

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

February 1, 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	2/22/09	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
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. <b>COMPLETED AT STAFF MTG</b>
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. <b>COMPLETED</b>
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. <b>COMPLETED</b>
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. <b>COMPLETED</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	<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. <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 policy before finalizing.</b>

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. 2/1/10 This is included in the policies to be reviewed/approved 1/22/10.
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.
12.28.04	Justin/Doug	1/11/10	Justin and Doug will evaluate the athletic fees for 2010 – 2011 school year. 2/1/10 This is outstanding due to some potential changes.
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
2.01.01	Justin		Justin and Tucker will put together an update on the financials for the band program.
2.01.02	Tucker	3/2010	Jim requested an update on the amounts in the restricted funds (ie drama).

**VI. GENERAL DISCUSSION**

- **OLD BUSINESS (see above)**
- **NEW BUSINESS 8:50 PM**
  - **RE-ENROLLMENT/REGISTRATION 2010 – 2011**
    - **TUITION PROPOSAL DISCUSSION**
      - BOD discussed the referral discount. **Reward** – Families who refer a new, full-time K-12 student to WCS will receive a \$500 discount off of tuition.
      - **Class fees.** BOD discussed including ‘class fees’ which cover field trips. Discussion included whether to make it mandatory for all or to offer as an option. BOD decided not to have it as an option.
      - **BOD** discussed the June 1 payment as being non-refundable.
    - **UNRESTRICTED GIFTS DESIGNATION**
      - BOD discussed how to designate unrestricted gift monies that have been received.

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- **ADMINISTRATOR UPDATES** – Dave requested each administrator submit their report in writing a week prior to meetings which can be accepted into the minutes. If it needs to be discussed, time will be given on the agenda in the meeting. These reports should be submitted for the first meeting of the month.
    - **PRESCHOOL - LILA**
      - 101 students. Will lose one due to financial reasons.
      - 40 students are registered for fall. This is a good number for this time of year.
      - Lila reported it is a pleasure to work with Erica Garcia on insurance issues.
      - Open House is March 26 at 7 – 8:30 PM
      - Early Education ACSI Convention is April 17<sup>th</sup>. Lila passed out the information. There is a Friday conference ahead of time at FBC in Elk Grove for preschool administrators. Lila requested permission to attend.
      - Justin, Lila and Doug met with Mark Warren today.
    - **K-8 – JUSTIN SMITH**
      - 149 students. We have added 6 but lost 3.
      - MS is at 44 students.
      - Justin reported on several meetings with incoming kindergarten parents not already attending WCS.
      - Justin reported there were 75 people at Family Bowling Night.
      - The Father-Daughter Dance was successful.
      - Justin reported on what Michelle Fitzer has been working on: coordinating visits to churches, Bowling Night, blankets, early release activities, fax blasts (\$150 to get 600 flyers out to local businesses) and we have an ad in the Daily Democrat.
      - Justin is looking to speak at local Rotary clubs.
      - K Open House is February 25<sup>th</sup>. Elementary Open House is March 2<sup>nd</sup>. There will be an elementary program March 12 to be held at Woodland Bible Church. MS/HS Open House is March 4<sup>th</sup>.
      - Smart Board is up and running.
      - Honor roll certificates were sent out.
      - Justin reported on the Math Olympics, 2<sup>nd</sup> through 6<sup>th</sup> grades. This is the first year WCS has participated.
    - **HS – DOUG BROWN**
      - Enrollment is at 102 or 103. Doug reported on the reasons for the students who have left.
      - Honor roll certificates will be passed out this week. Those with 3.5 and above will receive certificates in chapel.
      - Doug reported on his decision to
      - ASB is working on finding a venue for Spring Formal
      - Ski Trip is February 24<sup>th</sup>.
      - Progress reports come out this week.
      - Doug questioned the approval process for the senior trip.
      - Robotics competition is February 26 – 27.

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- Auditions for the play are upcoming.
  - Doug reported on the basketball games.
  - Focus Groups – four groups are meeting for accreditation.
  - Graduation is at the Senior Center and plans are being made.
  - Doug reported he has given tours to Holy Rosary parents. Discussion included setting up a time for a formal presentation to be made to Holy Rosary parents.
  - Doug reported they have created a list in RenWeb to keep track of prospective parents/families.
  
  - **MICHELLE BOOTH – INSTRUCTIONAL LEADER**
    - Sent out second semester policies today.
    - Passkey is up and running. Mrs. Sorbello is overseeing this program and parent support has been great.
    - Michelle is meeting with Freshmen parents
    - WASC. On February 22nd Michelle would like us to approve the action plan as well as other WASC related documents.
  
  - **PARENT MEETING – THURSDAY**
    - Doug, Justin and Lila will be speaking, giving updates. Dave will lead the discussion on tuition. Discussion included the findings from the parent focus group on tuition.
  
  - **TREASURER REPORT – HANDOUT**
    - Tucker gave a report on the financials through December. Each administrator received information specific to their areas.
    - Tucker reported on the money market account. We will need to tap into this in March.
    - Tucker praised the job Suzi has been doing in bookkeeping.
    - Tucker reported on the scholarship monies.
    - Tucker reported there is nothing that stands out or is alarming.
    - BOD discussed the utilities budget. Jim reported on his research into the bills over the two years. Our usage at Matmor in Sept-Nov was down compared to years past, but the costs are higher due to PG &E costs. Jim reported the charges for the West St campus seem reasonable.
    - BOD discussed the financial information to be posted on the web.
  
  - **REVIEW OF REGISTRATION FORMS**
    - BOD discussed the process of approving the registration forms.
    - The goal is to have applications ready by Friday.
  
  - **8:35 PM CLOSED SESSION**
  
  - **10:20 PM OPEN SESSION FOR PRAYER**
  
  - **10:25 PM ADJOURN**

**VII. MOTIONS**

Motion No.	Motion	First	Second	Aye	No	Abstain	Unanimous
02.01.01	A motion was made to approve the 12/14 minutes	Dan	Jim				X
02.01.02	A motion was made to approve the 12/28 minutes with changes made to the section "tuition".	Jim	Dan				X
02.01.03	A motion was made to approve the 1/14 minutes with changes made to the "tuition" section	Dan	Jim				X
02.01.04	A motion was made to accept the tuition structure as proposed, with changes to #8.	Dave	Tucker				X
02.01.05	A motion was made to apply the unrestricted gifts to scholarships	Dave	Tucker				X
02.01.06	A motion was made to authorize Dave Hargadon to terminate the employment contract with an employee at a time to be determined by Dave Hargadon.	Jim	Dan			Debbie	X
02.01.07	A motion was made to authorize Dave Hargadon to hire an administrative assistant for the capital campaign	Dan	Jim			Debbie	X

**VIII. FUTURE AGENDA ITEMS**

- **Waiting lists 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. Otherwise, once approved by the board, these minutes shall become a binding and historical document.**

**END OF MINUTES**