

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

November 30, 2009

**Present**

Dan King	Mark Warren
Debbie Simpson	John Rodegerdts
Jim Morrow	Chris Bucher
Tucker Seiber	Dona Mast
Doug Brown	Alan Reiff
Michelle Booth	Vic Bucher
Lila Lemenager	

**Not Present**

Jack Hamlin  
Dave Hargadon

<b>Start</b>	<b>End</b>	<b>Next Meeting</b>	<b>Next Time</b>	<b>Location</b>
7:10 PM	10:20 PM	12/14/09	7:00 PM	Matmor Conference Room

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

**II. 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>
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> <b>11/30/09 Jim reported his findings and recommendation to continue leasing the gym space from the fairgrounds. See Motion 11.30.01</b>
11.16.02	Lila	11/09	Lila will give a copy of the past due Extended Care fees to Donna for collection. <b>11/30/09 COMPLETED. Donna is collecting the outstanding fees.</b>

**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	<b>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.</b> <b>6/4/09 Vic Bucher provided a sample policy draft.</b> <b>6/29/09 Tucker Seiber has agreed to review and create the financial policies.</b> <b>8/3/09 Tucker has a draft he will email to the administrative team for their review.</b> <b>9/28/09 Robert Parkhurst and Suzi Hargadon will meet to review the</b>

			<b>policy before finalizing.</b>
8.3.01	<b>Dave/Debbie</b>	<b>8/17/09</b>	<b>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.</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. 9/28/09 Dave is still waiting on his contact information.</b>
11.16.01	Tucker	11/09	Tucker will draft a letter to send to PT employees regarding sick leave and vacation benefits.


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

Item No.	Action By	Due Date	Action Item
11.30.01	Doug	12/14/09	Doug will call WASC regarding the chairperson for the site visit being from VCS and whether this could present a possible conflict of interest.

**VI. GENERAL DISCUSSION**

○ **ENDOWMENT – 7:15 PM – MARK WARREN, WARREN CONSULTING**

- Mark Warren presented his findings from the Planning and Feasibility Study.
  - Discussion included the sufficiency of the number of people interviewed for the study. In Mark’s opinion, the data is good. Mark reported more interviews are scheduled.
  - The efficacy of the case statement as presented to those interviewed was discussed. The comments were favorable, although more explanation could be given for the dollar amounts given. Mark reported he has adjusted the total dollar amount for the campaign provided approval from the board.
- 8:05 PM Chris Bucher left the meeting.
  - Mark reported his recommendation to hire a staff member such as a director of development.
- 8:20 PM Dona Mast left the meeting.
- 8:25 PM Doug Brown arrived.
  - Mark reported the need to develop donor lists and a database. This is currently in progress.

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- Vic Bucher reported the opportunity to give via the website should be available in a week.
  - 8:30 PM Alan Reiff, John Rodegerdts and Vic Bucher left the meeting.
  - Finance Report will be tabled to 12/14/09.
  
  - **CLOSED SESSION WITH MARK WARREN – 8:30 PM**
  - **OPEN SESSION – 8:50 PM**
    - 8:50 PM Mark Warren left the meeting.
  - **GYM – Jim Morrow**
    - 8:55 PM Michelle arrived.
    - Discussion included the possibility of changing the gym lease contract to accommodate a school year. Ending a lease in December, in the middle of basketball season, is not favorable.
  - **TUTORING PROPOSAL – Michelle/Doug**
    - Discussion included the need to hire a tutor to accommodate the students who test behind state standards. This fulfills WASC requirements.
    - Discussion included the number of hours needed to address the needs of the students. The possibility of students being given the opportunity to be tutored during 7<sup>th</sup> period was discussed.
    - Michelle and Doug reported they are working within the HS budget to hire the tutor.
  - **ACCREDITATION – 9:25 PM – Michelle Booth**
    - Doug reported on the chairperson for the WASC visit. Discussion included the appropriateness of having someone from VCS in charge of our accreditation site visit.
    - Michelle reported on the history of accreditation since the opening of the high school.
      - In 2001 WCS received a three year accreditation.
      - 2004: Full self-study.
      - 2006: New administrator, Doug’s first year. During the site visit, the team found 11 critical areas we need to address.
      - 2010: site visit where they will check on those 11 critical areas. A full self-study must be completed prior to the visit.
    - Michelle reported on two of the eleven areas: having an action plan for ensuring all teachers are credentialed and ensuring teachers teach within their areas of expertise only.
      - The board discussed possibilities for these two areas.
    - Michelle reported on four sections of the self-study:
      - Organization for Student Learning (BOD)
      - Curriculum and Instruction (Doug/Michelle)
      - Student Connectiveness (Doug/Michelle)
      - Resource Management (BOD)
    - The board, realizing the need for more time, will meet in separate session devoted solely to WASC. A date and time is tbd, possibly Jan.2, 2010, depending on schedules.
  
  - **CLOSED SESSION 10:40 PM**
  
  - **RETURN TO OPEN SESSION FOR PRAYER– 10:47 PM**
  
  - **PRAY AND ADJOURN – 10:50 PM**
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**VII. MOTIONS**

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
11.30.01	A motion was made to authorize Jim Morrow to enter an agreement on behalf of WCS with the fairgrounds for the use of the gym, not to exceed \$24,000/year.	Tucker	Dan				X
11.30.02	A motion was made to approve the hiring of a tutor at a pay rate of \$15/hour for two hours per week, to be funded in the current high school budget and not to exceed \$600.	Dan	Jim				X

**VIII. FUTURE AGENDA ITEMS**

- Tuition Insurance JANUARY
- Job descriptions
- Credentialing

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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**