

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

January 11, 2010

**Present**

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

**Not Present**

Jack Hamlin

Start	End	Next Meeting	Next Time	Location
8:35 PM	10:50 PM	1/25/09	7:00 PM	Matmor Conference Room

**I. MEETING CALLED TO ORDER/ PRAYER– 8:35 PM**

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

Item No.	Action By	Due Date	Action Item
<b>NONE</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	<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> <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	Michelle and Dave will check with DOJ on fingerprinting requirements and report back to BOD.

			<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>
11.16.01	Jim	11/09	<p>Jim will draft a letter to send to PT employees regarding sick leave and vacation benefits.</p> <p><b>12/14/09 Jim reported this is in progress</b></p>
12.14.01	Tucker/Justin	12/28/09	Tucker and Justin will report back on the financials for band.
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.

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

Item No.	Action By	Due Date	Action Item
1.11.01	Tucker	1/18/10	Tucker will work out scenarios for tuition and send them via email to BOD for review before the next scheduled meeting.

**VI. GENERAL DISCUSSION**

○ **OLD BUSINESS**

- **INTERNATIONAL STUDENT TUITION/FEES.** Dave reviewed what was discussed at the last meeting. Doug reported on the paperwork involved in obtaining and maintaining an i-20 for International students. Various options for fees and tuition were discussed before the vote.

○ **NEW BUSINESS 8:50 PM**

● **RE-ENROLLMENT/REGISTRATION 2010 – 2011**

▪ **TUITION**

- BOD discussed various tuition structures and increases to address the needs of the school.
- Discussion included the concern over the need for the increase with the reality of today’s economy on school families. Each member expressed the desire to retain families and yet have the ability to improve the quality of education our students receive.
- Discussion included the possibility of offering payment schedules of 10, 11 and 12 months in order to aid families in the budgeting of the increase.
- Discussion included the possibility of not having any pay raises this year.
- BOD discussed the possibility of lowering tuition to encourage more families to enroll.

- **FEES** – Discussion included per student fees to cover supplies, consumables, and possibly trips needed throughout the year. Various fee structures were discussed.
  - **REGISTRATION FEES:** BOD agrees these should be kept to a minimum in order to encourage re-registration in February. First tuition payment would be due June 1, 2010.
- **FOCUS GROUP** – BOD discussed the value of discussing the tuition schedule and fees to a select group of parents for feedback. Dave will present the new tuition and fee structure to a focus group of parents and report feedback to the BOD before presenting it school-wide at the next parent information night.

- **10:45 PM PRAYER**
- **10:50 PM ADJOURN**

**VII. MOTIONS**

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
01.11.01	A motion was made to create the following fee and tuition structure for International Students: Pay a one-time new international student registration fee of \$500 in addition to the posted student fees and 1 1/2 times the posted tuition. Re-enrollment fees for subsequent years will be the same as for resident students.	Dan	Jim				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**