

**Denver Christian Schools
Board of Trustees Minutes
Van Dellen Campus
Sept. 26, 2013 – 6:30pm**

Present: Gwen Boonstra, Russ Dykstra, Keith Engler, Christian Hutter, Langford Jordan, Thama Judy, Trevor Nydam, Peter Tell, Tim Van Stelle
Leadership Team: Ray Boersema, Lynda Micikas, Julie Reitz
Absent: Jeff Luinstra, Erin Reynolds
Guests: 8 guests

Welcome - Russ Dykstra

Devotions & Opening Prayer – Keith Engler

Board member, Keith Engler shared a devotional based on Jeremiah 29: 11-13. Jeremiah's message was given to a group of people who were being held captive and were in exile from their homeland, and he gave them the message that we find today in Jeremiah to assure them that God had not forgotten them but had a plan for them. This is a reminder that even when we are in the midst of a difficult situation, God has a plan. God wants us to know that as we submit to His plan that He desires to use us to bless the world around us. God wants us to seek him with all of our hearts and trust in His plan that might be bigger than just a personal assurance but could reach to a plan for future generations.

Agenda was reviewed and accepted

Board Minutes of August 29, 2013 were approved as written.

No Consent Agenda Items presented

Executive Leadership Team Reports:

A. Operations Report

1. **Bank Appraisals of our three campuses are complete** – Ray Boersema, CEO
2. **Donor Connect on RenWeb** – Lynda Micikas, Academic Director
 - Happy to report that entire donation history as well as student/family contact info dating back to 1990 has been entered in the Donor Connect program on RenWeb.
 - Main focus going forward will be to update current student/family information, grades, reporting, and continued training on how to use RenWeb for the 2013-14 school year
 - Ongoing long term goal is to enter names of potential donors as well as update alumni contact information in our efforts to increase support and communication regarding DCS however this is not the main priority for this year.
3. **2013-14 Fundraising Update** – Ray Boersema [HANDOUT DISTRIBUTED AT MEETING](#)
 - The implementation of a one campus operational model will drive DCS to envision 2013-14 fundraising efforts in new comprehensive and innovative ways.
 - Currently determining the schedule, DCS personnel, and venues that will support the following activities:
 - Regular messaging to our community explaining the scope and sequence of the opportunities to contribute to current and future DCS operations
 - Website location(s) dedicated to inviting participation and to tracking community support of these opportunities

- By-invitation (and general community) events, on and offsite, dedicated to informing donors, identifying donor drivers, and inviting participation.
- One-to-one conversations to encourage potential donors.

- Board encourages Ray to continue to seek consultation from Jack Hoekstra

B. Academic Report - Lynda Micikas, Director of Academics

1. Dee Dyk and Tracey Twinam of the Extend Team are leading 30 DCS faculty in an in-depth professional development experience focused on differentiation in the classroom. The program is supported by funds from Title II and the Auxiliary. The group will meet for 2-hour discussion and work sessions 8 times across the school year. Each faculty member has also committed to implementing specific differentiation strategies during the intervening weeks, both as a way to learn to use these strategies and to generate real-life differences and experiences in the classroom that will benefit students today and that can be brought back to the project group for analysis at its next meeting. DCS is unusual in the high level of support and challenge it offers students across the full range of learning needs and abilities.
2. Ray commented that we have great resources among our faculty who have stepped up into leadership positions helping the faculty to work together to meet the needs of DCS students. He looks forward to more and increased opportunities for faculty to use their educational leadership to benefit our programs at DCS.
3. Board encouraged Leadership Team to use the example of our Extend Program in our marketing material to promote DCS.

C. DCS Audit Report for 2012-13 year – Russ Dykstra, Board President

1. Russ Dykstra on behalf of the Board thanked Julie and Ray for their outstanding efforts and progress that has resulted in the best financial standing for DCS in several years. Auditor Jim Davis shared “it was a pleasure doing the audit this year and obvious that Julie and Ray have done a considerable amount of clean-up” resulting in what Mr. Davis unequivocally feels is the best financial standing for DCS in the last several years. He repeatedly praised the work that Julie had done in getting the cash flow to a better position, addressing the accounts receivable issue and putting systems in place for better overall financial accountability. The Auditors will report at October Board meeting.

**D. Finance Report as of August 31, 2013– Julie Reitz, Director of Finance [UPDATED HANDOUT](#)
[DISTRIBUTED AT MEETING](#)**

1. **2013-14 PreK-12th grade enrollment as of Aug. 31, 2013:** 612 students

Pre K	34
K-5	282
6-8	154
9-12	142
2. **Cash Flow:**
3. **Past-due Tuition: None for current year – all 2013-2014 family tuition payments are current as of 08/31/2013. Total past-due tuition at June 30, 2013 was \$454,236 for all prior fiscal years (through 6/30/13). Payments for the past-due tuition total \$71,199 since the start of the 2013-2014 school year, so the 8/31/2013 balance is \$383,037.**
4. **Operating Budget vs. Actual:** a positive variance of \$33,398
5. **2013-14 Loyalty Drive Report:** \$20,346 received to date in this school year
6. **DCS Foundation, Inc. :** YTD Net decrease to fund balance is \$55,335 as of 08/31/2013 for a total balance of \$1,702,142 in the Foundation.

7. **ReNew Upscale Retail as of 08/31/2013:** YTD Net Income is \$1,375

E. OSOM – One Site Operational Model - Russ Dykstra, Board President

1. **Board Accepts Recommendation of Task Force - Board President, Russ Dykstra**
 - A motion was made and unanimously approved by the Board of Trustees of Denver Christian Schools to accept the Taskforce recommendation for a one campus site location that will be announced to the Society on Friday, Sept 27, 2013
 - The Board of Trustees thanks the Task Force for their hard work and for their recommendation that was based on the new operational model and the DCS vision criteria: Identify, Value, Education, Staffing, Partners, Financials, Facilities
2. **Upcoming Schedule** – This schedule was presented to Board members during work session just prior to Board meeting
 - **Sept 27, 2013 – Presentation and site location announcement to Society**
 - **Sept 28, 2013 – Open House at site location : 10:00-4:00pm**
 - **Sept 29, 2013 – Open House at site location: 12:00-4:00pm**
 - **Oct. 5, 2013 – Open House at site location: 10:00-4:00pm**
 - **Oct. 6, 2013 – Open House at site location: 12:00-4:00pm**
 - **Oct 7, 2013 – Active Discussion/Q&A with Society**
 - **Oct. 11, 2013- Society Vote**

Board Items

A. Old Business

1. **CEO Search** – Board Member, Jeff Luinstra sent in written report and Langford Jordan reported
 - CEO search committee has made positive progress – two interviews completed
 - Advertisement for the CEO position has been posted on CSI web site as well a various Christian job boards.
 - Approximately 20 resumes have been received by the search committee. Review of resumes and interviews will begin Oct. 4, 2013.
 - Search committee covets your prayers during this process.

B. New Business - None

Public Comment/Questions – No comments

Adjournment and Closing Prayer – Langford Jordan

Executive Session

Next Meeting: Thursday, October 24, 2013 @ Highlands Ranch Campus
Devotions: Langford Jordan Closing Prayer: Thama Judy