

**FOUNDATION FOR EXCELLENCE
AT WOODLAND CHRISTIAN SCHOOLS
Board of Directors Meeting**

October 12, 2009

Present

Dave Hargadon
Dan King
Lila Lemenager
Tucker Seiber
Jim Morrow
Debbie Simpson
Justin Smith
Doug Brown

Not Present

Jack Hamlin

<u>Start</u>	<u>End</u>	<u>Next Meeting</u>	<u>Next Time</u>	<u>Location</u>
7:00 PM	10:45 PM	10/26/09	7:00 PM	Matmor Conference Room

I. MEETING CALLED TO ORDER– 7:00 PM

II. PRAYER – All

IV. RESOLVED ITEMS: The following Action Items were resolved at this meeting:

Item No.	Action By	Due Date	Action Item
9.14.01	Doug Justin Lila	9/28/09	Doug, Justin and Lila need to procure cell phones and give their phone numbers to the board. Any other employee receiving the cell phone stipend must do the same and submit their number to the appropriate administrator to give to the board. 9/28/09 This is to be resolved by 10/1. 10/12/09 RESOLVED

V. OLD BUSINESS: The following Action Items were brought up as old issues at this meeting:

Item No.	Action By	Due Date	Action Item
04.30.05	Tucker	05/04/09	Processes - Bob will write up the administrative procedure manual for money handling, including but not limited to: receipts, cash disbursement, cash handling and check writing. 6/4/09 Vic Bucher provided a sample policy draft. 6/29/09 Tucker Seiber has agreed to review and create the financial policies. 8/3/09 Tucker has a draft he will email to the administrative team for their review. 9/28/09 Robert Parkhurst and Suzi Hargadon will meet to review the policy before finalizing.

8.3.01	Dave/Debbie	8/17/09	Dave will put together a list of guidelines for the endowment committee. 8/24/09 Dave submitted a draft copy of guidelines for review by the BOD. Decision to be made at the 9/1/09 meeting. 8/31/09 Dave will work with Debbie to ensure the formatting is consistent with the policy manual being written and bring back for approval. 9/28/09 Dave reported this is ongoing.
8.3.02	Michelle	8/09	Michelle will give a report on credentialing. 9/28/09 Dave reported this is ongoing and will be on the agenda at a later date.
8.10.03	Admin Team Justin Lila	8/31/09	Admin team will check the phone system to ensure it is working properly and report back to Jim. 8/17/09 Doug reported he worked on the phone system with Wave on Friday and it is still not working. It is supposed to be fixed tonight. He will check and report back. 8/24/09 Matmor is good. The West Street campus still has issues related to a power outage which took out the PBX. LPC will make the repair. In the meantime Justin and Lila will email families to explain the phone issues, including offering an alternative way to contact the school. 8/31/09 Lila and Justin reported the phone system is still not working properly at the West St campus. Lila and Jim will contact Doug Worley to work on resolving this issue. 9/14/09 West Street is working. Teri is working with Doug on the message system. WaveCable had a glitch they are working on and it should be resolved by 9/15. 9/28/09 There is a need to test the phone lines at Matmor. There are three phone lines and two fax lines.
8.17.01	Michelle Dave	9/09	Michelle and Dave will check with DOJ on fingerprinting requirements and report back to BOD. 8/31/09 Dave reported he is still working on getting contact information to Michelle. 9/28/09 Dave is still waiting on his contact information.
9.28.01	Dan and Tucker	10/08/09	Dan and Tucker will visit the school as per the bylaws.

VI. NEW ITEMS: The following New Action Items were brought up at this meeting:

Item No.	Action By	Due Date	Action Item
----------	-----------	----------	-------------

NONE

VII. GENERAL DISCUSSION

- The Board discussed the meeting minutes from 9/28/09.
- **OLD BUSINESS – 7:45 PM** (see table above)

-
- **APPROVAL OF PLAYS**
 - Plays must be God-honoring and done in an excellent way.
 - All school plays must have approval from the administrative team.
 - The administrative team may develop a Performing Arts Council.
 - Performing Arts Council should have representatives of the entire school.
 - The council will aid in the selection of dramas and other performances school-wide.

 - **ADMINISTRATION TEAM UPDATE**
 - **HIGH SCHOOL – DOUG**
 - Doug reported the PSAT will be on Wednesday.
 - Homecoming is on October 24th. Homecoming Week festivities are being planned. The theme is “Through the Ages”.
 - Football Game is at 1PM. The class floats will be on parade during halftime. A king and queen will be chosen. A Homecoming Dance will take place that evening on campus from 8 – 10:30 PM.
 - Enrollment is 102 students.

 - **K-8 – JUSTIN**
 - The end of the quarter was marked by PJ and Pancake Day at the elementary campus.
 - The teachers will have their grades into RenWeb by Wednesday evening.
 - RenWeb is now turned off. It has been a past policy to turn it off in order to encourage ES parents to attend 1st quarter conferences. However, the admin team has decided to turn it back on because the HS parents need to have continued access to homework and grades.
 - Enrollment K-8 is 192 students.
 - Justin reported on the 6th grade Outdoor Science Trip to Hume Lake. He will have the decision cards tomorrow.
 - Justin reported on the success of the 7th/8th grade retreat to Camp Alta.
 - Hume Lake is changing their program and this will be something to look into for next year.
 - MS sports – flag football is undefeated and volleyball is going well.
 - Our second quarter’s theme is “Building a Foundation”. Justin reported they will be building a foundation during chapels and all chapels will center on this theme.
 - The BOD discussed ensuring this will be a school-wide theme and our high school will also have activities/chapels centered on this theme.

 - **PRESCHOOL – LILA**
 - Enrollment is now 96 students with the 96th student starting in the ¾ class this week.
 - Lila shared the testimony of a dad who shared what a blessing it is to be able to have a safe place to send their daughter to school since both parents work.
 - Lila shared her vision for the school to be the continuous improvement in order to reach the hearts of the children.

- Lila reported on the Chamber of Commerce magazine and encouraged the BOD to maintain our membership.
- Lila reported the preschool normally has paperwork relating to the next school year available to parents by January 4th. In order to have this BOD needs to set tuition/preschool rates and set new policies relating to next year prior to this date.
- Lila reported on her new hire, Charrel Spoon: She is a positive addition to the staff and a very good fit.

○ **NEW BUSINESS**

• **LEADERSHIP CONCEPT**

- Dave requested the Admin team to be thinking and prepare a response regarding their thoughts on the leadership concept put in place for this academic year (Admin team vs. one Administrator): Is it working?

• **VISION**

- Dave encouraged everyone to think about the Vision of WCS: What do we want to be known for? What are we doing that is different or sets us apart from other local schools?

• **FOOTBALL AND GRADES**

- BOD discussed the possibility of grades affecting the football team. Up to six players may not be eligible to play due to GPA. Justin thinks it is less. However, with only 17 players on the team, if this occurs, we may not be able to have a football team. Doug will be checking grades tomorrow morning to determine eligibility.
 - Study Halls have been available.
 - Teachers have been available for extra help.
 - Progress reports were sent home three weeks ago.
 - BOD expressed the need to uphold academic standards at the risk of sports.

- **TREASURER'S REPORT** for the month of September will be made on 10/26.

• **OUTREACH TO LOCAL CHURCHES**

- Dan reminded the BOD of the need to reach out and be connected to local churches.
- The possibility of a monthly newsletter sent to the churches was discussed.
 - Justin will look into having Michelle Fitzer prepare something.
- Dan reported the group of local pastors who the BOD had lunch with meets regularly every Tuesday morning.

• **GROUNDS COMMITTEE**

- Doug Brown is the chairperson.
- Discussion included communicating needs to the members of the grounds committee.
- Debbie expressed the desire for all needs to be communicated to parents in order to help them fulfill their Parent Service Hours.

- **FIRST GRADE AIDE PROPOSAL**
 - BOD discussed adding an afternoon aide to the 1st grade class.

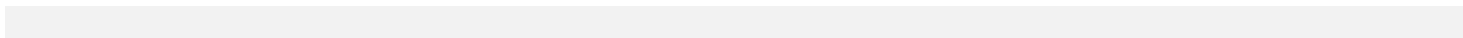
 - **ENDOWMENT UPDATE**
 - Dave and Dan met with a consultant who specializes in raising funds in the social services area.
 - The consultant recommended we come up with various areas for which people can choose to give.
 - Kellie Morgan on the PR Committee is working on a flier.
 - Vic Bucher is working on the Endowment website. Barb Wyatt (IT) is in contact with him.
 - Dan has another contact for a fundraiser who is specific to schools.
 - BOD discussed how to pay for the consultant and the alternative possibility of hiring a Director of Development.
 - Dave encouraged the BOD and Admin Team to consider our own contribution to the Endowment Fund.

 - **ACSI CONVENTION**
 - This year's focus is on History, Bible and Performing Arts. Next year will focus on Science, Technology and the Bible.
 - Michelle has sent in the enrollment papers.
 - Administrative staff will be working on those days school is off (October 29 – 30).
 - The preschool staff attends a conference in the spring. It is for 3rd grade and under and will take place Saturday, April 17th.
 - BOD discussed the possibility of members attending the conference.
 - Dan and Debbie might take one day each.

 - **CLOSED SESSION 9:25 PM**

 - **RETURN TO OPEN SESSION FOR AGENDA BUILDING– 10:20 PM**

 - **MEETING ON 10/26 AGENDA**
 - Treasurer's Report for September
 - Administrative Team Update
 - Vision of WCS

 - **ADJOURN – 10:45 PM**
- 

VIII. MOTIONS

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
10.12.01	A motion was made to approve the 9/28/09 minutes.	Jim	Dan			Jim	X
10.12.02	A motion was made to approve the hire of an afternoon aide for first grade: Hours not to exceed 3.5 hours/day at a pay rate of \$10/hour with an estimated annual cost of \$5250.	Dave	Tucker				X

IX. FUTURE AGENDA ITEMS

- Tuition Insurance JANUARY
- Job descriptions
- Credentialing

These minutes were prepared by Debbie Simpson, Secretary. These notes reflect the understanding of the author from the discussions at the meeting. If there are any errors or omissions within these minutes, please notify the author within 3 days of receipt otherwise, these minutes shall become a binding and historical document.

END OF MINUTES