

**Denver Christian Schools
Board of Trustees Minutes
Van Dellen Campus
Mar. 27, 2014 – 6:30pm**

Present: Gwen Boonstra, Russ Dykstra, Christian Hutter, Langford Jordan, Thama Judy, Jeff Luinstra, Trevor Nydam, Peter Tell, Tim Van Stelle
Leadership Team: Todd Lanting, Lynda Micikas, Julie Reitz
Absent: Erin Reynolds
Guests: 33 guests

- I. **Welcome** - Russ Dykstra, Board president welcomed Todd Lanting, Leadership Team, Board, and Guests.
- II. **Devotions & Opening Prayer – Peter Tell, Board Member**
Peter Tell asked us to quiet our hearts and open our minds as we reflect on the amazing gift of God’s Word. He encouraged us to gnaw on the Word of God like a dog gnaws on a bone until it becomes a part of us. We focused first on Psalm 113 – Praising the Name of the Lord and then moved on to Prov. 3:1-6 where we were reminded to not forget God’s teaching and keep His commands in our heart. Peter finished by reminding us to all trust in the Lord with all our hearts and not forget His teachings. In all our ways acknowledge and submit to God.
- III. **Agenda was reviewed and accepted**
- IV. **Board Minutes of February 27, 2014** were approved as written.
- V. **No Consent Agenda Items presented**
- VI. **Executive Leadership Team Reports:**
 - A. **Operations**
 1. **Marketing Update- Lynda Micikas, Director of Academics**
 - Lynda gave special recognition and appreciation to Michelle Middleton and Marketing Team for all their marketing efforts.
 - March 31, 2014 – Lynda and Marketing Team will begin visiting several feeder schools
 - Mailers will be sent to 176 pastors informing them that DCS will be moving to Teller Street Campus next fall.
 - Follow up contacts are being made with any families that inquired or visited the school.
 - Informal Open Houses are still be held on Wednesday evenings and Sunday afternoons at the Teller Street Campus.
 - Updated relocation information was advertised in the “5280 Magazine” and Denver Relocation Guide. Relocation leads from DRL are being followed up on each week.
 - Photographs are being taken of construction progress at Teller Street Campus
 - Todd has met with approximately 60 parents/grandparents following chapels at all three campuses.
 - Spiritual Emphasis Committee and Parent Associations are planning transition open houses on May 18 at all three of our existing campuses. It will be a time of sharing

memories and concluding with a time or of praise and worship. Rich Schemper and Tyler Amidon are coordinating with these groups.

- Efforts continue to reach out to DCS alumni

2. Enrollment Update – Lynda Micikas, Director of Academics

- There is an increase in enrollment for 2014-15, partly due to the fact that the preschool registration has opened.
- There are several new student enrollees in the application process.
- Todd Lanting's goal is still to contact every current family at DCS to encourage them.
- Leadership team thanked Steve K., Rich S., and Tyler A. as well as their administrative assistants for their support in helping potential families/students through the application process.

B. Academic – Todd Lanting, CEO; Julie Reitz, Director of Finance and Human Resources; and Lynda Micikas, Director of Academics

1. All contracts that were issued have been returned signed except for one contract.
2. Ten teachers were not offered contracts for 2014-15 school year at this time.
3. Several teachers were offered contracts that are 40%-50% reduced.
4. Staffing for 2014-15 school year is still in process as enrollment numbers are confirmed.
5. Leadership Team cannot share information regarding staffing decisions, process, criteria due to legal restrictions and personnel confidentiality respect.
6. Please continue to pray for increased enrollment, pray for staff that are searching for other teaching positions and pray for staff that are hoping to still be offered a contract if enrollment increases.
7. Discussions about assignments for staffing/teachers for 2014-15 school year will get underway after spring break.
8. An education orientation/overview for the 2014-15 School Year will be shared with parents in April so please watch for more details.

C. Finance – Julie Reitz, Finance Director

1. **Finance Report as of February 28, 2014 prepared by Julie Reitz, Director of Finance**
HANDOUT DISTRIBUTED
 - a. **2013-2014 PreK-12th grade enrollment as of February 28, 2014:** 607students

Pre K	36
K-5	270
6-8	156
9-12	145
 - b. **Cash Flow:** (\$243,589 negative variance compared to projection)
 - c. **Past-due 2013-14 Tuition :** \$46,689
 - d. **Operating Budget vs. Actual:** a current negative variance of (\$125,011).
 - e. **2013-14 Loyalty Drive Report:** a negative variance of (\$35,812) based on budgeted receipts of \$225,000. \$189,188 received as of 02/28/2014.
 - f. **DCS Foundation, Inc.: Improvement was made in the last month.** Year-to- date net increase to Fund Balance is \$35,031. Balance of \$1,791,217 in the Foundation's RBC account.
 - g. **ReNew Upscale Retail as of 02/28/2014:** YTD Net Income is a negative (\$21,362).
 - h. **Reserve Balance Report:** Amount needed to reach maintained reserve is \$500,000 for operating fund and \$500,000 for plant fund.

D. Design and Construction at Teller Street Campus

1. **Timothy Group** – A contract was signed to engage the Timothy Group in a pre-campaign study. A survey letter was sent the third week of March randomly to approximately 100 DCS supporters to assess current effectiveness and evaluate the future goals of Denver Christian Schools. Interviews will be conducted the week of April 7-11 with those who received the letter. Attached to the letter was a case study indicating that we would need to raise approx. \$12 million to complete the Teller Street Campus. The Board clarified that these numbers would be the costs for a completely finished school and campus equipped with a built out auditorium, lighted athletic fields, and the best of the best. The Board assured the Society that actual costs will be explained at an **April 7, 2014 meeting at 6:30pm at Pearl Street Campus** and encouraged the Society to attend and ask questions.
2. The week of April 7 – the hotel will be demolished.
3. Pearl Street Campus has been sold and Van Dellen Campus is under contract.

VII. Corporate Resolutions – Board motion was made and approved the following Corporate Resolution:

- A. **Athletic Accounts** – Todd Lanting, CEO was added as an authorized check signer in addition to Julie Reitz/Director of Finance, Barbara Landhuis/Athletic Director, Sandra Woudstra/Teacher, Tyler Amidon/Principal, Benjamin Kloosterman/Athletic Director, Richard Schemper/Principal, Steven Kortenhoeven/Principal

VIII. Board Items

A. Old Business

1. The Denver Christian School Board of Trustees is seeking candidates to fill the positions of Board members whose terms are expiring. If you are interested in being considered for Board service or would like to nominate a candidate or have questions, please contact the Board at DCS.Board@denverchristian.org **by April 20, 2014**. Please include the nominee's contact information listing email and phone numbers, so that the Board can correspond with nominees.

B. New Business - None

IX. Public Comments – Russ Dykstra, Board President opened up the floor for comments and moderated the discussion. Below are is a summary of some of the comments and questions

- In the December 2013 Board Minutes we were told we would have a fully functioning academic space and athletic fields, why then are we looking at alternatives?
- Why is there a need for a Capital Campaign at this time? It lead us to believe that the expenses are higher than what was promised but due to lack of Board communication, we don't know except that quite a few folks received a letter from Timothy Group stating that we need \$12 million.
- The Board and Leadership Team does not want us to spread rumors or gossip but that is exactly what happens when there is a lack of communication regarding so many issues: staffing, construction costs, timeline, etc. Please keep us informed with more communication
- If enrollment numbers are increasing then why can't you give us actual pre enrollment numbers. If enrollment is in increasing then why the need for a reduction in staff.
- What is budgeted number for 2014-15 school year and how many students is it based on?

- It appears that what was promised to convince us to vote in favor of the move to Teller Street Campus has changed quite a bit. Why haven't you communicated this along the way.
- The last three months, Leadership Team has avoided giving us the actual number of students enrolled for 2014-15 school year – which leads people to suspect that the enrollment numbers are less than what was anticipated.
- The reduction of staff is a serious threat to enrollment. The reduction of staff is a serious threat to the academic excellence we have always had. The impact of not offering Steve K a contract impacts if I want to send my child to DCS.
- In a Feb 5 email to community it was announced that our three principals would be given new positions as Deans. Now a month later, you did not offer one of these principals a contract. Whoever wrote that email has created a break in trust. We need truth telling in the information that is shared.
- The way the Leadership Team and Board has treated people has led to the enrollment decrease. A lack of communication, the way the Board responds to emails, the disregard of comments – all created a feeling of disrespect for families at DCS. It feels like you are not listening or hearing.
- Please put God first in every situation
- Need to give families time to lament, confess, and be sad about moving from our current three campuses. Please don't ignore the losses, the hurt, the pain. Let's lament and then move forward to hope and rejoicing of where God is bringing us.
- Questions regarding Timothy Group's purpose which is answered in the minutes. Concern that all parents should be given the chance to give their input. The timing doesn't seem right before you have even shared what actual construction costs are.
- When is first tuition payment due for 2014-15 school year - Answer is July
- Expressed concern and worry about the future of DCS. Feels like there is an underlying panic. Is it that fear of panic, the reason why Leadership Team will not give enrollment numbers. Big concerns about the Timothy letter that stated we need to raise \$12million. Personally not concerned about the "WOW" school but more concerned about a functioning school.
- Are we sure God hasn't closed any doors when we are off by 100% of our projection to complete the school with classrooms, auditorium, gyms, athletic fields.
- We have been faithful and supportive to DCS but the high school staff was already thin and now with the reductions in staff, how can DCS offer what students need to prepare them for college and offer them academic opportunities. I believe we have academic excellence but you want to improve our excellence by reducing high school staff? It doesn't make sense.

Russ Dykstra, Board President thanked our Society guests for their comments. He apologized on behalf of the Leadership Team and Board if decisions that were made were hurtful. He expressed the Leadership and Board's desire to share more information on April 7 regarding Construction costs and Design plans. He expressed that the Todd and Lynda would be sharing soon what the Academic Program for 2014-15 will look like. He thanked folks for coming and asked for prayers for all during this transition.

X. Adjournment & Closing Prayer – Tim Van Stelle

**Next Meeting: Thursday, April 24, 2014 @ Highlands Ranch Campus
Devotions: Tim Van Stelle Closing Prayer: Gwen Boonstra**