

Canyonside Christian School, Inc.  
Minutes of Board of Directors Meeting  
Tuesday, February 12, 2008

Individuals Present: Sharon Bettencourt, Alan Hansten, Chuck Hilt, Mark deJong, Dan Kuka, Susie Millenkamp, Jeff Sauer and Jamie Shetler.

1. **Opening Prayer** – The meeting began with an opening prayer by Dan Kuka.
2. **Approval of minutes from January Board Meeting** – Sharon Bettencourt made a motion that the January BOD minutes be approved. Mark deJong seconded this motion and the motion carried.
3. **Parental/Community Concerns** - No parental or community concerns were voiced.
4. **Committee Updates**
  - A. **Financial Committee:** Jeff Sauer presented to the BOD on behalf of the financial committee. Several recommendations were brought forth by the financial committee members. These include: establishing a Canyonside Christian School foundation, increasing tuition to allow the school to provide full-time faculty and staff members with medical insurance, a policy regarding enforcing late charges, a \$25.00 increase in registration fees, a \$12.50 credit for volunteer time at the school for a maximum of two hours per student per month to be credited to each families bill and the need to continue to look toward opportunities for growth including providing additional day care options, etc.
  - B. The BOD discussed these options and thanked the financial committee for their efforts. Sharon Bettencourt made a motion that we add a clause on the bottom of the each child's bill and ask if families who could afford to pay an extra \$25.00 each month have these monies be applied to acquiring medical insurance for staff. Susie Millenkamp seconded this motion. Motion carried. A clause will be added to each family's bill and monies will be utilized to assist in acquiring medical insurance for full time employees.
  - C. **Steering Committee:** Jamie Shetler will contact Sandy Pittock regarding orientation packets.
  - D. **PTF:** Alan will check to make sure that PTF accounts are up to date. PTF was credited with doing an outstanding job. Their next project will be Valentine's goodies for children.
5. **Bank Loans:** Jamie Shetler and Jennifer Visser signed the refinance documents. The schools mortgage payment has been reduced by almost \$400 each month. The line of credit was approved and documents will be signed this week. Chuck Hilt and Jamie Shetler will sign documents at DL Evans.
6. **Fundraisers**
  - A. **Auction Update:** Susie Millenkamp, Sharon Bettencourt and Jeff Sauer updated the BOD on the progress of the auction. The auction will take place on April 4<sup>th</sup> and will be held at the Portugese Hall in Wendell. Sign-up sheets for baskets and needed items have been placed in the school hallway. High

Adventure Dutch Oven Catering will be providing the meal. Packets of tickets will be available for families to sell. The next auction committee meeting has been scheduled for February 20, 2008. Alan Hansten made a motion that the faculty and staff be provided with two free tickets to the auction. Mark de Jong seconded the motion. Motion carried.

- B. Heifer Fundraiser: Sharon stated that she will be contacting dairymen by the end of this month for updates regarding purchased heifers. Sharon stated that heifers will be sold sometime in July and that one heifer may be raffled off.
  - C. Cookie Dough Fundraiser: Sherry Hansten will be doing the cookie dough fundraiser once again this year. It will begin the first week in April (April 3<sup>rd</sup> – 13<sup>th</sup>).
7. **Administrator Update:** Mr. Kuka provided an administrator update. Please see attached document for specifics.
  8. **Integration of Christian Curriculum:** Mr. Kuka stated that this committee consisting of Shanna Hamilton, Kathy Ridgeway, Flora Jacky and Dan, himself have identified what items that they want to be included in the school-wide Christian curriculum and will establish a rating chart to score various curriculums. The committee will meet during the month of February.
  9. **IRI Update:** Jamie Shetler gave an update on the Winter IRI tests that were recently given to K-5 – third grade students at CCS. Jamie reported that the scores were very high with large percentages of students scoring 3's. Individual scores are available with each of the student's teachers. Overall scores can be discussed with Mr. Kuka.
  10. **Marketing Planning:** Mr. Kuka expressed an interest in beginning radio advertising. Chuck Hilt made a motion that the BOD allow Mr. Kuka to proceed with radio advertising beginning immediately. Alan Hansten seconded the motion. Motion carried. Dan will begin radio advertising this month and will also prepare a marketing budget to present to the BOD at the March meeting.
  11. **Renweb Discussion:** Mr. Kuka spoke to the BOD about the advantages of renweb and how this program could enhance instruction and efficiency at CCS. Dan will provide the BOD with more information about this program at the March BOD meeting.
  12. **2008-2009 School Planning:** Numerous items will be decided upon at the March BOD meeting including: school calendar, length of school day, marketing budget and tuition for the 2008-2009 school year. These items were discussed by the BOD. Mr. Kuka is also seeking input related to family interest in having a summer EXCEL program. Parents are encouraged to visit with Mr. Kuka regarding their interest in this program.
  13. **Update on Staff Benefit Planning:** The BOD discussed its commitment to providing medical insurance for full time faculty and staff beginning in the 2008-2009 school year. Mr. Kuka will proceed with acquiring costs and having faculty and staff complete updated insurance questionnaires.

## EXCECUTIVE SESSION

14. **Account Information:** Alan Hansten drafted a letter to be sent out to families with delinquent accounts. Kami Wright will send out these letters and meetings will be scheduled with identified families.
15. **Financial Issues:** Alan Hansten provided financial information for the BOD to review. Susie Millenkamp agreed to review the current quickbooks set up to determine its efficiency and adequacy. She will make recommendations to the BOD related to categories, reports, etc at the March meeting.
16. **Staff and Personnel Updates:** Faculty evaluations have begun.
17. **Next Meeting:** The next BOD meeting has been scheduled for March 3<sup>rd</sup> at 5:30 in the CCS library.
18. **Closing Prayer:** The meeting ended with a closing prayer by Chuck Hilt.

Respectfully submitted by,

*Jamie Shetler*