

Canyonside Christian School, Inc.
Board of Directors Meeting
PUBLIC Minutes
November 3, 2008

Individuals Present: Sharon Bettencourt, Chris Stevenson, Mark de Jong, Dan Kuka, Susie Millenkamp, Sandy Pittock, 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 October Board of Directors minutes. MSC

3. **Special Election of New BOD Member** - Per Canyonside Christian Schools Bylaws, a special election was held to elect a Board Member to complete the one year term recently vacated by Alan Hansten. Chuck Hilt was the only candidate nominated for this position. All members of the corporation were encouraged to attend the meeting and cast their vote. An election was held and Chuck Hilt was voted on to the Board of Directors. Chuck graciously accepted the position and will fill out the remainder of Mr. Hansten's term. CCS's Board of Directors now consists of the following individuals: Sharon Bettencourt, Chuck Hilt, Mark de Jong, Susie Millenkamp, Jamie Shetler, Bryan Slusher and Sarah Weg.

4. **Parental and Community Concerns** –Parental and community concerns were discussed. All parents are encouraged to attend CCS Board meetings at any time to discuss any issues of concerns, ideas, etc.

5. **Committee Updates**

A. **Financial Committee**– The financial committee, chaired by Chuck Hilt, met on the evening of October 23, 2008. Chuck reported that attendance was low at the meeting and encouraged any CCS families interested in participating on this committee to please contact him. The committee made several recommendations to the Board of Directors. Recommendations included: sending out pledge letters in lieu of having a Christmas auction/event, seeking alternative funding options in lieu of the Heifer fundraiser, sending out year-end tax free contribution letters, etc. A motion was made to accept the committee's recommendation to forfeit the Christmas event in exchange for a pledge campaign. MSC
Pledge letters will be sent out to CCS families. The committee expressed concerns related to the importance of fundraisers yet a lack of individuals willing to run these various fundraisers.

B. **PTF** – Jamie Shetler reported that PTF will provide lunch for CCS staff on December 19th. Mr. Kuka stated that he would contact PTF regarding

refreshments for the CCS Christmas Program to be held on December 18, 2008.

- C. **Formation of a Marketing Committee** – Jamie Shetler stated that she felt it was imperative that we increase marketing efforts for CCS. It was discussed that CCS would benefit greatly from the formation of a marketing committee. Sarah Weg and Ann Pell-Rongen were both discussed as individuals who would provide great expertise in this area. Sarah stated that she would be very interested in working with the school in this capacity. Ann-Pell Rongen has yet to be contacted. Other individuals who might be interested in participating on this committee, please contact Jamie Shetler for more information.
6. **Fundraiser Updates**
- A. **Jog-a-thon** – Mr. Kuka reported that the current income created from the Jog-a-thon was approximately \$31,000.
 - B. **Sally Foster** – It was reported that Sally Foster totals were down and that CCS had to pay shipping costs for the order. A final total will be provided to BOD members at the next meeting.
 - C. **Upcoming Fundraisers** – Alice VanStraalen and a committee of helpers have sent out flyers to various Jerome businesses regarding Christmas Wreaths. All CCS students have received packets of information and order forms.
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 service learning projects, IRI results and information related to the Christmas Program. A copy of the administrator update can be obtained by contacting Mr. Kuka.
8. **CCS Attendance and Truancy Policy** – Mr. Kuka presented the BOD with an attendance and truancy policy. The BOD asked Mr. Kuka to take his draft of this policy and present it to CCS faculty for feedback. Mr. Kuka will present this to teachers at the next teacher meeting and report to the Board at the December BOD meeting. The BOD is hoping to implement an attendance policy by the beginning of January.
9. **CCS Policy and Procedure Manual**
- A. **Policy and Procedure Manual** – The BOD discussed the need to create a timely and complete policy and procedure manual. Mr. Kuka will research policy and procedure manuals and begin to update CCS's policy and procedure manual. Bryan Slusher and Sarah Weg agreed to bring in sample manuals to assist the Board and Mr. Kuka in this process.

10. Special School Presentation –Mr. Kuka stated that he would like to do a historical presentation on St. Nicholas. The Board asked Mr. Kuka to wait on this presentation at this time.

EXECUTIVE SESSION

12. Faculty and Staff Updates

A. **Faculty** – Personnel related issues were discussed.

13. Financial Update

A. **Reports** - Sharon Bettencourt provided the BOD with an in-depth look at CCS's current financial state.

B. **School Spending** – Current school spending was discussed..

C. **Family Accounts** – Family accounts were discussed with the BOD.

14. Next Meeting- The next BOD meeting is scheduled for Monday, December 1st at 5:30 in the CCS Library.

15. Closing Prayer