

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

December 28, 2009

Present

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

Not Present

Jack Hamlin

Start	End	Next Meeting	Next Time	Location
7:10 PM	10:30 PM	1/11/09	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:

Item No.	Action By	Due Date	Action Item
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NONE

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>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.</p> <p>6/4/09 Vic Bucher provided a sample policy draft.</p> <p>6/29/09 Tucker Seiber has agreed to review and create the financial policies.</p> <p>8/3/09 Tucker has a draft he will email to the administrative team for their review.</p> <p>9/28/09 Robert Parkhurst and Suzi Hargadon will meet to review the policy before finalizing.</p>
8.3.01	Dave/Debbie	8/17/09	<p>Dave will put together a list of guidelines for the endowment committee.</p> <p>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.</p> <p>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.</p> <p>9/28/09 Dave reported this is ongoing.</p>

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
12.14.01	Tucker/Justin	12/28/09	Tucker and Justin will report back on the financials for band.

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

Item No.	Action By	Due Date	Action Item
12.28.01	Dave	1/2010	Dave will coordinate a meeting with staff to share the results of the survey as well as give an update on the school.
12.28.02	Tucker	1/2010	Tucker will create a prototype of the tuition/fee structure/financial policies form to be inserted in the registration form for 2010 – 2011 school year.
12.28.03	Justin/Doug	1/11/10	Justin and Doug will evaluate per student fees, including consumables, classroom supplies and the costs of trips.
12.28.04	Justin/Doug	1/11/10	Justin and Doug will evaluate the athletic fees for 2010 – 2011 school year.
12.28.05	Debbie	1/11/10	Debbie will look for ACSI or other means of evaluating the administrative team.

VI. GENERAL DISCUSSION

- **7:10 PM BOD/Admin Team wished Dan King a happy birthday.**
- **OLD BUSINESS**
 - **PROPERTY TAX ON THE 17 ACRES** – We will not be required to pay the Supplemental Tax Bill because the land has been graded for an exercise track to be used by students.
 - Discussion included the need to complete the exercise track and possibly getting the woodshop class involved in creating some of the exercise stations. Jim has a tentative plan and is working on figuring the material needs for the track.
 - **HS PLAY** – Doug and Michelle reported the HS spring play will be “One Foot in Heaven”.
 - **SURVEY RESULTS FROM STAFF**
 - 98% of the comments were positive with some ideas for improvement.
 - Jim noted the survey responses listed in bold print were those which had been listed by at least four different staff members.
 - BOD agreed a meeting with staff is important in order to share the results.
- **NEW BUSINESS**
 - **RE-ENROLLMENT/REGISTRATION**
 - **STRUCTURE.** Debbie reported on the re-enrollment and tuition structure at SLCICS.

- Re-enrollment fees are lower. The first payment of student fees and tuition is due June 1. Payments are applied first to fees, which are non-refundable, then tuition. The next tuition payment is September 1 and continues through May 1, 2011.
- All fees, including retreats, are included on the financial form included in the registration packet at SLCICS. BOD agreed this is needed for WCS.
- **TUITION.** BOD discussed the tuition needed to fund future needs of the school.
- **FEES –** Discussion included per student fees to cover supplies, consumables, and possibly trips needed throughout the year.
- **INTERNATIONAL STUDENT TUITION/FEES.** Discussion included the need to raise the tuition for International Students. Debbie reported SLCICS charges 1 ½ times the regular tuition to International Students, although the registration fee is lower than what WCS currently charges.
- **PRESCHOOL –** BOD discussed raising the registration fee and compared the proposed rate increase with other local preschools.
 - Lila would like more advertising in Natomas, stating WCS Preschool rates are lower than comparable preschools in Sacramento.
- **9:45 PM Dan left**
- **9:45 PM CLOSED SESSION**
- **10:30 PM OPEN SESSION FOR PRAYER/ADJOURN**

VII. MOTIONS

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
12.28.01	A motion was made to raise the preschool registration fees to \$85 and raise rates for the 2010 - 2011 year by 5% as of 07/01/10	Jim	Dan				X

VIII. FUTURE AGENDA ITEMS

- **Tuition Insurance JANUARY**
- **Waiting lists 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