

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

November 16, 2009

**Present**

Dave Hargadon  
Dan King  
Debbie Simpson  
Lila Lemenager  
Tucker Seiber  
Jim Morrow  
Doug Brown  
Michelle Booth

**Not Present**

Jack Hamlin

<b>Start</b>	<b>End</b>	<b>Next Meeting</b>	<b>Next Time</b>	<b>Location</b>
7:10 PM	10:20 PM	11/30/09	7:00 PM	Matmor Conference Room

**I. MEETING CALLED TO ORDER– 7:10 PM**

**II. DEVOTION FROM LUKE 3 AND 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>
NONE			

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

<b>Item No.</b>	<b>Action By</b>	<b>Due Date</b>	<b>Action Item</b>
04.30.05	<b>Tucker</b>	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	<b>Dave/Debbie</b>	8/17/09	<p><b>Dave will put together a list of guidelines for the endowment committee.</b></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>

			<b>9/28/09 Dave reported this is ongoing.</b>
8.3.02	Michelle	8/09	Michelle will give a report on credentialing. <b>9/28/09 Dave reported this is ongoing and will be on the agenda at a later date.</b>
8.17.01	Michelle Dave	9/09	Michelle and Dave will check with DOJ on fingerprinting requirements and report back to BOD. <b>8/31/09 Dave reported he is still working on getting contact information to Michelle.</b> <b>9/28/09 Dave is still waiting on his contact information.</b>
10.26.01	Jim	11/09	Jim will seek out other bids/options for a gym space lease and report back. <b>11/16/09 Jim reported the initial research in four areas: warehouse space, subleasing warehouse space, community center gym and the current fairgrounds gym. He will continue to get information from all parties and report back on 11/30.</b>

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

Item No.	Action By	Due Date	Action Item
11.16.01	Tucker	11/09	Tucker will draft a letter to send to PT employees regarding sick leave and vacation benefits.
11.16.02	Lila	11/09	Lila will give a copy of the past due Extended Care fees to Donna for collection.

**VI. GENERAL DISCUSSION**

- The Board discussed the meeting minutes from 10/26/09.
- **ADMINISTRATION TEAM UPDATE – 7:45 PM**
  - **PRESCHOOL – LILA**
    - Enrollment is steady at 96 children.
    - Lila reported on a conference she attended with Robyn McBurney on Neuro-Cognitive Development.
    - Lila reported on the positive progress being made by a student in the preschool.
    - Lila reported her desire to continue working with Cisco. Cisco is working very well with the Matmor campus.
    - The Pre-K Christmas program is December 9 at 9:15 a.m.
    - Lila requested the 2010 – 2011 preschool tuition rates be put on the agenda for the next board meeting.
  - **HIGH SCHOOL – DOUG**
    - Doug reported on the activities of Homecoming Week.
    - Doug reported on the success of the HS volleyball team. They are in the playoffs and will play Bradshaw Tuesday night. A rooters bus has been hired.

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- WCS inducted 18 new students to National Honor Society on October 28<sup>th</sup>. Discussion included making sure a picture and article is sent to the Daily Democrat for publication.
  - Doug reported on World Awareness Week. The Sophomore class is holding a Coats for Kids drive as a part of this. Coats may be brought in until December 4<sup>th</sup>.
  - Doug reported on the decade projects being done by the Junior class.
  - Doug reported on chapels. Ron Hardin from Trinity Life and Jim Jessup from William Jessup University were recent speakers.
  - WASC Accreditation – we have not yet been assigned to an individual evaluator yet. Discussion included what, if anything, is needed from the board and the need for advance notice on such tasks.
  - Doug reported on the mandatory detention for students on academic probation. This fulfills WASC expectation of improving aid to low-end students. Doug reported this will only affect about ten students. He reported we are maintaining our academic standards as a school and in fact have increased some (ie anything below 60% is an F).
  - BOD discussed the survey that went out to families and encouraged Doug to send out a reminder email. BOD requested a report on the survey results at the next meeting.
- **K-8 – JUSTIN**
    - Justin was not in attendance due to a previous family engagement.

○ **NEW BUSINESS**

- **8:15 PM TREASURER’S REPORT - TUCKER**
  - Tucker handed out the report on October.
  - Tucker reported things are going extremely well from an accounting side of things.
  - Payroll expenses are down from expectations although there are still some issues with the unemployment that are being worked out.
  - Cash flow is very good at this time.
  - BOD discussed setting the financial policies, especially in regard to cash handling and delinquent accounts.
- **8:30 PM ENDOWMENT - DAVE**
  - Dave requested a regular accounting of the Endowment financials for the BOD.
  - Dave reported on the interviews being completed by Mark for the Focus Group Study. The report should be wrapped up before Thanksgiving with the intent to start making requests in December.
  - BOD discussed the importance of having everyone on staff back this campaign. The idea is not equal giving but equal sacrifice.
  - The Endowment Team currently consists of the following members: Dona Mast, John Rodergerdts, Alan Reiff, Vic Bucher, Dan King, Dave Hargadon, Tucker Seiber, Chris Bucher and Janet Ruggiero.

8:35 PM Jim arrived.

- **REQUEST REGARDING PARENT SERVICE HOURS - LILA**

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- Lila requested a change in the structure of the Parent Service Hours for preschool families to include the following: two days a week to fulfill six hours of service per year, three days a week to fulfill nine hours of service per year, four or five days a week preschool to fulfill 15 hours of service per year.
  - Any consideration would be for the 2010-2011 school year. Because this is a “practice year”, there will not be a change for families this school year.
  - **PROPERTY IMPROVEMENTS FOR 17 ACRES**
    - There is an \$8000 tax bill for the 17 acres unless there is an improvement to the property made for the benefit of the school which is accepted by the city. It must be permanent.
    - Discussion included the possibilities of constructing a ball field, raising goats on the property and a work-out track.
    - Discussion included access. There is currently access to the property.
    - Discussion included easements. The city decides on the easement issue and it is on the calendar.
    - BOD decided to pursue a track with several stations for use by the PE classes.
  - 9:10 PM **REVIEW VISION DOCUMENTS**
    - BOD discussed using all three documents to come up with one Vision document.
  - 9:15 PM Michelle arrived.
    - Discussion included meeting with staff to prepare for next year.
    - Discussion included tasking the administrative team with putting together one combined vision for the entire school, preschool through high school.
    - Discussion included the purpose of the document: it will be the guideline used for determining future activities, classes, gifts, etc. Everything must be in line with the vision.
  - **OLD BUSINESS**
    - 9:40 PM **GYM CONTRACT**
      - We have four options:
        - Keep the gym at the fairgrounds with an increase in rent.
        - Find another warehouse to rent.
          - Preliminary research indicates a higher rent per square foot in addition to the need for a conditional use permit from the city.
        - Parks and Rec – Community Center.
          - They are looking for ways to generate money and are willing to look into this option for us.
        - Sublease from another warehouse.
      - Discussion included the possibility of bringing the gym lease with the fairgrounds in line with WCS fiscal year.
      - Discussion included the possibility of having the rental hall for spaghetti dinner included with our rent. Jim and Doug reported this had already been requested and denied by the fairgrounds.

- **CLOSED SESSION 9:50 PM**
- **RETURN TO OPEN SESSION FOR AGENDA BUILDING– 10:15 PM**
- **MEETING ON 11/30 AGENDA**
  - Vision of WCS
  - Endowment
  - Parent survey report
- **ADJOURN – 10:20 PM**

**VII. MOTIONS**

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
11.16.01	A motion was made to approve the 10/26 meeting minutes	Dan	Dave				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 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**