

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

April 5, 2010

Individuals Present: Mark de Jong, William De Jong, Dan Kuka, Susie Millenkamp, Sandy Pittock, Bryan Slusher, Sarah Weg and Jamie Shetler

1. **Opening Prayer**
2. **Reading and Approval of Minutes from the March BOD Meeting** – A motion was made to accept the March Board of Directors meeting minutes. Motion Seconded and Carried (MSC).
3. **Parental Concerns** – Parental and/or community concerns were discussed with the Board.
4. **Committee Updates**
 - A. **Auction Committee**

Susie Millenkamp reported that the 2010 annual auction netted approximately 52,000. The Board discussed the format of the auction and agreed that the crab feed was popular with attendees. The BOD thanked Susie and Sharon for their awesome efforts in making the auction a success. Thank you notes will be sent out to all individuals who donated.

B. Marketing Committee

Sarah Weg reported that the Marketing Committee will host its third open house on April 13th, 2010 from 7-8 p.m. This open house will be marketed in a number of ways including press releases, information in the Community Calendar, information in the Jerome Chamber weekly facts, letters to area churches, postcards to CCS families and via signs around the Jerome community. This open house is designed as a marketing tool to attract new families to enroll their children at CCS. A Chamber After-Hours event has been scheduled for May 13, 2010.

The BOD discussed the importance of marketing CCS during the next four months. The BOD asked Mr. Kuka and his staff to design a flyer marketing open enrollment for current CCS students, a preschool flyer, a kindergarten flyer and a summer EXCEL flyer. Mr. Kuka stated that he would have this completed by Friday, April 9 2010. Sarah will send out all flyers to the Chamber to be included in the Friday Fax. Mr. Kuka also stated that he would contact the Jerome School District Administrators to see if flyers could be placed in each of the teacher's

boxes regarding our preschool, summer EXCEL program and after school programs. The Millenkamp family donated an advertising package for the school during the spring auction. The Marketing Committee will meet with Ann-Pell Rongen to seek advice on how best to market the school and to discuss the KMVT advertising option. The Board also discussed mailing bulk postcards to area residents and discussed the need to reach out to area churches and pastors.

Mr. Kuka stated that he would put up banners announcing open enrollment. The next Marketing Committee Meeting is scheduled for Wednesday, April 7, 2010 in the CCS Library.

Once again, the Board of Directors thanked Sarah and Sandy for their outstanding efforts in marketing CCS.

B. PTF Committee - Jamie Shetler reported that Renee De Jong and Tammi Flikkema have been working diligently on PTF related issues. PTF will provide refreshments for Grandparent's Day on April 8th. The format of Grandparent's Day will include a special time for Grandparent's to be in students classrooms. The schedule is as follows: preschool (10:30 – 11:00) and elementary (11:00 – 11:45). Teacher appreciation week is scheduled for May 3rd – May 7th.

5. **Administrator Updates** – Mr. Kuka provided the BOD with a monthly recap of school activities. Mr. Kuka also reported on current and projected enrollment figures. Curriculum updates were provided and are as follows:

Chapel - Mr. Kuka provided the BOD with a weekly chapel curriculum which outlined what would be discussed each week and provided a discussion question to be sent home to CCS families. This is to occur on a weekly basis. Individuals interested in obtaining this chapel curriculum can contact Mr. Kuka for a copy.

Technology - Mr. Kuka stated that several classrooms would be demonstrating a technology application during Grandparent's Day, ranging from PowerPoint presentations to completed computer assignments.

Special Events - Mr. Kuka reported that the CSI Chemistry Show would be held for all grades on April 20th at 1:00. CSI Chemistry Professor, Dr. Gardner would be putting on the show. Mr. Kuka also reported that CCS will participate in academic competitions, held on April 9, 2010 at Immanuel Lutheran. Immanuel Lutheran has also contacted CCS about participating in their annual track meet to be held on Friday, April 30th.

Summer EXCEL Planning and Preparation – The summer EXCEL program was discussed. The curriculum for this program will include academic and craft time in the mornings and experiential learning/recreational time in the afternoons. The afternoon events will be as follows: Monday (Gardening Emphasis), Tuesdays (Swimming at Jerome Rec District Pool), Wednesdays (PE activities with Mrs. Worthington),

Thursdays (Swimming at the Jerome Rec District Pool) and Fridays (Movie at the Jerome Cinema). These activities will include a small fee and will be billed to parents.

A motion was made to provide a multiple child discount which will include the first child at regular price, 2nd child \$50 less than regular price, 3rd child \$25 less than 2nd child price, and 4th child \$25 less than the third child price. MSC

Prices for the program will be as follows: 5 full days (\$300 per month), 4 full days (\$250 per month), 3 full days (\$200 per month), 2 full days (\$150.00), weekly drop in rate (\$80.00) and daily drop-in rate (18.00 for whole day, 10.00 for half day). A \$25 registration fee will be required and is non-refundable. Due to staffing needs, once a parent has signed their child up for a specific contract (i.e. 3 full days), the child will be billed whether or not he/she is present.

After School/Before School EXCEL Planning – The BOD discussed the need to make the after-school and before school options for parents more affordable. Mr. Kuka will look into costs and make a recommendation to the BOD regarding future costs, etc.

Additional items: A motion was made to give a \$20 registration fee credit per child who registers prior to May 20, 2010. MSC

CLOSED SESSION

6. 2010-2011 School Planning
 - A. 2010 – 2011 School Budget – A budget was adopted for the 2010-2011 school year.
 - B. Staffing Needs – Staffing needs for the upcoming school year were discussed.
 - C. Letters of Intent – Letters of intent were discussed.
 - D. Enrollment Projections –Enrollment numbers were discussed and marketing efforts were planned accordingly.
 - E. Adoption of the 2010 – 2011 School Calendar – Mr. Kuka provided the BOD with a proposed school calendar for the upcoming school year. The BOD went through the calendar carefully, taking into account the teacher’s recommendations and Mr. Kuka’s recommendations. A few changes were made to the proposed calendar. A motion was made to accept the calendar with the changes discussed at the BOD meeting. MSC
 - F. Contract Review
 1. 2010-2011 Contracts – Staff contracts were discussed. Jamie Shetler, Sarah Weg and Sandy Pittock met with Mrs. VandenBosch and a number of the teachers to discuss items that they felt needed to be included in their 2010-2011 contracts. These recommendations were discussed with the BOD and the BOD agreed to the recommendations made by the teachers.
7. **Staff and Personnel Updates** – Staff and personnel updates were discussed.

8. **Financial Update**
 - A. Report by Mr. Kuka - School finances were discussed by Mr. Kuka.
 - B. Family Accounts – Family accounts were reviewed.
 - C. Lawn Maintenance Contract - A motion was made to renew the contract with Acres for Less for the upcoming year.
9. **Next Meeting-** The next BOD meeting will be held on May 3, 2010.
10. **Closing Prayer**