

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

**January 12, 2009**

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

1. **Opening Prayer**
2. **Approval of Minutes from April BOD Meeting** – A motion was made to accept the December Board of Directors minutes. MSC
3. **Parental and Community Concerns** –No parental and/or community concerns were discussed. Canyonside Christian School parents are encouraged to attend CCS Board meetings at any time to discuss any issues of concerns, ideas, etc.
4. **Committee Updates**
  - A. **Financial Committee**– The financial committee recently made a recommendation to the Board of Directors to initiate the Believing In Miracles II Campaign. This Campaign began in December and has raised approximately \$31,000.
  - B. **PTF** – Mr. Kuka thanked PTF for providing treats at the Christmas Program. PTF is currently working on projects such as Grandparents Day and auction items for the spring auction.
  - C. **Marketing Committee** – Sarah Weg, Marketing Committee Chair, reported on the progress of the Marketing Committee. Sarah stated that the Committee met on December 11, 2008. Committee members discussed the intentions of the newly formed committee which include increasing enrollment and increasing parent and student participation in the educational programs of CCS. The Committee plans to develop a marketing plan and asked the BOD to conduct a confidential survey of CCS families to obtain demographic information. A motion was made to allow the Marketing Committee to conduct a confidential survey to obtain demographic information. MSC. The Marketing Committee will develop a marketing plan. Ann-Pell Rongen discussed numerous advertising strategies and the committee will access free advertising services in the community. The Committee discussed conducting Open Houses in March, April and May of 2009. The first open house is scheduled for March 10, 2009. Marketing materials will be completed and distributed at this time. The Board commended the Marketing Committee for their efforts. The next Marketing Committee meeting is scheduled for January 22, 2009.

5. **Fundraiser Updates**
  - A. **Believing in Miracles II Campaign** – Mr. Kuka reported that the Believing in Miracles II Campaign has raised approximately \$31,000. The BOD expressed its gratitude to CCS families and businesses who had donated to this campaign.
  - B. **Auction Update** – Susie Millenkamp reported that the Auction Committee met on January 12, 2009 at 4:30. The auction committee requested that the Board of Directors accept March 27<sup>th</sup> as the spring auction date. A motion was made to accept the March 27<sup>th</sup> date. MSC. Canyonside's Spring Auction will be held on Friday, March 27<sup>th</sup>. The organizers are currently in the process of seeking a facility, selecting a caterer, obtaining donations, etc. Anyone interested in helping with the spring auction is invited to attend the next auction committee meeting scheduled for Wednesday, January 21 at 4:35 in the CCS Library.
  - C. **Adopt-a-Classroom** – Jamie Shetler will begin an adopt-a-classroom campaign aimed at involving local businesses in helping to sponsor a CCS classroom. This campaign will assist classrooms in obtaining classroom supplies. Anyone interested in supporting this campaign should contact Jamie Shetler at 420-2205.
6. **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 service learning projects, CCS staff updates, curriculum updates and other school related information. A copy of the administrator update can be obtained by contacting Mr. Kuka.
7. **CCS Policy and Procedure Manual** - Mr. Kuka presented the BOD with an initial draft of the CCS Policy and Procedure Manual. The Board members will provide Mr. Kuka with feedback by January 19<sup>th</sup>. Mr. Kuka will provide a second draft to the BOD by January 25<sup>th</sup>. The final draft of the CCS Policy and Procedure Manual will be voted upon at the February BOD meeting.
8. **CCS 2208-2009 School Calendar Change** – The BOD made a motion to make a change to the school calendar to include an early release day on Thursday, March 5<sup>th</sup>. School will be released at 12:30 on this day. Friday, March 6<sup>th</sup> has been designated for the Elementary Ski Day.
9. **Meeting with Magic Valley Christian** – CCS Board of Directors will meet with Magic Valley Christian's Board of Directors on Thursday, January 15, 2009 at 6:30 at Idaho Pizza.
10. **Other**
  - A. Sarah Weg will serve as a Board liaison for CCS faculty.
  - B. The Board agreed to have Mr. Kuka look into the school mall kickback program.
  - C. Mr. Shew is currently conducting CCS's physical education classes.

- D. Fourth, fifth and sixth graders will participate in extension classes focusing on spelling, geography and math. Five Magic Valley Christian students from the Leadership class will serve as mentors for this program.

## **EXECUTIVE SESSION**

- 11. **Faculty and Staff Updates**
  - A. **Faculty Evaluations** – Mr. Kuka reported that faculty evaluations have been completed on all CCS Faculty.
  - B. **Acceptance of Nancy Corwell’s Resignation** – The BOD made a motion to accept Mrs. Corwell’s resignation. MSC
  - C. **Discussion of all staff positions and related assignments** - Faculty and staff personnel issues were discussed.
- 12. **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 extensively that all areas of the school needs to have budgets and be held accountable to these budgets.
- 13. **Next Meeting**- The next BOD meeting is scheduled for Monday, February 2, 2009 at 5:30 in the CCS Library.
- 14. **Closing Prayer**