

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

**March 2, 2010**

**Individuals Present:** Mark de Jong, William De Jong, Dan Kuka, Susie Millenkamp, Sandy Pittock, Bryan Slusher, Sarah Weg, Linda Vanden Bosch, Ravonna Scarrow, Kim Hinojos, Michelle Henderson, Ashley Leslee, Loretta Adams, Lisa Ramsey, Lois Skaug and Jamie Shetler.

1. **Opening Prayer**
2. **Reading and Approval of Minutes from the January BOD Meeting** – A motion was made to accept the February Board of Directors meeting minutes. Motion Seconded and Carried (MSC).
3. **Teacher Concerns** – Linda VandenBosch spoke to the Board and discussed various school related items.
4. **Parental and Community Concerns** - Parental and and/or community concerns were discussed with the Board. Prior to the meeting, Mr. Kuka provided the Board with a list of all parental concerns for the month of February.
5. **Committee Updates**
  - A. **Marketing Committee**

Sarah Weg reported that the Marketing Committee hosted its first open house on February 16<sup>th</sup>, 2010 from 7 – 8 p.m. One family attended the open house. The second open house is scheduled for March 10, 2010 and 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. Additional open houses are scheduled for April 13<sup>th</sup>, May 11<sup>th</sup> and August 10<sup>th</sup>. These open houses are designed as a marketing tool to attract new families to enroll their children at CCS. The Committee stated that CCS's Spirit Week, held the week of February 8 – 12<sup>th</sup>, was a success. The Committee also held a Chili feed on February 19<sup>th</sup>, in which approximately 40 people attended. A Chamber after hours event has been scheduled for Thursday, May 13<sup>th</sup>. The CCS Newsletter, Crusader's Corner went out on February 25, 2010. The Marketing Committee also plans to have CCS participate in the Mall Showcase Your School Event and will provide more information to CCS staff as the event gets closer. Sarah reported on the many ways that the marketing committee plans to attract new students and families to CCS for the 2010 school year (brochures,

information flyers, kindergarten flyers, etc.). Sarah asked Dan to create a preschool flyer and to contact Jerome school principals about putting up flyers at the schools. Dan also stated that he would speak with Principals about attending faculty meetings to discuss our preschool with Jerome School District employees. Sarah asked if the office would develop an open enrollment flyer to be distributed to Chamber members. The date of the next Marketing Committee meeting will be announced.

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 sold Valentine grams on February 11, 2010 as a fund raiser. PTF also announced that Grandparent's Day will be held on April 8<sup>th</sup> and will include a morning program in which Grandparents will be invited into student classrooms. Teacher appreciation week is scheduled for the first week of May.

**C. Auction Committee**

Auction Committee Chair, Susie Millenkamp provided the BOD with an update on the auction. The annual Auction will be held this Friday, March 5, 2010. The event will include a crab dinner followed by live music and a live auction. Committee members are diligently getting donations, making arrangements for the dinner and selling tickets. Sarah stated that she will be advertising this event in the Chamber weekly facts which will go out to approximately 187 local businesses. Mr. Kuka will also promote the event on KMVT. Tickets for the Crab dinner are almost gone but a few remaining tickets can be purchased in the office.

**6. Financial Update**

- A. **Report by Mr. Kuka** –Mr. Kuka provided the BOD with information regarding CCS's current financial state. Reports were provided to BOD members and all spending and family accounts were reviewed.
- B. **Budget Review & Future Planning** – Mr. Kuka presented the BOD with a budget for the upcoming school year.

**7. Fundraiser Updates**

- A. **Believing in Miracles III Campaign** – The Believing in Miracles III fundraiser has raised over \$10,000.
- B. **Additional Fundraisers** - The BOD agreed to conduct a fundraiser aimed at local dairies. Letters were sent out to local dairyman asking for them to sell free martins or open cows and to donate the proceeds to CCS. This fundraiser has raised approximately \$8,100 thus far.

8. **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, service learning projects and school planning. A copy of the administrator’s report can be obtained by contacting Mr. Kuka.
9. **CCS Curriculum Updates**
  - A. Technology – Technology has been discussed extensively with the Board over the course of the school year. Ms. LeAnna is currently following state standards as they pertain to technology. Mr. Kuka stated that the upper grades are working on a “technology” project in which they are integrating their current curriculum into a technology application and will showcase their talents at Grandparent’s Day. The Board asked Mr. Kuka to provide updates to CCS families regarding technology curriculum.
  - 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. This will be done in Mr. Kuka’s e-mails to all CCS families.
  - C. Special Event Days – Mr. Kuka stated that the Fun Friday Program has been implemented and is currently underway. Currently the following curricular opportunities have been scheduled for Fun Fridays (line dancing, a chemistry magic show, art projects, academic competitions at Immanuel Lutheran, kite creation and flying, Craters of the Moon field trip, etc). .
  - D. Other – Mr. Kuka reported that Mrs. Kuka completed a brief overview of the Read Naturally Program.
10. **2010 School Planning Discussion** – The BOD discussed items a number of items regarding the 2010-2011 school year. A motion was made to raise tuition \$15.00 for the upcoming school year but to leave registration fees of \$175 for the preschool end and \$250 for the elementary end the same as it is currently. Motion seconded and carried. The school calendar and school hours will be discussed further with the staff and the BOD. Letters of intent will be sent out to teachers during the week of March 1 – March 5.  
  
Teachers contracts will be discussed at the April meeting. The specific information to be included in these contracts will be negotiated with the staff.
11. **Summer EXCEL Program** – Mr. Kuka stated that the summer EXCEL program will be held once again this summer and that he has been contacted by individuals who are interested in working for the summer (Jennifer Mora, Emily Kuka and Jackie Hoyer).

## **EXECUTIVE SESSION**

12. **Staff and Personnel Updates** – Staff and personnel updates were discussed.

13. **Evaluation Procedures** – Mr. Kuka stated that formal teacher evaluations were completed in January. Mr. Kuka will meet with all faculty members regarding their evaluations. These results will be communicated to the Board at the April meeting.
14. **Next Meeting-** The next BOD meeting will be held on April 5, 2010.
15. **Closing Prayer**