

Canyonside Christian School, Inc.  
Minutes of Board of Directors Meeting  
Public Minutes  
April 7, 2008

Individuals Present: Sharon Bettencourt, Chuck Hilt, Mark de Jong, Dan Kuka, Susie Millenkamp, Sandy Pittock, Jennifer Visser and Jamie Shetler.

1. **Opening Prayer**

2. **Approval of minutes from March BOD Meeting** – A motion was made to accept the March BOD minutes. MSC

3. **Parental/Community Concerns** – Parental and community concerns were discussed.

4. **Committee Updates**

A. **Financial Committee:** Many members of the financial committee worked diligently on the April 4<sup>th</sup> auction. The auction was a huge success. Initial numbers look as though the auction made between \$70,000 and \$80,000.

It was also noted that the heifer fundraiser is going well.

B. **Steering Committee:** It was discussed that the BOD needs to establish some parameters for the steering committee. This will be completed via e-mail. Guidelines and recommendations for this committee will be given to the new Chair. Committee sign-up sheets will be placed on bulletin boards next fall to encourage enhanced participation.

C. **PTF:** No report was given by PTF. However, PTF members are currently in the process of putting together Grandparent Day.

5. **Fundraisers**

**Cookie Dough Fundraiser:** Sherry Hansten is heading up the cookie dough fundraiser. Cookie dough will be on sale from April 3 – April 17<sup>th</sup>.

6. **Administrator Update:** Mr. Kuka provided an administrator update. Please see attached document for specifics.

7. **Integration of Christian Curriculum:** Mr. Kuka stated that this committee consisting of Shanna Hamilton, Kathy Ridgeway, Flora Jacky and Dan, are continuing to meet. The Committee is identifying curriculum. Implementation will begin in the fall and all lesson plans will include Bible curriculum.

8. **Upcoming Testing:** Mr. Kuka and Jamie Shetler attended a workshop on ISAT testing. ISAT testing will occur the week of April 28<sup>th</sup> – May 9<sup>th</sup>. IRI testing will occur the week of April 21<sup>st</sup>.

9. **Marketing Update and Registration Numbers:** Mr. Kuka stated that radio ads are currently on the air. Three ads were created. Additional marketing ideas were discussed including setting up a booth at the Jerome County Fair.

Mr. Kuka stated that registration packets are arriving on a daily basis.

10. **2008-2009 School Planning:** Numerous items were discussed related to the 2008-2009 school year.

- School calendar – The teachers ratified the proposed school calendar which will include 164 days. An additional day was added in May to allow for testing data to be distributed and discussed.
- Parent Orientation and summer meetings – A back to school meeting will be held for CCS families.
- Summer EXCEL program – Mr. Kuka and/or Kami will provide slips to each child regarding family interest in a summer EXCEL program. The BOD will decide if this program will be cost effective upon receiving parent feedback.
- Teacher Contracts – Mr. Kuka provided the BOD with a sample teacher contract to be adopted. A motion was made to table this discussion until the May 5<sup>th</sup> BOD meeting. MSC  
Contracts will be reviewed at this time and then prepared for CCS staff.
- Adoption of Proposed Class Limits – Mr. Kuka drafted a proposal for class limits. A motion was made to accept these class limits. MSC  
The class limits are as follows:
  - K-3 Classrooms – Soft limit of 9 students/Hard limit of 12 students
  - K-4 Classrooms – Soft limit of 10 students/Hard limit of 12 students
  - K-5 Classrooms – Soft limit of 15 students / Hard limit of 16 students
  - 1<sup>st</sup> Grade Classroom – Soft limit of 17 students/Hard limit of 20 students
  - 2<sup>nd</sup> Grade Classroom – Soft limit of 18 students/Hard limit of 20 students
  - 3<sup>rd</sup> Grade Classroom – Soft limit of 20 students/Hard limit of 23 students
  - 4<sup>th</sup> Grade Classroom – Soft limit of 22 students/Hard limit of 24 students
  - 5<sup>th</sup> Grade Classroom – Soft limit of 24 students/hard limit of 26 students
  - 6<sup>th</sup> Grade Classroom – Soft limit of 24 students/Hard limit of 26 students

The BOD strongly believes that the teaching staff should continue to further their own learning each year. To encourage this, a motion was made to allow teaching faculty to submit receipts for reimbursement from administrator approved workshops of up to \$100 each year. MSC

Mr. Kuka informed the BOD of a summer training in which he had encouraged staff to attend. CCS will pay \$50 towards this training. Teachers will be responsible for the remaining \$50 fee. This is not a mandatory training. If CCS staff members are unable to attend this summer workshop, then they will be asked to attend an approved workshop during the October in-service days. Those who attend the summer workshop will be given comp time during the October inservice training days. Mrs. Kathy will be encouraged to find suitable workshops for the preschool grades.

11. **Update on Staff Benefit Planning:** A health insurance agent will provide the BOD with health insurance cost breakdowns sometime next week. The BOD will hold a special meeting on April 21<sup>st</sup> to discuss staff health insurance.

## **EXCECUTIVE SESSION**

12. **Enrollment Issues**

- Family Accounts were discussed.
- A discussion ensued on the importance of establishing a foundation for CCS families who are in need of scholarship assistance. The Financial Committee will make recommendations back to the BOD regarding establishing a CCS Foundation.
- A motion was made to allow a sibling of a CCS student to attend the after school program despite not being enrolled at CCS. MSC

13. **Financial Update:** Alan Hansten sent out financial information prior to the BOD meeting. This information was reviewed at the BOD meeting. Family accounts were discussed.

14. **Staff and Personnel Updates and Issues of Concern:** Personnel issues were discussed with the BOD.

15. **Next Meeting:** A special BOD meeting will be held on April 21<sup>st</sup> to discuss insurance planning for CCS staff and to discuss upcoming parent surveys. The May meeting will be held on May 5<sup>th</sup> at 5:30 in the CCS Library.

16. **Closing Prayer:** The meeting ended with a closing prayer.

**Respectfully submitted by,**

*Jamie Shetler*