

Canyonside Christian School, Inc.  
Board of Directors Meeting  
**Public Minutes**  
August 11, 2008

**Individuals Present:** Sharon Bettencourt, Chuck Hilt, Mark de Jong, Dan Kuka, Susie Millenkamp and Jamie Shetler.

1. **Opening Prayer**
2. **Approval of minutes from March BOD Meeting** – A motion was made to accept the July Board of Directors minutes. MSC
3. **Parental/Community Concerns** – No parental and/or community concerns were brought forth.
4. **Committee Updates**
  - A. Financial Committee – The Financial Committee is in the process of seeking new members. Any individuals interested in participating on the financial committee are encouraged to contact Sharon Bettencourt or sign up at the all members meeting to be held on September 8, 2008.
  - B. Steering Committee – The BOD discussed the importance of establishing a steering committee. Sandy Pittock and Sarah Weg were both brought up as potential committee chairpersons. The BOD agreed to contact both of these individuals.
  - C. PTF will be holding an organizational meeting for committee leaders on Thursday, August 21<sup>st</sup> at 10:00 p.m. Information will be sent out to parents regarding PTF when school begins.
  - D. Open House – CCS's annual open house will be held on August 25<sup>th</sup> from 4 – 6 p.m. Families will have an opportunity to meet teachers, view student classrooms and tour the school. Families are encouraged to bring student school supplies at this time.
5. **Administrator Updates** -Mr. Kuka reported that faculty members were contacted on June 27<sup>th</sup> and 28<sup>th</sup> via e-mail. Mr. Kuka, Mr. Shew, Mrs. Ramsey, and Mrs. Vanden Bosch went to the Summer Institute held in Wendell on July 30<sup>th</sup> and 31<sup>st</sup>. Mr. Kuka reported that several teachers have been coming in during the summer months and working on their classrooms. Mr. Kuka also reported that Mrs. Lessly did an excellent job of coordinating the Summer EXCEL program. She sent out calendars, set themes for each week and planned activities for each day in July. She also coordinated the work schedule for those watching the children.

Mr. Kuka reported that Filer Elementary was contacted and agreed to sell Open Court Reading materials to CCS at bookseller prices. This will include teacher editions and ancillary materials. Maintenance related items were also discussed.
6. **Marketing Update** – CCS is currently utilizing marketing strategies through services provided by the local media. It was reported that the local newspaper,

Northside News is going out of business. CCS will utilize the Times News information section on Thursdays.

**CCS Web page** – Sharon Bettencourt did an outstanding job setting up the new CCS web page. Upcoming events will be posted on the website including updates on classroom information, curriculum, etc.

**Registration numbers** – CCS currently has 113 students enrolled for the coming school year.

7. **Summer EXCEL Program** - Mr. Kuka reported that the summer Excel Program did well. At least one new student will be attending CCS this fall as a result of the EXCEL program. The Program came out a little ahead financially. Mrs. Lessly did an outstanding job organizing the summer program.
8. **Believers' Church** – The Believers' Church asked to move an office trailer onto CCS's property. The BOD declined having the trailer outside the school at this time.
9. **Election of officers** –Nomination forms have been sent out to parents. Parents are encouraged to nominate those individuals that they feel would be an outstanding addition to the CCS BOD. Nomination forms are due back in the office by Tuesday, August 26<sup>th</sup>, 2008. An election process will follow.
10. **Faculty and Staff Updates** – Mr. Kuka reported that CCS is currently seeking a Friday morning PE teacher. Interested candidates are encouraged to visit with Mr. Kuka.
11. **Financial Update** – Sharon Bettencourt has converted our Quickbooks to a newer version. The BOD reviewed financial reports which will be provided to all members at the September 8<sup>th</sup> meeting.
12. **Next meeting** - The next CCS BOD meeting is scheduled for Tuesday, September 2<sup>nd</sup> 2008.
13. **Closing Prayer:** The meeting ended with a closing prayer.