

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

May 4, 2009

Individuals Present: Sharon Bettencourt, Chuck Hilt, Mark de Jong, Dan Kuka, Susie Millenkamp, Jeff Sauer, 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 April Board of Directors minutes. MSC
3. **Parental and Community Concerns** – Parental and/or community concerns were discussed. The BOD and Mr. Kuka will follow up with parents and all appropriate parties related to these concerns.
4. **Presentation by Jeff Sauer** - Jeff Sauer discussed with the Board of Directors a new money making opportunity that he would like the BOD to consider. The concept discussed was an Internet portal shopping company, which was first introduced in Europe. This new European model of internet portal shopping was recently introduced to the United States in October. This company called Dubli involves consumers in three types of auctions which include: a reverse auction, a zero auction and a timed auction. Shoppers must purchase credits to participate in these auctions. CCS would receive monies based on the number of auction credits used. This has been very successful in Europe and is becoming more popular in the United States. An annual fee of \$199 would enable CCS to partner with this company. Jeff provided the BOD with the following website to access more information, dublia2z.com. The BOD will investigate this opportunity and seek additional information to see if it is something that CCS would like to consider.
4. **Committee Updates**
 - A. **PTF** – Jamie Shetler reported that PTF provided refreshments for Grandparent’s Day held on Thursday, April 9th. The BOD and Mr. Kuka received several compliments on the format of Grandparent’s Day. This new format included musical presentations by each elementary class and opportunities for Grandparents to participate in scavenger hunts and other classroom activities. PTF also met on Monday, April 20th to discuss Staff Appreciation Week. Items discussed included: decorating the school, providing a staff breakfast and staff luncheon, purchasing gifts for each of the teachers and completing something special each day for the teachers. PTF also discussed what they would like to do with their surplus funds. Jamie Shetler stated that the BOD would like to see some of those funds be donated toward various technology needs at the school.
 - B. **Marketing**– Sarah Weg, Marketing Committee Chair, reported that the Marketing Committee met on Thursday, April 30th. Attendees at this meeting included Sarah Weg,

Dana Deadmond and Sandy Pittock. The Marketing Committee has been busy making preparations for the Magic Valley Mall Showcase to be held on May 5 – May 18th. The Committee has completed displays for each classroom and will provide marketing materials at this event. A third open house for prospective students will be held on May 12th. Bryan Slusher, Sarah Weg and Dan Kuka all agreed to be present at this event. Dan will notify teachers and ensure that the school is extra clean on this evening. In addition to these items, this Committee has been actively updating all marketing materials including brochures, marketing plans, kindergarten flyers, etc.

The BOD agreed to have floats in the Wendell Dairy Days Parade and the Jerome Fair Parade. Mark de Jong will provide the vehicle for these activities and several individuals agreed to help. The Committee also discussed the development of a monthly newsletter which will be implemented in the Fall of 09. Finally, the Committee has arranged for CCS to participate in the KMVT Scholastic Spotlight which will air on September 28th. Ann Pell Rongen has been advising the Committee on advertising opportunities. The Committee, along with Mr. Kuka, will research the cost and the effectiveness of TV and radio spots. Once again, the BOD thanked Sarah and the Marketing Committee for their awesome efforts toward increasing enrollment at CCS. The BOD asked that a summer EXCEL flyer be made and distributed to area schools and businesses. The BOD asked Dan and the Marketing Committee to ensure that marketing continues to be a top priority at CCS.

5. **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. Mr. Kuka reported that IRI testing has been completed and that 80% of CCS students, grades K-5 – Third grade are proficient in reading. ISAT testing is currently underway and will be completed by May 8th. Testing results will be discussed on Monday, May 11th and a binder will be provided to the BOD regarding testing results. A copy of the administrator update can be obtained by contacting Mr. Kuka.

6. **2009-2010 School Planning**

Staffing Needs – Staffing needs were discussed for the 2009-2010 school year. motion was made to hire a second K-3 teacher contingent upon enrollment. The motion was seconded and carried. K-3 enrollment is currently at 9 students.

A motion was made to hire Kathy Ridgeway to manage the office this summer. The motion was seconded and carried. The BOD also discussed summer staffing needs for the Excel Program.

Letters of Intent – All CCS teacher's have communicated their intentions for the 2009-2010 school year.

Contract Review – The BOD reviewed teacher contracts. Mr. Kuka will put together a completed version of the contracts to include the following sections: the actual teaching

contract, CCS teachers conditions of employment and responsibilities, a form in monthly calendar days outlining contracted days and a teacher's handbook document outlining mission, philosophy, teacher's pledge, administrator duties, staff duties, BOD duties, dress code, curriculum, internet usage, code of ethics, equipment upkeep and maintenance, discipline policy, additional duties, additional policies, contracted days, contracted hours, etc.

Enrollment Projections – Enrollment Projections are currently on track with previous school years. Forty nine students have enrolled for the 2009-2010 school year thus far.

7. Staff and Personnel Updates

- A. Faculty Updates – No faculty updates were made.
- B. Personnel Discussion – Personnel issues were discussed.
- C. Communication – The importance of communication was discussed.
- D. Staff Benefits Discussion – Jamie Shetler announced to the Staff that CCS would not be able to provide health insurance to full time faculty and staff effective August 1st, 2009. This announcement was made at a teacher's meeting held on April 27th, 2009.
- E. Schedule of Teacher's Meetings – Teacher's meetings will be held two times per month. Board members will be present at all teacher's meetings to discuss board related items. The next teacher's meetings is scheduled for May 11th and May 26th.

8. **Teacher Liaison Report** – Sarah Weg provided the Board Liaison report.

9. **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. The BOD commended Mr. Kuka and the CCS staff for the significantly reduced spending at the school over the past several months.

10. **Next Meeting**- The next BOD meeting is scheduled for Monday, June 1, 2009 at 5:30 in the CCS Library.

11. **Closing Prayer**