

**Denver Christian Schools
Board of Trustee Minutes
Highlands Ranch Campus
November 17, 2011 – 6:30 pm**

Present: Board Members: Davinia Blohm, Gwen Boonstra, Russ Dykstra, Langford Jordan, Dianne Kersting, Sean Wennerstrom, Tim Van Stelle
Ray Boersema – CEO of Schools
Sean Monroe – Finance
Admin Council: Mark Swalley, Rich Schemper, Kati Melton
Guests: 9 Guests plus Auditor James Davis
Absent: Craig Wildrick, Chris Fellows, Michelle Drent, Jeff Luinstra, Lynda Micikas
[There are no action items or items that require follow-up.](#)

Welcome and Devotions

Board Member, Tim Van Stelle shared a story how a church assembled a team to rebuild a home following a devastating tornado, but when the team arrived, they were asked to clear a farmer's field some miles away. The team followed God's leading and when they walked the farmer's field they found it littered with debris from the tornado. Tim said this story was a good reminder that even when we have goals, and we think we are using our gifts, God reminds us that He has a plan for each of us and for the ministries that we love. Thank goodness God is in control and knows the bigger plan.

Russ Dykstra, as Vicar welcomed those present and called the meeting to order.

Minutes of October 20, 2011

The minutes of the October 20, 2011 Board meeting were reviewed and approved.

Audit Report from Independent Auditor Davis & Co.

Hard copies of the audit were presented as well as oral report from James Davis showing good internal controls. Regarding activity, there was a 2.5% decrease in overall revenue as well as 2% decrease in expenses. Contributions were down \$200,000, but overall net assets were the same. Our financial position is approx \$11.5M in assets. DC continues to pay down on mortgage indebtedness. Auditor commended Sean for designing an automated online system for approval of POs prior to purchasing any items.

Leadership Team Reports

A. Distribution of Responsibilities

1. Mark Swalley has been appointed as DOO and will share with Lynda Micikas the principal responsibilities for the High School until the Leadership Team redefines the High School and the recruiting/hiring process is complete.
2. Lynda Micikas is now full time academic director for entire DC system. Craig Sandeno was hired as a long term sub to replace Lynda in the classroom teaching Biology.

B. CEO Report

1. Vision 2016 is official name for the 100 year celebration scheduled for April 2016 where we can celebrate the heritage and exciting new DC.
2. Ray presented the final written glossy copy of Vision 2016 that will be communicated to Society as part of the Branding roll out
 - a) DCS Vision 2016 Goals
 - b) DCS Strategic Plan 2011-12 – updated every March
 - c) DCS Operating/Improvement Plan – broken down into tiers reflecting 3 month plans
3. Individual Campus Operating/Improvement Plans
 - **Highlands Ranch – Katie Melton**
 1. INSPIRE: Celebrate student's unique gifts and talents.
 - Use a variety of differentiation strategies to meet the individual needs of students (O/IP V: Objective 2-5, 2-6, 6-7)
 - Implement electronic student portfolios (O/IP IX: Objective 3-1)
 - Implement enrichment programs to challenge and engage students in a variety of ways (O/IP V: Objectives 2-5, 2-6, 6-7)
 2. EQUIP: Provide differentiation training for teachers (O/IP V: Objectives 2-5, 2-6, 6-7)
 - Math & reading programs
 - Flexible grouping
 - Pacing
 - Common assessments
 - MAP and other data to help guide and drive instruction.
 - Use technology to help differentiate instruction and meet the needs of a variety of learners (O/IP II: Objectives 2-1, 6-7).
 3. ENGAGE: Engage parents & community (O/IP XI: Objective 4-6)
 - Utilize parents as guest speakers
 - Involve parents in extracurricular/enrichment activities and programs
 - Increase and promote community events
 - Provide clear and effective communication (O/IP VI: Objectives 1-1,2-7,5-1, 6-2,6-3,6-5,6-6,6-7)
 - Promote Spiritual Emphasis
 - Create MS praise/worship team
 - Provide a variety of guests/speakers
 - Promote parent involvement
 - Increase K-12 opportunities
 - Provide authentic service opportunities for students
 - **High School – Mark Swalley and Linda Micikas**
 1. Redesign the high school curriculum to focus on essential student learning outcomes, increase student choice, and fully utilize the benefits of a trimester schedule. (Objectives 2-1, 2-9)
 2. Add at least one additional assessment of student learning. (Objective 2-2)
 3. Create and implement professional development opportunities to increase faculty knowledge and skills in differentiated instruction and in appropriate aspects of technology, including but not limited to the use of interactive white boards, blogs, and video. (Objectives 2-3, 2-6, 9-4)
 4. Identify and implement strategies to use the Web site and email communication related to Connections to build community with and among parents, increase parental knowledge of and satisfaction with the educational program at the high school, and share academic successes. (Objectives 2-7, 4-2, 6-3, 6-5)

5. Continue to work with the high school parent association on projects designed to support high school faculty, build community among parents, and increase the number of parents who promote the high school. (Objective 4-4)
6. Work with the high school faculty to increase their ability to support enrollment and retention by telling the high school story effectively. (Objective 6-7)
7. Develop a job description for a new high school principal and recruit and hire a high-quality person to fill the position. (Objective 8-2)
8. Create and test a variety of evidence-gathering procedures (e.g., student course evaluations, classroom walk-throughs conducted by faculty and administrators) to provide information and insights that will be useful in describing and helping faculty reflect on and discuss teaching and learning at the high school, including specific teaching strategies, courses, and programs. (Objectives 2-3, 8-3, 8-5)

- **Van Dellen – Rich Schemper**

1. Support CEO's efforts to place a portable classroom on our campus to ensure an optimal learning environment. (10-3, 10-5)
2. Review, update, approve, and implement recommendations from recent curriculum reviews in science, math, and technology. (2-1, 6-7, 9-3)
3. Develop and implement strategies to guide differentiated instruction and assessment especially as it relates to MAP results and student growth plans. (2-3, 2-5, 2-6, 6-7)
4. Develop and implement strategies to raise the level of an academic descriptor on the Parent Satisfaction Survey into the top 10 list of effectiveness. (2-1, 2-6, 6-7)
5. Develop and implement strategies that integrate technology into classroom instruction. (9-3,9-4)

C. Operating/Improvement Reports

1. Objective 1-3: Branding – Ray presented written attachment of dates/deadlines with goal Branding Roll out celebration on January 23
2. Objective 5-1: Communication - This report will be postponed until December meeting since Lynda Micikas was absent
3. Objective 7-5 – Replace Enrollment Report with Objective 5-4 regarding Town Hall Meetings. Ray presented written attachment of dates and discussion topics
 - To date five Town Hall meetings have taken place with Staff and Society members. Hope to schedule one more before Christmas break at the High School
 - Encouraged to increase advertisement and promotion
 - Board Members invited to attend as listeners
4. Objective 9-1: Technology – Sean M reported that research with other schools, demonstrations, and compatibility with current system have proved to make the decision how to move forward very difficult because there are many options to consider and the anticipated cost requires that a good decision be made.
 - Board again encouraged Leadership Team that fund raising efforts, communication, and roll of Brand will be difficult and not have a good impact if our IT capabilities are not improved before the Jan. 23 deadline. Board requested that the Leadership Team make this a top priority and come to December meeting with cost estimates and solutions.

D. Campus Progress Reports

1. Highlands Ranch Campus – Principal Kati Melton
 - 8 more Promethean Boards will be delivered to HR campus and technology training for staff will be completed in November and December.
2. Van Dellen Campus – Principal Rich Schemper
 - All classes at Van Dellen also qualified for grant so all classes at DC will now have a Promethean Boards in the classroom by second semester. An in-service on training for staff will be completed
 - Rich reminded Ray and the Board of the need for additional space for classroom at the Van Dellen Campus asking that this be a priority for 2012-13 school year.
3. High School Campus – Principal Mark Swalley
 - Open House – Approximately 150 students and parents attended the Open House. Approximately eight 8th grade students signed up for shadowing on Wednesday and Thursdays at the High School each week. .
Recruiting efforts included 1500 postcards, visits to Van Dellen and Highlands Ranch campus, as well as meeting scheduled at individual homes with parent groups.
 - Mark reported on DC Graduation Requirements and how they align with college requirements.
 - DCHS requires a 3 year math program. Most college would like to see Algebra II or Trigonometry and some Pre Calculus, so a DC graduate would qualify if college bound
 - DCHS requires a 2.5year science program. Most colleges would like to see Advance Biology and Advanced Chemistry, so a DC graduate would qualify if college bound
 - Moving to a trimester program enabled DCHS to offer more course selections. The curriculum review will help examine the best course and path to help DC graduates be prepared for college requirements.

Board –Requested Reports

A. Financial Report

1. A motion was made and approved to approve the Audit Report as presented by Davis & Co., CPAs, P.C. for June 30, 2011 and 2010.
2. Fundraising
 - Tier A – (December 2011)
 - Objective 10-3: Ensure that the Foundation develops and assumes a new and comprehensive fundraising responsibility for the school and the Foundation
 - Objective 10-4: Identify at least three new and significant fundraising opportunities
 - Letters will be sent out to DC supporters prior to Thanksgiving Holiday to encourage giving.
 - Formal letters requesting financial support were given to each Board member
3. Financial Planning and Budgeting
 - Tier B – (March 2012)
 - Objective 10-1: Ensure that the 2012-2013 budget is costs-based
 - Tuition Assistance funds need to increase from \$250,000 to \$375,000 by April 2016

- Board reiterated the importance of follow up with families that are behind approx. \$368,917 total dollars in tuition and even advised looking into a third party to help with this effort. Consider stronger wording that requires families that are behind to contact business office to work out a plan to ensure enrollment in January.

New Business

A. Society Meeting – Tentative date has been set for Monday, January 23.

B. Foundation News

- Sean W, Davinia, Russ, Sean M., Ray met with Foundation looking for energy and structure to help Ray raise money. The Board thanked Sean who is working hard on draft plan to present to Foundation members at their January meeting.
- Board motion gave approval to request Troy Newcombe to serve on the Foundation Board.

C. Rumors regarding Closing DCHS

- The Board and Guests were encouraged to stop rumors regarding the closing of DCHS because great things are happening and we are moving forward.

D. Russ Dykstra encouraged **Board Members to stay focused and engaged** with the change in Board governance.

E. New Board Nominations solicitations will be called for by Vicar and completed in January, 2012

F. Public Comments:

- Misconceptions regarding Larry Baker have created some negative feedback; however guests commented that they can see great strides and progress being made.
- First CRC would like to have a minimum of 2 representatives on the Board because they have the most number of students attending from CRC churches

Adjournment and Closing Prayer – Davinia Blohm

Next Meeting: Thursday, Dec. 15 – 6:30pm – Van Dellen

Devotions: Michelle Drent

Closing Prayer: Chris Fellows

Board approval by email was requested & received on Nov. 21, 2011 following the Board Meeting. An urgent malfunctioning boiler had to be replaced at Highlands Ranch Campus. Three bids were obtained, and Pasterkamp Heating and Air Conditioning was hired to complete the replacement of the boiler over the holiday weekend. Board member Tim Van Stelle will oversee the replacement. Initial costs are approximately \$40,000 and this expenditure amount was budgeted.