

WTCS Board Meeting Minutes
Monday, May 17, 2021

The meeting was called to order by Pat Haugen at approximately 6:30pm.

Members Present: Jamie Lee, Patrick Haugen, Kathy Ceynar, Josh Comer, Jennifer Gjovig, Andrew Downer, and Kasey Richards

Others Present: Cory Fleck, Julianna Russell, Dave Butler, Sheri Moonen, Terry Haugen, Chennille Currier, Adam Coughlin, and Lois Johnson

1. Kathy led in devotions and prayer
2. Officer Position and Portfolio
 - a. Officer Positions
 - i. Pat nominated Jamie Lee for President. Seconded by Kathy. Unanimous aye. Motion passed.
 - ii. Kathy nominated Pat Haugen for Vice President. Seconded by Josh. Unanimous aye. Motion passed.
 - iii. Pat nominated Josh Comer for Treasurer. Seconded by Kathy. Unanimous aye. Motion passed.
 - iv. Pat nominated Kasey Richards for Secretary. Seconded by Jamie. Unanimous aye. Motion passed.
 - b. Board Portfolios were decided as follows:
 - i. Jamie Lee - Administration, Parents, and Staff
 - ii. Pat Haugen - Foundation/Investment Committee, Administration, and Building/Grounds
 - iii. Josh Comer - Foundation/Investment Committee, Business Budget, and Building/Grounds
 - iv. Kasey Richards - Teachers, Staff, and Devotions
 - v. Andrew Downer - Foundation/Investment Committee
 - vi. Jennifer Gjovig - Administration and Meetings/Procedures
3. Secretary's Report: A motion to approve the April 2021 board meeting minutes was made by Pat. Seconded by Kathy. Unanimous aye. Motion passed.
4. Treasurer's Report: A motion to accept the April 2021 financial reports was made by Pat. Seconded by Jennifer. Unanimous aye. Motion passed.
5. Administrative Reports were given.
 - a. Cory Fleck
 - i. Mr. Fleck updated the board on current staff vacancies. Currently advertising for a Kindergarten teacher, 6th Grade Teacher, and Music Teachers.

- ii. Mr. Fleck is conducting staff evaluations and will share survey results with the board.
 - iii. Administration will look at some language changes on the current school registration forms regarding the statement of faith.
 - iv. Administration will conduct exit interviews with staff and possibly some families next week. They will share the results with the board.
 - v. Administration will hold a school year debriefing with teachers next week.
- b. Juliana Russell
- i. Mrs. Russell and Mrs. Nible will be looking through MAPS test scores and presenting them to the board with the help of Sheri. The board requested a breakdown by class showing growth from Fall to Spring of this school year.
 - ii. Administration will look into possibly adding student life activities/clubs into teacher contracts.
 - iii. Mrs. Russell is meeting with teachers to discuss new curriculums used this school year. 4th-6th grade elementary science may need to be revisited.
 - iv. Mrs. Russell and Mrs. Nible are looking into placement tests for advanced placement classes next year.
 - v. Administration will submit their handbook recommendations to the board in the next 1-2 weeks.
- c. Dave Butler
- i. Nigerian citizen hopeful for the International Program was denied a VISA. Mr. Butler is looking into other ways to get the student here.
 - ii. Girls Basketball will be cooping with Alexander in grades 7-12 for another 1-year commitment.
- d. Terry Haugen
- i. Leo club is ready to go for Fall with student board positions already elected.
 - ii. Mr. Terry Haugen will provide the board a list of grants that have been applied for.
 - iii. Mr. Terry Haugen will provide the board a cost/benefit analysis of the "Foundation Search Company" grant search subscription that was used this year.
 - iv. Mr. Terry Haugen will provide the board a list of what grants have been awarded and what monetary funds have come from the meetings listed on the May DOD report.
 - v. Terry asked the board to share any contacts in their circle for raising funds.
- e. Sheri Moonen
- i. Sheri is planning to launch the new school website in June.
 - ii. Sheri is putting together a month-by-month list of things to do for her predecessor. Shawna Ballensky is doing some shadowing.
- f. Pastor Adam Coughlin

- i. There is a possibility of collaborating with another Christian school on a missions project at a community center in Poplar, MT.
6. Old Business
 - a. Staff Handbook Review - tabled to June meeting
 - b. Student Handbook Review - tabled to June meeting
7. New Business
 - a. A motion was made to **remove** Cyrena Weeks and Kathy Ceynar from all WTCS accounts: General Checking (XXXX), Savings (XXXX), Scrip (XXXX), PCC/Store (XXXX), Activities (XXXX), Building Fund Account (XXXX), International Account (XXXX), Line of Credit (Acct #XXXX, Loan #XXXX), (and Credit Card (XXXX) and to **add** Josh Comer and Pat Haugen to all WTCS accounts: General Checking (XXXX), Savings (XXXX), Scrip (XXXX), PCC/Store (XXXX), Activities (XXXX), Building Fund Account (XXXX), International Account (XXXX), Line of Credit (Acct #XXXX, Loan #XXXX) and Credit Card (XXXX) by Pat Haugen. Seconded by Josh Comer. Unanimous aye. Motion passed.
8. Other
 - a. Vision/Mission
 - i. Administration welcomed the board to the Wednesday staff meeting to brainstorm ideas for a new Mission/Vision statement.
 - ii. Administration will send out an alumni and friends of WTCS survey soon for input on the mission/vision.
9. Executive Session
 - a. The Board anonymously reviewed and approved Tuition Assistance for the 2021-2022 school year.

The meeting was adjourned at approximately 10:30pm.

Next meeting will be held Monday, June 21st, 2021

Respectfully submitted, Kasey Richards