

Canyonside Christian School, Inc.
Board of Directors Meeting
Public Minutes
October 6, 2008

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

1. **Opening Prayer**
2. **Approval of Minutes from March BOD Meeting** – A motion was made to accept the September Board of Directors minutes. MSC
3. **Welcome New BOD Members** - The BOD welcomed its newest Board of Directors. Joining the BOD for three year terms are Susie Millenkamp, Bryan Slusher and Sarah Weg.

Because a vacancy is still available on the BOD, a motion was made to nominate Chuck Hilt to finish out the one year term recently vacated by Alan Hansten. MSC

Any other individuals interested in filling this vacancy will need to submit their request in writing to the office by October 21st. In addition to this written request, interested candidates will need to sign and believe in the statement of faith and the confidentiality statement. In accordance to the Bylaws, a special meeting will be held on November 3, 2008 at 5:30 p.m. to elect an individual to fill this vacancy. Voting will be done by members of the corporation and thus all CCS families are encouraged to cast their vote on November 3 at 5:30 p.m.

4. **Parental and Community Concerns** – No parental or community concerns were addressed.
5. **Committee Updates**
 - A. **Financial Committee**– No updates were reported by the financial committee. Chuck Hilt will be contacting committee members and scheduling a meeting to discuss upcoming fundraisers, etc.
 - B. **Steering Committee** – The BOD is still searching for an individual to chair the Steering Committee. A discussion ensued on the importance of establishing this committee as it will serve a vital role in developing strategic goals for the future of CCS. Any interested individuals are encouraged to contact Jamie Shetler.
 - C. **PTF** – Jamie Shetler reported that PTF held a meeting on September 30 to discuss upcoming events. All classrooms have room parents and PTF has

already begun planning for numerous future events. It was discussed that monies in the PTF account should not be categorized as fundraising monies to be placed in the general fund. Instead, those monies earned by PTF will be placed in PTF's account.

6. **Feedback from All-Member Meeting** – The BOD felt that the material presented at the all-member meeting was appropriate and informational. The BOD discussed the need to search for ways to enhance member participation and will look into providing daycare and other possible avenues to increase member attendance.

7. **Upcoming Events**

- A. October 11th – CCS Yard Sale – Proceeds will go to the library fund.
- B. Week of October 13th – 17th – Christmas Play “Once Upon a Starry Night” Tryouts (Grades 4-6)
- C. October 16th – Wax Museum
- D. October 17th – Early Release/Teacher Work Day – School will be released at 12:00 p.m.
- E. October 21st – 1st and 2nd Grade Field Trip to Pumpkin Patch
- F. October 22nd – Preschool (K-3, K-4 and K-54) Pumpkin Patch Field Trip
- G. October 23rd & October 24th – Parent Teacher Conferences (No school on the 24th)

8. **Administrator Updates** – Mr. Kuka provided the BOD with an update on school related matters. His update included information related to facility management, curriculum updates and faculty updates. Mr. Kuka stated that Jody Revai, with the IT department at MVRMC donated 5 flat panel screens and will be donating additional items to CCS. Mr. Kuka also reported that IRI testing has been completed and teachers will be receiving scores soon.

9. **Fundraisers**

- A. **Jog-a-thon Recap** – It was reported that the jog-at-thon participation was the best it has been. Mr. Kuka stated that 2941 forms were sent out, well exceeding the goal of 1741 forms. Altogether, CCS students ran 276 miles at this event. An assembly will be held on Tuesday, October 14th to honor CCS students. A huge thank you to all CCS volunteers who helped to make this event a success.
- B. **Sally Foster** – Sally Foster packets were sent out on September 30 and will be due on October 17th. Sheri Hansten has graciously taken on the responsibility of this fundraiser.
- C. **Christmas Wreaths** – Alice VanStraalen and Lynn Richmond are gearing up for the Christmas Wreath fundraiser. They will be notifying local businesses and letting them know that CCS students will be selling wreaths.
- D. **A Christmas Wish** – CCS is currently looking for an interested individual to take on this fundraiser.

- E. **Future Fundraisers** - The Financial Committee will be discussing future fundraising ideas and look for alternative ways to raise money for the school.

- 10. **CCS and Magic Valley Christian Schools** – Mr. Kuka and Jamie Shetler met with Administrator, Terry Nelson and the Chair of Magic Valley Christian Schools Board of Directors. Both Mr. Kuka and Jamie felt the meeting was a success. Each school is seeking ways to enhance opportunities for students. Enrollment, marketing and numerous other items were discussed. CCS will be seeking out leadership teams from students at Magic Valley Christian to serve as mentors and possible academic coaches in the coming school year. A meeting will be scheduled sometime in November with all members of each school board to attend.

- 11. **CCS Discipline Policy**
 - A. **Parent Commitment Policy** – Mr. Kuka stated that he would like to implement a parent commitment policy similar to that of Magic Valley Christian Schools. The BOD discussed the importance of updating the current policy and procedures manual prior to the start of next school year.

EXECUTIVE SESSION

- 12. **Faculty and Staff**
 - A. **Faculty Evaluations** – “Snap-shot” classroom evaluations were completed this week. Formal evaluations will take place both in the fall and in the spring.
 - B. **Issues of Concern** – Personnel concerns brought to the attention of Mr. Kuka and/or other BOD members were discussed. Mr. Kuka will continue to update the BOD related to any parental and/or staff concerns.

- 13. **Financial Update**
 - A. **Reports** - Sharon Bettencourt provided the BOD with an in-depth look at CCS’s current financial state and also provided the BOD with a budget for the current school year. A motion was made to add a 1.5% finance charge to all overdue accounts effective November 1st and that families who have outstanding debt at 60 days will need to address the BOD and develop a payment plan. MSC

 - B. **School Budgets** - Mr. Kuka will compile budgets for each entity of the school (i.e. classrooms, office, afterschool program, etc) and present this information to the BOD at the next scheduled meeting.

- 14. **Next Meeting**- Scheduled for Monday, November 3rd at 5:30 in the CCS Library.

- 15. **Closing Prayer**