

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

August 11, 2009

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

1. **Opening Prayer**
2. **Approval of Minutes from July BOD Meeting** – A motion was made to accept the July Board of Directors minutes. MSC
3. **Parental and Community Concerns** – No parental and and/or community concerns were brought to the Board.
4. **Committee Updates**
 - A. **Marketing Committee**
 1. **CCS Open House** – Jamie Shetler reported that the final open house for prospective CCS families would take place on the evening of August 11th from 7:00 – 8:00 p.m. Mr. Kuka stated that Mrs. Ramsey, Ms. Nolan, Mrs. Henderson and Mrs. Skaug would be available to provide tours to families and to discuss the educational benefits provided at CCS. Sandy Pittock would also be available at the Open House to discuss CCS with parents and to provide refreshments.
 2. **CCS Back-to-School Barbecue**– The CCS Back-to-School Open House, annual meeting and BBQ will take place on August 24, 2009 from 6:00 – 8:00 p.m. Students and their parents will visit their respective classrooms from 6:00 – 6:30, attend the annual meeting from 6:30 - 7:00 and then join all members for a bbq from 7:00 – 8:00 p.m. Volunteers, along with the 5th grade students will assist with children outside on the playground while parents attend the annual meeting. The barbeque will be a potluck dinner. Flyers have been sent to all enrolled CCS students and their families.
 3. **CCS Newsletter** – CCS will be having a monthly newsletter and the first draft will be available in September. A name your newsletter contest will take place during the first months of school. A sample outline of the newsletter was provided and includes information about upcoming events, a principal's corner, updates from each of the classrooms, a student and teacher spotlight and information about school needs.
 4. **Next Meeting** – The Marketing Committee has not set a date for their September meeting but will notify members as it does. If you are interested in participating on the Marketing Committee, please notify Sarah Weg at 420-7120.

5. **Annual Meeting Preparation** – The BOD discussed the agenda for the annual member meeting. It will include information regarding board commitments, 2009-2010 school goals, a financial overview, fundraiser and committee needs, communication plan updates, marketing committee updates, school needs, an update on the BOD election process and school announcements.
6. **CCS BOD Elections** – The CCS BOD expressed their gratitude toward Chick Hilt and Sharon Bettencourt for their outstanding efforts serving on the CCS BOD. Both of their terms will end on October 1st. As a result, new elections will be held. Nomination forms will be sent out by September 4th and returned by September 11th. Nominees must accept nominations by September 18th. Voting will occur the week of September 21st through September 25th. The new BOD members will be sworn in on the evening of October 5th.
7. **Administrator Updates** – Mr. Kuka provided the BOD with an update on school related matters. His update included information related to recent school activities, current enrollment figures, facility maintenance updates, CCS staff updates, curriculum updates and back-to-school planning. A copy of the administrator report can be obtained by contacting Mr. Kuka.

Teacher Workdays will take place on August 20 and 21st. A CPR training has been scheduled for all staff members on Friday, August 21st.

8. **CCS Curriculum Updates**
 - A. Technology - Mr. Kuka stated that CCS will be utilizing the Jerome schools scope and sequence as a guide for technology. All teachers will have individual booklets with state standards. Ms. LeAnna will be teaching technology and will also have curriculum guides to follow. Mr. Kuka will discuss with CCS faculty the BOD's commitment to technology and emphasis on technology for the coming year.
 - B. Chapel – The BOD has asked Mr. Kuka to provide a curriculum and monthly theme for Chapel. Information will be provided to parents regarding chapel themes, related memory verses, scripture, etc.
9. **CCS Grant Process Update** – Mr. Kuka stated that grant software has been purchased and he is currently in the process of identifying which grants might be applicable to CCS.

EXECUTIVE SESSION

10. **Staff and Personnel Updates** – Mr. Kuka reported that Sherry Stroh has been hired to teach 5th grade.
11. **Financial Update** - Sharon Bettencourt provided the BOD with an in-depth look at CCS's current financial state. Booklets were provided to BOD members and all spending and family accounts were reviewed.

It was discussed that BOD member, Susie Millenkamp would review all school bills prior to paying them. A motion was made by Chuck Hilt to have Linda VandenBosch and Susie Millenkamp added to the checking accounts as signers, seconded by Sharon Bettencourt. MSC

12. **Next Meeting-** The next BOD meeting is scheduled for Tuesday, September 8th 2009 at 4:00 in the CCS Library. Please note the earlier start time of 4:00 pm.

13. **Closing Prayer**