

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

October 26, 2009

**Present**

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

**Not Present**

Jack Hamlin  
Debbie Simpson

<u>Start</u>	<u>End</u>	<u>Next Meeting</u>	<u>Next Time</u>	<u>Location</u>
7:00 PM	10:30 PM	11/9/09	7:00 PM	Matmor Conference Room

**I. MEETING CALLED TO ORDER– 7:00 PM**

**II. PRAYER – All**

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

<b>Item No.</b>	<b>Action By</b>	<b>Due Date</b>	<b>Action Item</b>
8.10.03	Admin Team <b>Justin Lila</b>	8/31/09	Admin team will check the phone system to ensure it is working properly and report back to Jim. <b>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.</b> <b>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.</b> <b>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.</b> <b>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.</b> <b>9/28/09 There is a need to test the phone lines at Matmor. There are three phone lines and two fax lines.</b> <b>10/26/09 RESOLVED</b>
9.28.01	Dan and Tucker	10/08/09	Dan and Tucker will visit the school as per the bylaws. <b>10/26/09 COMPLETED</b>

**IV. 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	<p><b>Processes</b> - Bob will write up the administrative procedure manual for money handling, including but not limited to: receipts, cash disbursement, cash handling and check writing.</p> <p><b>6/4/09 Vic Bucher provided a sample policy draft.</b></p> <p><b>6/29/09 Tucker Seiber has agreed to review and create the financial policies.</b></p> <p><b>8/3/09 Tucker has a draft he will email to the administrative team for their review.</b></p> <p><b>9/28/09 Robert Parkhurst and Suzi Hargadon will meet to review the policy before finalizing.</b></p>
8.3.01	Dave/Debbie	8/17/09	<p>Dave will put together a list of guidelines for the endowment committee.</p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>9/28/09 Dave reported this is ongoing.</b></p>
8.3.02	Michelle	8/09	<p>Michelle will give a report on credentialing.</p> <p><b>9/28/09 Dave reported this is ongoing and will be on the agenda at a later date.</b></p>
8.17.01	Michelle Dave	9/09	<p>Michelle and Dave will check with DOJ on fingerprinting requirements and report back to BOD.</p> <p><b>8/31/09 Dave reported he is still working on getting contact information to Michelle.</b></p> <p><b>9/28/09 Dave is still waiting on his contact information.</b></p>


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

Item No.	Action By	Due Date	Action Item
10.26.01	Jim	11/09	Jim will seek out other bids/options for a gym space lease and report back.

**VI. GENERAL DISCUSSION**

- Tucker arrived – **7:15 PM**
- The Board discussed the meeting minutes from 10/12/09.
- **OLD BUSINESS – 7:16 PM** (see table above)

- **ADMINISTRATION TEAM UPDATE – 7:17 PM**
  - **PRESCHOOL – LILA**
    - Enrollment is steady at 96 children.
    - Lila reported on tuition comparisons with local preschools.
    - Lila reported on her concerns with Cisco.
  
  - **HIGH SCHOOL – DOUG**
    - The Fine Arts Council met today for the first time.
    - Doug reported the staff will be at the ACSI convention on Thursday and Friday.
  
- Dave stepped out of the meeting for ten minutes.
  
  - **K-8 – JUSTIN**
    - Justin reported Parent-Teacher Conferences went well.
    - Justin discussed his idea of using Cardinal Cash to encourage good behavior with the board.
    - Justin reported on a discipline issue at the elementary campus.
    - Justin reported on the new cooking program starting Wednesday during early release.
    - Umpqua Banking is starting up.
    - Student council is starting at the middle school.
    - The Middle School will begin recognizing a Student of the Week each week.
    - No change in enrollment K-8.
  
- **NEW BUSINESS**
  - **7:40 PM SCHOOL BOARD CAMPUS VISIT - DAN**
    - Dan reported on his and Tucker's visit to both campuses. They observed most classes at the elementary school. He reported it was an enlightening process. They noticed some physical issues with grounds that need consideration. They were able to visit the Matmor campus as well. During their visit to the preschool they met with Lila and met Charrel Spoon, the new employee at the preschool, as well.
  
  - **7:49 PM TREASURER'S REPORT - TUCKER**
    - Tucker handed out material to each board member and admin staff present.
  
  - **8:09 PM GYM CONTRACTS – DOUG AND JIM**
    - Jim reported and reviewed the email sent regarding the gym lease negotiations with the fairgrounds.
    - Jim noted Doug Brown has done a good job smoothing out our relationship with the fairgrounds.
    - The initial increase suggested by the fairgrounds was from \$1400/month to \$2800.
    - BOD discussed the possibilities of other space to lease.

- **8:20 PM ENDOWMENT UPDATE - DAVE**
    - Dave summarized the activities of the Endowment Team to date.
    - Discussion included which fund to use for Endowment donations.
    - Discussion included fund use by Endowment Team and the consistency with the bylaws.
    - Discussion included the monthly financial limits set for the Endowment Team.
  
  - **8:40 PM VISION**
    - Justin, Doug and Lila each handed out material for review which was accepted by the board.
    - **Discussion will take place next meeting, 11/6/09.**
  
  - **CLOSED SESSION 8:48 PM**
  
  - **RETURN TO OPEN SESSION FOR AGENDA BUILDING– 9:30 PM**
  
  - **MEETING ON 11/6 AGENDA**
    - Vision of WCS
    - Staff benefits
  
  - **APPROVE BASKETBALL TRIP** – submitted by Doug Brown
    - Approval is contingent upon a female adult traveling with the team.
    - Justin will oversee the HS while Doug is on this trip.
  
  - **COPY MACHINE CONTRACTS**
    - Jim presented the Board with options for the copy machines.
  
  - **ADJOURN – 10:30 PM**
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**VII. MOTIONS**

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
10.26.01	A motion was made to approve the 10/12 minutes	Dan	Jim				X
10.26.02	A motion was made to create an Endowment Fund for the purposes of receiving donations on behalf of the school. The fund would be placed in the Edward Jones account.	Dave	Dan				X
10.26.03	A motion was made to allow the Endowment Team to expend funds on contracts, support staff, materials or other expenses directly related to the raising of funds for the Endowment Fund. Anything over 15,000/month will need school board approval. Dan and Dave are to have signing authority for the Endowment Team.	Dave	Jim				X
10.26.04	A motion was made to approve the HS Girls' Basketball Team trip as submitted by Doug Brown	Dan	Jim				X
10.26.05	A motion was made to accept option #3 as presented by Jim Morrow for the Gestetner copy machine.	Dan	Tucker			Dave	X
10.26.06	A motion was made to authorize Dave Hargadon to enter into a contract with Mark Warren of Warren Consulting Service for the purpose of hiring Mark as an independent contractor/consultant for the Endowment, not to exceed one year.	Dan	Jim				X
10.26.07	A motion was made to approve the hiring of Dave Boughton for band and Leah Hamman for the first grade afternoon aide position.	Dave	Tucker				X

**VIII. 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 notes taken by David Hargadon, President, at this 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**