

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

**November 2, 2009**

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

1. **Opening Prayer**
2. **Reading and Approval of Minutes from the October BOD Meeting** – A motion was made to accept the October Board of Directors minutes. MSC
3. **Parental and Community Concerns** - Parental and and/or community concerns were discussed with the Board. At the October BOD meeting, the Board asked Mr. Kuka to be detailed and explicit in his documentation efforts. As a result, Mr. Kuka provided the Board with a list of all parental concerns for the month.
4. **Committee Updates**

**A. Marketing Committee**

Sarah Weg reported that the Marketing Committee met on October 29, 2009. The Committee agreed to cancel the CCS chili feed fellowship event scheduled for November 13, 2009 due to the number of illnesses and as a way to prevent spreading the flu virus. The CCS Chili Feed will be rescheduled in January. Sandy Pittock agreed to send out a note to all CCS families letting them know that the event was cancelled and to thank those who had brought items. These items will be stored and used at the event in January.

The second issue of the Crusader's Corner was mailed out on October 28, 2009 to a list of 476 individuals, as well as to all CCS families. A very special thank you to the Millenkamp Family for their generous donation. Their donation paid for the mailing and printing of this newsletter.

Sarah also reported that the CCS Wax Museum received great press from the Magic Valley's Times News. CCS students were highlighted in a feature article.

An open house for prospective families and students was held on October 20, 2009. Jamie Shetler, Ravonna Scarrow, William De Jong, Sarah Weg and Mr. Kuka attended the open house. Future open houses will be held beginning in March of 2010. The next marketing meeting will be announced soon.

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. All classrooms now have room parents and packets have been distributed to provide guidance to room parents. Jamie Shetler asked Mr. Kuka to provide PTF with a list of technology related expenditures, since PTF recently donated \$2000 toward technology upgrades at CCS.

**C. Auction Committee**

Auction Committee members Susie Millenkamp and Sharon Bettencourt stated that the Auction Committee would be meeting sometime in early December to discuss auction planning and to set a date. Anyone interested in assisting with the 2010 CCS Auction, please contact Susie Millenkamp or Sharon Bettencourt. At the request of CCS's CPA, a discussion ensued about sales tax on auction items. Auction committee members Sharon Bettencourt and Susie Millenkamp stated that this was discussed each year and that they were fully aware of this item of business.

**5. Fundraiser Updates**

**A. Jog-a-thon Recap**

The Jog-a-thon was held on September 30, 2009 at the Jerome Recreation Center. The event was a success and students, teachers and parents were commended for their efforts in making this event successful. The BOD discussed the need to "debrief" about this event and discuss future planning. Jamie Shetler stated that she had not yet held a meeting to discuss future planning for next year's Jog-a-thon but would be announcing the date soon. The Jog-a-thon totals were nearing \$31,000. Praise the Lord!!

**B. Believing in Miracles III Campaign** – The Believing in Miracles III fundraiser will begin in late November. CCS will send letters to numerous businesses. Sharon Bettencourt will provide the Office with a list of potential business donors.

**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 staff updates, curriculum updates and school planning. A copy of the administrator report can be obtained by contacting Mr. Kuka.

**7. CCS Curriculum Updates**

**A. Technology** - Mr. Kuka stated that he would be ordering new software packages soon for faculty computers and would be upgrading numerous student computers. The BOD asked Dan to make this order immediately and provide a detailed list of upgrades and monies spent to PTF and to the Board. The Board also asked Mr. Kuka to provide a list of potential websites and opportunities for parents to supplement the technology curriculum at home. Mr. Kuka stated that he would compile a list and get it out to CCS parents before the next BOD meeting. Ms.

LeAnna is following state standards as they pertain to technology. Mr. Kuka will update families on how CCS is integrating technology into the upper grades.

- 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. Music – Mr. Kuka stated that preparations are underway for the 2009 Christmas Music Program. The event will be held at Jerome High School this year.
- D. Special Event Days – CCS's all school Thanksgiving Feast will be held on November 19, 2009. Additional special event days that were discussed include the possibility of a CCS Science Fair and Technology Day.

8. **Instructional Review**

An instructional review team visited CCS and evaluated CCS instructors. The team consisted of two Wendell school district educators, three CCS Board of Directors and Mr. Kuka. Overall, the team was very impressed with CCS's faculty, staff and students. The team identified the following areas in which CCS could improve: Ensuring that the objective(s) of each lesson is clearly stated, ensuring that adequate assessment of student learning is occurring and that the use of higher order thinking is integrated into each lesson. Faculty members who would like individual feedback regarding this process were encouraged to make an appointment with Mr. Kuka to discuss the team's comments, observations, etc. The Board of Directors will be making brief classroom observations on a regular basis.

- 9. **Men's Ministry** – The BOD discussed the Men's Ministry presented by Mr. Kohler. The BOD asked Mr. Kuka to contact CCS's insurance company, Church Mutual and discuss liability related issues. Mr. Kuka will e-mail the BOD with information obtained from our insurance agent.
- 10. **Non-discrimination Policy** – It was discussed that all CCS marketing and informational materials need to contain the non-discrimination clause.

EXECUTIVE SESSION

- 11. **Staff and Personnel Updates** – Staff and personnel updates were discussed.
- 12. **Financial Update** – Mr. Kuka provided the BOD with information regarding CCS's current financial state. Booklets were provided to BOD members and all spending and family accounts were reviewed.
- 13. **Next Meeting**- The next BOD meeting is scheduled for Monday, December 7, 2009 at 4:00 in the CCS Library.
- 14. **Closing Prayer**