

**Denver Christian Schools
Board of Trustees Minutes
Teller Street Campus
June 26, 2014 – 6:30pm**

Present: Gwen Boonstra, Russ Dykstra, Christian Hutter, Langford Jordan, Thama Judy, Jeff Luinstra,
Trevor Nydam, Erin Reynolds, Tim Van Stelle
Leadership Team: Todd Lanting
Guests: 9 guests

I. Welcome - Russ Dykstra, Board president

II. Devotions & Opening Prayer – Gwen Boonstra

Board Member, Gwen Boonstra shared from a devotional reminding us to be thankful knowing God's love is wider, deeper, and higher than we can imagine and God's faithfulness and promises are with us. Gwen... 1) thanked the Board for the privilege of serving with each of them; 2) Leaving with confidence that our God is still faithful; 3) Encouraged Board to listen carefully to God, to Society and to each other in prayer; 4) Leaving a little overwhelmed with the challenges ahead; 5) Committed to pray for DCS, staff, students, society, supporters; and 6) thanked Society for the opportunity to represent them and serve.

III. Agenda was reviewed and accepted

IV. Board Minutes of May 19, 2014 Society Meeting were approved as written.
Review of Minutes: April minutes Motion/Approved as presented

V. No Consent Agenda Items presented

VI. CEO Report

A. Operations Report - Todd Lanting, CEO

1. Marketing

- Advertising new Southwest location for Denver Christian Schools
- Advertising Sept 2, 2014 grand opening with flyers, postcards, banners
- K-LOVE Radio spots throughout the summer
- Billboard signage on Mansfield and Wadsworth
- Advertisement placed in 5280 Magazine
- Four direct mail postcards in June, July, August and September focusing on different themes of our vision/mission
- Hard Hat tours offered on Wednesday evenings and Sunday afternoons
- BIG DIG – promotion to students & families encouraging them to come and dig for their new playground
- Reaching out to Alumni on web site and building Alumni database
- Watch for launch of new website in August
- Mailing will be sent to 163 churches announcing DCS new location and reaching out to pastors and families
- Thanks to Michelle Middleton for marketing efforts and Kendal Mullins for coordinating move out of high school. Watch for more volunteer opportunities

2. Enrollment

- Current enrollment is 393 students – the number decreased due to students of staff members whose contracts were not renewed.
- High School enrollment has held steady at 117 students
- Enrollment Process has been streamlined

3. Staffing

- Hired a 6th-12th grade choir teacher
- Hired High School upper math teacher
- Hired High School science teacher
- Still seeking a Pre-K-5th part time music teacher
- Still seeking a Spanish teacher
- Currently still under budget for the number of FTEs budgeted.

B. Academics – Todd Lanting, CEO

1. Director of Academics - Steve Kortenhoeven

- Focusing on Staffing Needs and orientation for new staff
- Clarifying the roles/responsibilities of the Director positions
- Establishing a Policy/Procedure for Academic Teachers
- Working on Accreditation Report
- Planning Staff Retreat scheduled for Aug 10, 2014

2. Map Testing

- Results: “DCS Students scored higher than national norm in every grade level and on every test.”
- 1st-8th grade – will test in Fall and Spring
- 9th-12th grade will only test in Fall because other academic test are conducted in Spring

3. New & On Going Committees/Programs/Procedures

- School Improvement Team being organized
- New Disciplinary procedures/policies
- Senior Leadership Retreat – enable/encourage Seniors to be role model and leaders
- Spiritual Life Team – to represents staff, watch & track students, equip students, improve student culture, integrate faith into all areas of education.
- Chapel Program Committee
- Coordinate educational mentoring between students
- In-Service for Staff
- DCPA (Denver Christian Parent Association) has been established to replace individual school campus parent senate groups. Amy Ruter and Keri Johnson will lead.
- Continue Before/After School programs directed by Jaime Krauss

C. Finance – Todd Lanting, CEO

1. Brant Epperhart, Director of Finance and Facilities will start July 6, 2014 and distributed a letter to the Board of current financial requirements and needs that he is addressing.
2. Brant has invested at least 20 hours into transitioning with Julie Reitz before she left
3. Brant will provide updated reports at July meeting regarding
 - Operating Fund
 - Foundation Report
 - ReNew Report
 - Audit Preparation
 - Tuition (current and delinquent)
 - RenWeb – Is Brant responsible for the inputting on current & new families as well as updating 1) donor connect/contacts 2) Alumni Information,?
4. Brant’s extensive knowledge of working with non-profit organizations will give him a better understanding of our financial needs.

D. Design and Construction – Tim Van Stelle, Board Member

1. On schedule to be open two weeks before school starts
 - K-8 classrooms are sheet rocked and ready for paint
 - 9th-12th classrooms will be completed by end of next week
2. Volunteer Opportunities – Watch for dates in summer newsletters

- Moving desks, equipment, etc. from Van Dellen & Highlands Ranch campuses into stored areas at Teller Street
- 3. Construction Loan acquired from bank until we sell Van Dellen and Highlands Ranch properties.
- 4. Question during Public Comment asked Tim to summarize what will be completed at the start of the school year for 2014-15. Below is Tim's response:
 - All interior academic requirements will be complete: Classrooms, work areas, offices, lunchroom, technology, security and playground
 - Confirmed that there is an inside gym area for PE classes
 - \$2.1 M will need to be raised before the start of the primary gymnasium
 - Additional money will need to be raised for secondary gym, auditorium and athletic fields

VII. Board Items

A. Old Business – None

B. New Business

1. Election of Board Officers – The following Board members were nominated and approved for Board Office positions:
 - President – Russ Dykstra will continue until end of December since he has signature authority for contracts and until current campuses are sold.
 - Vice President – Trevor Nydam who will assume the position of president mid year
 - Treasurer – Christian Hutter
 - Vicar – Erin Reynolds
 - Secretary – Langford Jordan

VIII. Public Comment

- Expressed that families are anxious to hear more communication regarding transportation schedules and final costs.
- Encouraged Todd Lanting to reemphasize the start/end time for school days for the 2014-15 school year. Worried that folks are unaware because they are not reading carefully.
- Please see summarization of construction completion schedule under Design/Construction

IX. Appreciation

- Acknowledgement and welcome to incoming new Board members
- Appreciation given to retiring Board members: Jeff Luinstra, Gwen Boonstra

X. Adjournment & Closing Prayer – Russ Dykstra, Board President

Next Meeting: Thursday, July 24, 2014 @ Teller Campus

Devotions: Russ Dykstra; Closing Prayer: Christian Hutter