



**Calgary  
Christian  
School**

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to shape God's world.

# CALGARY SOCIETY FOR CHRISTIAN EDUCATION

## CSCE Fall Society Meeting



**TUESDAY  
NOV 22@ 7PM**



**SECONDARY  
CAMPUS - LINC**

[www.calgarychristianschool.com](http://www.calgarychristianschool.com)

## **NOTICE of MEETING**

### **CSCE FALL SOCIETY MEETING 2022**

A meeting of the Calgary Society for Christian Education will be held **Tuesday, November 22, 2022**, at **7:00 PM** at the Calgary Christian Secondary School.

This meeting is an opportunity for the Board to update Society members on the successful conclusion of its 2021-2022 fiscal year, as well as provide the latest information on the status of the strategic priorities, ongoing projects, and other improvements enhancing our school and its mission.

There will be an opportunity to ask general questions during a Q&A period. Members are encouraged to forward questions to the Board at [board@calgarychristianschool.com](mailto:board@calgarychristianschool.com) in advance of the meeting.

### **MEETING PACKAGE CONTENT**

- Notice of Meeting
- Meeting Agenda
- Minutes of the CSCE Spring Meeting – May 18, 2022
- 2021-2022 Financial Report and Forecast for 2022-2023
- Board Chair Report
- Executive Director's Report

# AGENDA

## CSCE FALL MEETING 2022

NOVEMBER 22, 2022 at 7:00 PM

- I. Welcome, Introductions & Prayer  
Jon Halford, *Board Chair*  
Layne Kilbreath, *Director of Faith Formation*
- II. Society Business  
Michelle Zuk, *Board Secretary*
  - A. MOTION: to approve the Minutes of the CSCE Annual General Meeting, May 18, 2022.
  - B. MOTION: to adjourn the business portion of the meeting.
- III. Reports to the Membership
  - A. Treasurer's Report  
Lynette Edwards, *Board Treasurer*
    1. Presentation of Initial Audited Financial Statements of the CSCE for the fiscal year ending August 31, 2022
    2. Financial Overview and Capital Priorities for 2022-2023
  - B. Executive Director's Report  
Ken DeWyn, *Executive Director*
    1. Introduction of New Principals and Staff
    2. Campus Improvements Completed 2021-2022
    3. Secondary Gym Project – Update
    4. Faithfulness Campaign – Update
  - C. Chair's Perspective  
Jon Halford, *Board Chair*
    1. Board Priorities
  - D. Question and Answer Session
- IV. Adjournment

# CSCE Meeting Minutes

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Tuesday, May 18, 2022

7:00-8:30 pm

CCS Elementary School Gymnasium

## 1. Welcome & Prayer

*Ken Siemens, Board Chair*

## 2. Call to Order

*Ken Siemens, Board Chair*

## 3. Society Business

*Gwen Uittenbosch, Secretary*

- A. Motion: To approve the minutes of the CSCE Meeting held on December 2, 2021. Moved by I. Charabin, Seconded by G. Van Vliet. CARRIED
- B. Motion: To destroy the ballots of all previous resolutions and elections. Moved by M. Visser, Seconded by K. Van Vliet. CARRIED
- C. Election of New Board Members
  - a. Cheryl Grant, a member of the Board's nominating committee, explained the process undertaken to determine the four nominees for election and asked for nominations from the floor.
  - b. P. Verhoef shared his concerns around the Board presenting only four candidates for four positions. He encouraged the Board to provide more vetted candidates than available positions in future elections.
  - c. P. Verhoef nominated Len Houweling. This was seconded by Zaak Robichaud. L. Houweling was added to the ballot.
  - d. Society members voted and elected Lynette Edwards, Chris Radke, Len Houweling and Sandy Vander Ziel.
- D. Motion: To appoint Enns and Company as auditors for the fiscal year ending August 31, 2022. Moved by J. Barthel, Seconded by B. Lindemulder. CARRIED
- E. Motion: To conclude the business portion of the meeting. Moved by C. Weening, Seconded by M. Weening. Carried

## 4. Treasurer's Report

*Steven Kroeker, Treasurer*

Mr. Kroeker presented a financial forecast for the 2022 fiscal year end, and provided a brief overview of the approved 2022-23 Budget. The report affirmed the school's continued growth, its ability to meet operating needs and facility improvements, and its current plans for secondary campus expansion.

## 5. Executive Director's Report

*Ken DeWyn, Executive Director*

The slide presentation reviewed CCS campus improvement priorities and the history of the secondary expansion project. It included details on the completion of the high school science lab, and the current design for a dual-court gymnasium facility. In

support of these projects, the Faithfulness Campaign has raised \$775k in gifts and pledges towards its \$3M goal. The Campaign is set to conclude at the end of 2023.

Mr. DeWyn responded to questions regarding the impact of the new facility on campus green space and playgrounds.

## **6. Chairman's Report**

*Ken Siemens, Board Chair*

Shared some of the work of the Board over the last year, in particular the Faith Formation component and the Secondary Improvement Plan. Ken also reflected back on how education has changed over the last 10 years, and the importance of parent engagement and being informed of what is happening in our school.

Mr. Siemens thanked the Board Members who are finishing their terms. Those directors are: Cheryl Grant, Steven Kroeker, Gwen Uittenbosch and Ken Siemens.

## **7. Questions & Comments**

No questions were raised from the floor

## **8. Closing & Prayer**

*Layne Kilbreath, Director of Faith Formation*

Meeting was adjourned at 8:10 pm.



**Calgary  
Christian  
School**

**2021-22  
Financial Report  
& 2022-23  
Forecast**

**Calgary Christian School**  
**Statement of Financial Position at August 31st**

The Figures are Expressed in Thousands	2022	2021
<b>Assets</b>		
Current		
Cash and Cash Equivalents	3,018	2,081
Account Receivable	(9)	22
Receivable from Related Party		5
Prepaid Expenses	44	23
	3,054	2,131
Capital Assets	3,719	3,935
	<b>6,772</b>	<b>6,067</b>
<b>Liabilities</b>		
Current		
Accounts Payable and Accrued Liabilities	336	350
Trade Payable -Related Parties	(1)	19
Deferred Revenue	1,112	508
Undisbursed Designated Contribution	137	10
Portion of Long Term Debt Due Within One Year	50	168
	1,634	1,054
Long term Debt	574	555
Deferred Contribution Related to Capital Asset	622	662
	2,830	2,271
Net Assets	3,942	3,796
	<b>6,772</b>	<b>6,067</b>

## Statement Of Operations For The Year Ended August 31st

The Figures are expressed in Thousands	2022	2021	2023 Forecast
<b>Enrollment K - Grade 12</b>	<b>909</b>	<b>833</b>	<b>930</b>
<b>Revenue</b>			
Christian Education Contri. & society fees	3,313	2,645	3,525
Program Fee Assistance	(127)	(93)	(160)
Family Limit Discounts	(39)	(30)	(40)
Grants	562	535	528
COVID-19 Gov't Grant		167	-
Fundraising*	514	327	750
Bussing Fees	189	128	240
Designated Donations	126	75	-
Interest and Sundry	34	44	73
Amortization of deferred contribution	40	40	-
Facilities Rental Fees	72	34	80
<b>Total Revenue</b>	<b>4,685</b>	<b>3,874</b>	<b>4,996</b>



## Statement Of Operations For The Year Ended August 31st

The Figures are expressed in Thousands	2022	2021	2023 Forecast
<b>Expenses</b>			
Salaries & wages	1,312	1,248	1,493
Program Expense	554	316	687
Sub-contracts	354	396	444
Transportation- Buses	246	179	305
Insurance & Licenses	182	162	183
Operating Expenses	161	150	182
Repairs & maintenance	108	101	110
Designated Donation Funded Expenses	101	48	-
Supplies	100	82	143
Administration & Office supplies	54	57	102
Equipment	47	40	35
Mortgage interest & Bank Charges	29	32	31
Telephone & Telecommunication	20	15	20
Professional Fees	20	16	26
Advertising	14	28	48
Bad Debt Expense	6	12	26
Training Expenses	-	19	38
COVID-19 Related Expenses		91	
Amortization of tangible assets	217	251	-
<b>Total Expenditure</b>	<b>3,523</b>	<b>3,244</b>	<b>3,874</b>

## Statement of Cash Flows

### Year Ended August 31st

The Figures are expressed in Thousands	2022	2021	2023 Forecast
<b>OPERATING ACTIVITIES</b>			
Excess of Revenue Over Expenses	1,161	629	-
Items not affecting Cash:			
Amortization of Deferred Contributions	(40)	(40)	
Gain on Disposal of Assets	-	(4)	
Amortization of Tangible Assets	217	251	
	1,338	836	-
Change in Non-Cash Working Capital	673	131	
<b>Cash From Operating Activities</b>	<b>2,011</b>	<b>967</b>	<b>1,121</b>
Capital Expenditures	(976)	(300)	(544)
Repayment of Mortgages	(98)	(50)	(50)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>938</b>	<b>616</b>	<b>527</b>
Cash and Cash Equivalents Beginning of the Period	2,081	1,465	3,018
<b>Cash and Cash Equivalents End of the Period</b>	<b>3,018</b>	<b>2,081</b>	<b>3,545</b>

## **Chairman's Report**

### **CSCE Fall Meeting**

November, 2022

It is my honour to invite and welcome all members of the Calgary Society for Christian Education (CSCE) to our Fall Society Meeting on November 22, 2022. There are several exciting updates to share with you about what God is doing in Calgary Christian School and what the CSCE Board is focused on for the 2022/23 school year.

We are thankful for the 930 students that are currently enrolled in Calgary Christian School and for God bringing each student and family to be part of our school community.

This fall we welcomed Dan Magnan, who joined CCS as Principal of the Elementary School. Dan's love for God and his passion for leading and teaching elementary students has been a great addition to CCS and our community. Glenda Jullion, known to many in our school, has returned to the Vice Principal role in the Elementary School. Glenda's leadership experience and strong relationships with students, staff and parents is a tremendous asset to the CCS community.

The CSCE Board of Directors, have made the following key areas a priority to focus on over the 2022/23 school year:

1. Middle & High School Faith Formation Program;
2. Development of a CSCE long-term funding plan;
3. Advance the Secondary School Gymnasium Project to meet current and future programing needs; and
4. Development of a CSCE Strategic Plan for the next five (5) years.

#### **Middle & High School Faith Formation Program**

Last school year, the Board reviewed CCS' Faith Formation Program from K to Grade 12 with the intent to understand how Biblical knowledge and our Christian worldview is woven into the student experience. This year, the Board will support the further development of the secondary faith formation program as our staff works to publically articulate program content and goals for our middle and high school students. Our hope continues to be that our students will grow in their love for God, others and His creation as they learn to make His world a better place.

Our goal is to present the updated Faith Formation program for Grades 7 – 12 in May 2023.

#### **CSCE Long-Term Funding Plan**

Nearly 60 years ago, a group of Christian families gathered together with the vision and commitment to create a Christian school in Calgary. Their sacrifices and dedication has borne fruit many times over, and it is our responsibility to ensure this continues on into the future. To support the current and future needs of CSCE requires a sustainable

funding model along with the commitment of each of us to financially support this important work. The Board of Directors has approved the creation of a new role - Director of Development - to specifically build and operate an effective fundraising program. The short-term priority will be to successfully conclude the Faithfulness Campaign, which supports on going funding for program fee assistance, elementary school playground additions, and (most significantly) our Secondary School Gymnasium project. To ensure that we can keep tuition affordable for families and to support future CSCE needs, the Board has committed to developing a long-term funding plan to share with CSCE members at the May 2023 Annual General Meeting.

### **Secondary School Gymnasium Project**

Progress has continued to advance on the Secondary School Gymnasium Project. The Development Permit application was submitted to the City of Calgary and the design team is working to address the City's comments that focus on pedestrian and vehicular traffic flow and access. In parallel, the design team is advancing the technical drawings to be in a position to issue bid documents to potential contractors. The Board will convene a special meeting of CSCE early in 2023 to seek member approval of a financing proposal to secure the necessary funds to proceed with construction of this critical project that will help us meet the current physical education and extra-curricular needs of our students.

### **2023-2028 CSCE Strategic Plan**

The Board will develop a strategic plan to guide CSCE for the next five years as we seek God's guidance in equipping His children to make the world a better place. The strategic plan will be shared with CSCE members at the May 2023 Annual General Meeting.

### **Board of Directors Update**

Jaco Ventor, who served as a Board member and on the Board's Finance and Audit Committee, decided to step down from the Board this fall. I thank Jaco for giving of his time, experience and talents in serving on the CSCE Board over the past year.

Finally, I am thankful that God has brought each student, family, and staff member to be part of the CCS school community. We appreciate your prayers, support and help as we work on these priorities for this school year.

Sincerely,

Jon Halford  
Chair  
CSCE Board of Directors

# Executive Director's Report

## CSCE Fall Society Meeting – November 2022

*Our school community is off to a strong start in 2022-23. Here are some of the things we're celebrating and new things we're working on.*

*THEME VERSE: Show me your ways, Lord, teach me your paths. Guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long - Psalm 25:4-5*

### ENROLLMENT

CCS student enrolment in 2022-23 has risen to 930 in our K-12 programs, up 21 from the end of last year, and up by more than 100 students since 2019. Most growth has occurred at the secondary school, with grades 7 – 9 supporting more than 80 students each, and our high school up 12%. When adding CSCE's preschool numbers, the total rises to 973 children served by our faith-based programs. To reach these numbers, Admissions processed 313 applications last year resulting in 202 new students (58 of whom are in Kindergarten).

### PROJECTS & ACTIVITIES

#### ***New Faces Enhance Faith Formation Programs***

Both at our elementary and secondary schools, new talent has been drafted to help enrich the integration of our Christian faith into our learning. From elementary chapel experiences that integrate Bible stories and themes, Teaching for Transformation through-lines, and awareness of church calendar observations in age-appropriate messages for the K-6 crowd, to engaging teen curiosities and extending personal invitations to explore more deeply who Jesus really is to them, our Society has added the talents of Rachel Jesse, Alison Springer, and Paul Verhoef to our Faith Formation activities.

#### ***Campus Care - Summer Projects Concluded***

*The CSCE continues to invest in its infrastructure, targeting significant facility renovation and systems replacement projects that ensure safe, effective, and efficient learning environments for our students. Among those completed over the summer were:*

- *Roof replacement on the west wing high school classroom facilities*
- *Renovation of the main floor washrooms near the secondary entrance*
- *And the expansion of Room 209, a previously undersized grade 3 classroom on the second floor. The space now comfortably supports a full sized class (up to 24 students) and their teachers as they work, play, eat, and learn together.*

#### ***Secondary Building Projects.***

As part of its Secondary Campus Improvement Plan, the CSCE successfully completed a new science lab renovation, with the new space opened to students in January 2022. Since that time, our efforts and attention have turned towards completing the design and engineering of a new physical education facility. The 30,000 sf+ structure sports two full sized gym areas and telescoping bleacher seating for each. In addition, the "north gym" will be equipped with audio visual and other features to support student assemblies and chapels, as well as community meetings and presentations. The building's second floor houses a strength training room and two additional "flexible classrooms" for other activities. The City of Calgary responded favorably to the new building in its response to our development permit application, and continues to work with our design team and engineers to refine the unique traffic and vehicle access challenges our property represents.

It is anticipated that the technical drawings and costing will be concluded in December, after which time, the Board will be able to finalize - and then present to the Society - a project budget and financing package. Contractor bidding would commence upon successful approval of the project's funding. [\(More details and images will be shared during the Fall Society Meeting on November 22\)](#)

### **Playground Improvements – Elementary & Preschool.**

Other campus improvements included within our Faithfulness Capital Campaign priorities are two playground projects at CCES. The first will replace the “upper playground” near 49<sup>th</sup> Street, and the second will be an age and size appropriate play structure for our preschool students. Both projects have already assembled design/selection committees with a targeted installation during summer 2024. The projects will also rely on CCS volunteer support when it comes time to assemble them.

### **The FAITHFULNESS CAMPAIGN**

Since launching in the fall of 2021, the Faithfulness Campaign has generated dozens of initial gifts and generous pledges totaling nearly \$800k towards its \$3 million goal. Among the primary goals of the Campaign, is a focus on ensuring every member of our community is invited and responds in a meaningful way with support for this major CCS initiative. No matter what each individual or family may have to offer - in terms of time, talent or treasure – every bit makes a difference. To help tell the story, rally support and make connections with parents, alumni, staff, friends, and students, the CSCE is investing in a restructuring of its development program. This includes the hiring of a Director of Development – who will be introduced at the Fall Society Meeting November 22.

### **Diversity and Inclusion Recommendations for CCS**

In June, our Celebrating Racial Diversity Parent Team provided the Board and school leadership with a well-articulated list of 13 Recommendations related to diversity and inclusion. They called them “Ideas to Help People Feel Embraced”. Our school and community leaders will be implementing these over the course of the next few months and years. Our hope is that these changes will better welcome and enfold diverse families and their students into a genuine sense of belonging and participation at CCS.

One simple yet powerful suggestion - a welcome sign at each campus in the many languages represented by CCS families - has already been installed. You can see these words of welcome as you enter through the main doors of either campus.

We look forward to sharing more opportunities for you to help with implementation and to participate in deeper learning on diversity and inclusion in the months ahead.

Respectfully,



Ken DeWyn  
Executive Director