plans to participate in the Magic Valley Mall Showcase your School event. This event runs from April 21<sup>st</sup> – May 4<sup>th</sup> and will allow our school to showcase some of its finest classroom projects.

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 Mr. Kuka’s administrator update can be obtained by contacting Mr. Kuka.
6. **CCS Staffing Discussion**
  - A. Staffing Needs – Due to the recent birth of Ms. Leanna’s son, the BOD discussed the need to hire an interim individual to staff the before school program and to assist with Ms. Leanna’s office duties. A motion was made to hire a temporary position to be filled until Ms. Leanna returns to school. The motion was seconded and carried.
  - B. After School Assistance – The BOD also discussed the need to hire a staff member for a few hours per day to assist Ms. Chelsea in the EXCEL after school program. A motion was made to hire additional afterschool help when numbers warranted such help. The motion was seconded and carried.
  - C. Other – It was discussed that a Board Member will attend all scheduled faculty meetings to enhance communication between faculty and board members. Mr. Kuka will visit with the staff and establish a routine schedule for teacher’s meetings.

## **CLOSED SESSION**

7. **2009-2010 School Planning**
  - A. Staffing Needs – All current CCS programs were reviewed and staffing needs for the 2009-2010 school year were discussed.
  - B. Letters of Intent – Mr. Kuka updated the BOD regarding letters of intent.
  - C. Contract Review – The Board discussed the need to review 2009-2010 teacher contracts prior to the May board meeting. The Board agreed that contract days need to be more specific and outlined for our CCS staff. The Board will review these contracts closely.
  - D. Enrollment Projections – Mr. Kuka provided the BOD with registration numbers for the 2009-2010 school year.
8. **Staff and Personnel Updates** – Staff and personnel updates were discussed.
9. **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.
10. **Next Meeting**- The next BOD meeting is scheduled for Monday, May 4, 2009 at 5:30 in the CCS Library.
11. **Closing Prayer**