

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

December 14, 2009

Present

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

Not Present

Jack Hamlin

Start	End	Next Meeting	Next Time	Location
7:00 PM	11:45 PM	12/28/09	7:00 PM	Matmor Conference Room

I. MEETING CALLED TO ORDER/ PRAYER– 7:00 PM

II. RESOLVED ITEMS: The following Action Items were resolved 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. 12/14/09 COMPLETED WASC will provide another chairperson.

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	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.
8.17.01	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.
11.16.01	Jim	11/09	Jim will draft a letter to send to PT employees regarding sick leave and vacation benefits. 12/14/09 Jim reported this is in progress

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

Item No.	Action By	Due Date	Action Item
12.14.01	Tucker/Justin	12/28/09	Tucker and Justin will report back on the financials for band.

VI. GENERAL DISCUSSION

- **7:00 PM APPLE PRESENTATION – SCOTT WILSON (Library)**
 - Scott Wilson gave a presentation on the use of IPOD touches in the classroom.
- 7:05 PM Lila arrived
 - IPODS sync with Macbooks (teacher computer) and come on a cart which can be moved from classroom to classroom.
 - Instructors can download applications which then can be accessed by all ITouches.
 - If purchased, Apple will provide a professional development day for all instructors in order to train them in the use of the ITouch in the classroom.
 - Scott Wilson will provide a list of school districts currently using IPODs in the classroom.
- 7:50 PM Back to conference room in the office.
- **OLD BUSINESS**
 - Gym lease: Jim reported Angie has verbally agreed to change the dates of the lease to work with our school calendar. A lease has yet to be signed. We have until the end of December to sign.
- **NEW BUSINESS**
 - **K-8 – JUSTIN SMITH**
 - Enrollment – one MS student will be leaving to attend public school due to financial reasons. One family is enrolling their children, a first and a third grader, in January. In addition the elementary campus will gain three new Korean students.
 - Justin reported the K-8 grades have re-instated the Honor Roll. 80% of the students K-8 are on the Honor Roll for the first quarter. Certificates are being mailed to parents.
 - Christmas Cards: Elementary and Middle School Christmas cards will be mailed to the families. BOD discussed including the preschool and HS in this effort next year.

-
- Christmas Parade: cancelled.
 - Special Activities: Justin reported on the upcoming ACSI spelling bee as well as the math Olympics.
 - Early Release: All outdoor sports are on hold due to inclement weather. Justin has talked with several parents about the possibility of several future options, including: woodworking, crafts, choir and journalism.
 - Student Council: Justin reported on the student council activities, specifically Sweater Day.
 - Washington DC trip: The chaperones will be Susan Kowes and Robyn McBurney. Natalie Smith is unable to attend due to her sister's wedding.
 - Band: There are seven or eight 5th graders involved in band at the elementary level. At the MS/HS there are four beginning band members and six or seven advanced band members.
 - **HIGH SCHOOL – DOUG BROWN**
 - Enrollment: 104. One student will begin after the Christmas break.
 - Basketball: 35 students are involved in JV and Varsity BB.
 - Community Service: over 50 shoeboxes were collected for Samaritan's Purse and over \$500 was raised by the Women of God class quilt auctioned off at the poverty dinner. Teresa Stenoin spoke on her work in Gambia at the dinner.
 - Chapel: Joe Biggs will speak at the annual Christmas chapel.
 - Accreditation: no word on a new chairperson yet.
 - Maintenance: The red van had a windshield crack. Insurance took care of it.
 - Dan suggested a service project for the members of National Honor Society: a sock drive to benefit those at the Wayfarer Center.
 - Georgia Trip: Cancelled due to lack of interest. Mark Perkins is still going and will pay for his sub.
 - Drama: Gary is looking at other options for a play.
 - BOD discussed possibilities for having our students reach out to local churches, ie. Choir at luncheons, in church services, etc.
 - BOD discussed the need for information to flow to the Democrat regarding the good things happening at the school. The Poverty Dinner was discussed as an example of an opportunity to share with the community what our students are doing. The girl's cheerleading team winning their competition was another example. Michelle Booth expressed the need for parents to write articles for the newspaper.
 - **8:30 PM PRESCHOOL – LILA LEMENAGER**
 - Enrollment drops to 94 on the 18th. On 1/4/10 it will be 96.
 - Security: Locking up the West Street campus is becoming an issue. Gates and some doors were left unlocked over the weekend. Staff found a homeless man on campus prior to students arriving. Lila has talked to Laurie at LPC regarding this issue. The Admin Team will discuss the possible solutions and set protocol.
 - Thank you: Lila reported on the maintenance and grounds work being done by Jim Henderson. He volunteers cheerfully and does it because he loves the church and the school. Lila requested a thank you note be sent in appreciation of his work.

-
- Christmas program: Lila reported on the success of the program.
 - **8:45 HS – MICHELLE BOOTH**
 - New Class: A speech/communications class is being added. This class is replacing advanced computers and will be taught by Gary and Michelle. This came about because of the survey results from parents.
 - Positive Discipline: staff is looking at ways to use positive discipline.
 - UC Approval: Jennifer Sterkel has been working on a Graphic Design class for the HS.
 - Survey results: Michelle reported they have conducted surveys and are gathering information/results. These surveys are the students impressions of their classes/teachers.
 - Tutoring: Michelle believes they will be able to hire a grad student from UC Davis.
 - BOD discussed subject areas where students are struggling. Gathering information from recent graduates and their families as to their impressions of being prepared for college is needed.
 - **9:05 IT REPORT**
 - Dave sent a letter via email that was accepted into the minutes.
 - Dave reported a need to plan for future technology at the school.
 - Administrative Team must be on the same page as the IT Committee.
 - Smartboard discussion – pass for two weeks.
 - **9:20 PM FINANCE UPDATE**
 - Cash Flow: Looking to the end of the year it is going to be tight. Registration will help.
 - Discussion included how much should be ‘saved’ for ‘rainy days’.
 - One month of expenses is roughly \$150,000.
 - ‘Rainy Day’ examples: a claim, an unexpected bill such as the tax bill on the 17 acres.
 - Grant Opportunities: There are options for computers in order that this is outside of the general budget.
 - Dave clarified that the Administrative Team has the flexibility to work within their budget.
 - Tucker reported we have a lot of factors going into forming next year’s budget.
 - **9:45 2010-2011 YEAR PLANNING**
 - Discussion included possible new positions to add, the need for raises, capital expenses, debt, a reserve fund, medical premiums increasing. The means to pay for these increases are few: tuition increase, enrollment increase, fundraising.
 - Most staff express the need for a dedicated IT person.
 - BOD discussed different tuition scenarios.
 - Under our current financial structure, financing debt is not an option.
 - Lila has recommended an increase at the preschool of between 2% and 3%. She will look at her numbers and make a final recommendation at the 12/28 meeting.
 - **11:00 PM ENDOWMENT**
 - Some money has come in and will go toward expenses.
 - BOD discussed the need for prayer.

- Mark Warren will make requests of the staff for endowment.
- **MEETING TO DISCUSS ACCREDITATION IS JANUARY 2, 2010 FROM 12 – 6 PM.**
- **11:05 PM CLOSED SESSION**
- **11:15 PM JUSTIN, DOUG, MICHELLE AND LILA LEFT THE MEETING.**
- **11:45 PM OPEN FOR PRAYER AND ADJOURN.**

VII. MOTIONS

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
12.14.01	A motion was made to approve the 11/16/09 minutes	Dan	Jim				X
12.14.02	A motion was made to approve the 11/30/09 minutes	Jim	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