

Canyonside Christian School, Inc.
Board of Directors Meeting
PUBLIC Minutes
December 1, 2008

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

1. **Opening Prayer**
2. **Approval of Minutes from April BOD Meeting** – A motion was made to accept the November Board of Directors minutes with the only change being to include Chuck Hilt as an attendee at the meeting. MSC
3. **Parental and Community Concerns** –No parental and/or community concerns were discussed. All parents are encouraged to attend CCS Board meetings at any time to discuss any issues of concerns, ideas, etc.
4. **Committee Updates**
 - A. **Financial Committee**– The financial committee, chaired by Chuck Hilt, has scheduled a meeting for the evening of Tuesday, December 1, 2008. Chuck stated that the primary purpose of this meeting would be to discuss the pledge letter and to make committee assignments related to calling all CCS families to discuss this letter. The BOD reviewed a draft of the pledge letter written by Mr. Kuka and made a few necessary changes. Mr. Kuka will provide a second draft of the pledge letter to the BOD by Tuesday, December 1st at 12:00. The financial committee will review the pledge letter. This pledge letter will be sent out in lieu of having a Christmas auction/event, the Heifer fundraiser and numerous other smaller fundraisers. The goal of this fundraiser will be \$80,000. It was also discussed by the BOD that end-of-year tax free contribution letters would be sent to area businesses as it has been done in the past. The office will keep a running list of those businesses who have been contacted.
 - B. **PTF** – Jamie Shetler reported that PTF will provide lunch for CCS staff on December 19th. Mr. Kuka stated that he would contact PTF regarding refreshments for the CCS Christmas Program to be held on December 18, 2008. PTF will also be sending out information regarding teacher Christmas gifts.
5. **Marketing Committee** – Sarah Weg has graciously agreed to chair a marketing committee for CCS. She developed a marketing proposal that included marketing to both the public community, as well as CCS parents and students. Sarah’s proposal included such items as incorporating public service announcements, creating brochures comparing

public schools to Christian schools, comparing academic scores between public and private schools, conducting prayer breakfasts, hosting back-to-school curriculum nights, creating open house opportunities for the community and numerous other advertising ideas. Sarah has spoken with Ann-Pell Rongen and Dana Deadmond about being on the committee. Any other interested individuals need to contact Sarah Weg. The marketing committee will meet monthly and will begin by developing a comprehensive marketing plan for CCS.

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 service learning projects, information related to the Christmas Program, curriculum updates and other school related information. A copy of the administrator update can be obtained by contacting Mr. Kuka.

7. **CCS Attendance and Truancy Policy** – Mr. Kuka presented the BOD with an attendance and truancy policy. Mr. Kuka stated that CCS faculty were in favor of the attendance and truancy policy. A motion was made to enact the policy effective January 1st. MSC

The BOD felt that in order for students to learn the curriculum, a student must be present in the classroom and on time. For this reason, the Canyonside Christian School Board of Directors has implemented the following absence/tardy policy effective January 5th, 2009.

- Students arriving after the tardy signal will be required to go to the office for a tardy slip before they will be admitted to their class.
- When a student is tardy the 4th time in one nine week period, a letter will be sent to notify the parent or guardian.
- Absences and tardies will be marked on the report card for the grading period.
- If there are 6 or more absences and/or tardies, the report card shall be marked stating the absences and/or tardies were detrimental to the educational process.
- Every three tardies marked during a grading period will result in an unexcused absence.
- Extended absences because of family activity shall be cleared by the administration before the absences occur. All work missed because of the absences shall be completed before the absences occur unless other arrangements are made with the teacher.
- If an extended illness occurs, the School will do it's best to arrange for the school work to be done by correspondence. A doctors note is necessary.
- Absences totaling more than 10% of the school year, (15 in an average year) will result in the formation of an attendance committee comprising of one Board member, faculty member (other than the child's teacher), and administrator. The attendance committee will meet with the child's teacher and parent or guardian of the child to determine if the absences have been detrimental to the educational

process so that retention is necessary. The committee will then determine if the child is to be retained or passed to the next grade.

8. CCS Policy and Procedure Manual

A. **Policy and Procedure Manual** – The BOD once again discussed the importance of having a well developed policy and procedure manual. Mr. Kuka will research policy and procedure manuals and provide a template to the BOD by January 5, 2008. Bryan Slusher and Sarah Weg provided copies of existing policy and procedure manuals for Mr. Kuka to review.

9. CCS Budget Presentation –Mr. Kuka submitted budgets for the following areas of the school: classroom supplies, office supplies, substitute budget, hourly employee budget, music, technology, library, maintenance costs and structural maintenance costs. The Board examined all aspects of each budgets and a motion was made to accept the following itemized budgets:

- Classroom supplies – yearly budget of \$3000
- Office supplies – yearly budget of \$8,400
- Substitute budget – yearly budget of \$3,600
- Hourly employees – will continue to be reviewed and discussed
- Music – yearly budget of \$3,500 (including teacher's fees)
- Technology – \$600 (does not include technology instructor fees)
- Library - \$100
- Lawn Care Maintenance - \$4,200
- Parking Area - \$1000
- Lighting Costs - \$750
- Fire Extinguisher Maintenance - \$100
- Cleaning Supplies - \$2500

The Board approved the above budgets. The BOD discussed that all expenses will be tracked in their appropriate areas and all spending will be kept to a minimum due to tight economic times. A motion was made that the PE program will now become the responsibility of each teacher and a physical education teacher will no longer be paid to provide these services.

10. Meeting with Magic Valley Christian – A meeting will be scheduled with Magic Valley Christian's Board of Directors sometime in early January.

EXECUTIVE SESSION

11. Faculty and Staff Updates

A. **Faculty** – Faculty and staff issues were discussed.

12. Financial Update

- A. **Reports** - Sharon Bettencourt provided the BOD with an in-depth look at CCS's current financial state. It was discussed extensively that all areas of the school need to have budgets and be held accountable to these budgets.
 - B. **School Spending** - Spending must be monitored very closely and only necessities should be purchased. Teachers are being encouraged to list classroom needs outside of their classes. Jamie Shetler agreed to do an adopt-a-classroom program to assist with classroom needs.
 - C. **Family Accounts** – Family accounts were discussed with the BOD.
13. **Next Meeting**- The next BOD meeting is scheduled for Monday, January 5th at 5:30 in the CCS Library.
14. **Closing Prayer**