



Meeting Minutes of the Board of Directors

Denver Language School

October 23, 2013

6:00pm

Location: DLS Cafeteria

Voting board members in attendance:

Ryan Hunter

Kristy Fantz

Beverly Haddon

Dan Baack

Camilla Modesitt (not present)

HuiLiang Liu

Kenneth Ho (not present)

Jacob Welp

*Huiliang made the motion to approve the September meeting minutes. Dan seconded. All members present favored.*

*Dan made the motion to approve the meeting minutes from the October conference call. Kristy seconded. All present favored.*

#### **New Board Member Vote:**

Ryan gave an introduction to Jacob Welp, our newest board candidate. The majority of the board met Jacob at September's board meeting. Jacob interviewed with Ryan Hunter, board chair and Rick Gonzales, our previous Treasurer. Jacob has also met with Lori Deacon our business manager.

Jacob Welp is a CPA from PriceWaterHouseCoopers. His experience includes tax compliance for his first 4 years, and for the past 6 years, tax consulting. He is an accountant by nature. Jacob will take over as the board Treasurer and take lead of the Finance committee.

*Board Action Item: Kristy made the motion to vote Jacob as a new board member. Dan seconded. All present favored. Jacob Welp was voted as our newest board member.*

*Dan made a motion to for Jacob to replace Ryan as Treasurer. Huiliang seconded. All present favored.*

**Financial Review: presented by Ryan Hunter**

September financials were sent out with the board package.

### Financial Summary

- 25% of the way through the school year. The school has spent 24% percent of expenditures.
- Kindergarten tuition is a little behind due to a typical fall lag in receiving payments. Administration is working to collect.
- Full day per pupil count....555 October count.... budget for 552... 103 students 4 classes.
- If amendment 66 passes, it will help our kindergarten revenue.

### **Admin report: presented by Dr. Sara Amodio**

- Academics. The school is at the 6 week mark. The students have made a successful transition with their new teachers.

### Testing and Assessments

- Baseline testing...trimester testing. Monitoring the state standard progress. CARLA has taken interest in our model with how we are tracking with state standards.
- Spanish and Mandarin are on the same program for Math.
- We are working to begin the Star Literacy assessments, which include writing comprehension, reading skills, reports to parents. English teachers are onboard. Star Literacy provides more useful data than the DRA's
- 3rd grade is when the Star Assessments start. (The test is for 3rd to 5th graders.)
- Parent Teacher conferences are finished.

### Middle School

- Flip classroom for 5th graders. 5th grade teachers are onboard. 90% of parents are happy.
- Khan Academy is used just for Math. Khan Academy science units are not established with enough data yet.
- Moving toward thematic units for middle School. Language Art, science and math. Working to secure Science and Math Lab materials.
- Core Value hour has been successful. (red team, blue team to discuss gender specific topics, respect, cultures, values)
- Spirit Store shall go operational Nov 8th. Students will learn financial literacy, economics, etc.

### School wide

- Renewed focused on 6 trait writing in all 3 languages. Common language from target language learning to English.
- School wide implementation of First in Math. Our students are number 1 in the state.
- Accelerated Reading Program. Track students starting in kindergarten. Growth in reading starting in an early age. Provide support for parents at home.
- Extra Curricular: Started Student Council; new student safety patrol; student newspaper; yearbook team.
- Disney Radio will be at DLS to interview our green team; Geography bee up in running.

- Fun Club now has a profit. (was running at a deficit last year.) Fun club is beneficial for our teachers.
- HanBan Chinese Literacy coaches... HanBan student teachers are staying with host families.
- We have a new Spanish literacy coach for students having a hard time transferring skills. Small group situation... access weaknesses... work on more targeted skills.
- Librarian. Our library is very well established. Staff part-time librarian.
- Parent TCAP committee. This is a strategy in the UIP to engage the community. There will also be teacher focus groups.

#### DPS and community Outreach

- Tiered support for schools struggling... ELL on English literacy. Nov 7th. OSRI. DRA's mandate.
- Community outreach. Happy Haynes, DPS board meeting will be coming to visit DLS.
- Working to establish a strong relationship with the Office of International Development.
- Reaching out to MayFair Park. MayFair Park has supported us. They want DLS to stay at Whiteman long term. Rachel has worked hard on community outreach to the neighbors.
- In the spring the CSSI perform a 3 day intensive detailed audit of the school.

#### **Facilities Committee: presented by Irene Keeley**

- (Calvary Temple) is looking better amenity wise since DSST had put money into the facility. DSST has brought some technology... thousands of dollars of technical stuff.
- Toured the Greek Orthodox. It was not as nice as Calvary.
- The committee has met with the City of Aurora. and with the ULC.
- Ryan and Kenneth have a meeting with DPS on Friday. They will advance the cap idea.
- Geographic limitations... direction from the board. It needs to be in northeast Denver for a temp facility
- Northeast preferred Location... as a K-8

#### Facilities Committee Report- (provided by Kenneth Ho)

The Facility Committee continues to evaluate existing land and building sites for temporary and potentially permanent locations for an ECE-2 facility and/or an ECE-8 facility. Recent activities include:

- Provided support for a property tour and financial discussions with Chinese Investors
- Evaluation of every church in the northeast quadrant for temporary facilities. Toured promising sites for temporary solutions
- Meetings with City officials regarding potential site feasibility
- Ongoing discussions with the Urban Land Conservancy regarding a partnership in which they would purchase a piece of ground/facility on DLS' behalf and then ground lease it back to us. DLS would be responsible for constructing any improvements, but this is the only tool with which DLS could control a piece of property while we are executing on our Capital Campaign. ULC wants to focus on properties they already own, or acquisitions in their target areas.
- Ongoing coordination with Development Committee on fundraising, communication strategy and Feasibility Study.

- Ongoing communication with brokers and others in the real estate industry on potential sites. The Facility
- Committee would like specific direction from the Board on geographical limitations for facility solutions. There are potential opportunities in the south and south central portions of Denver.

#### DPS Communication

December 1, DLS will need to provide a DLS “Facility Plan” for the 2014-2015 school year. There will be a meeting with Brenna Copeland at DPS to discuss the required contents of the Facility Plan. The Facility Committee is developing a map of all the locations that DLS has considered, including both DPS and private facilities. After the meeting with Brenna Copeland, we hope to fully understand what we need to prepare for the Facility Plan as well as DPS’s position regarding raising the 600 student “cap” and DLS potential to be housed temporarily or permanently in any of their facilities.

We are coordinating with the Development Committee on a DPS Engagement Strategy to raise our profile with current DPS Board members and candidates. Happy Haynes will be touring the school on November 6 @ 9:30am.

#### Resource Identification

- Secured \$5,000 grant from DLS PTA for predevelopment activities (Thank you PTA!) we have not deployed any of this capital yet, but plan to use it to engage SlaterPaull and other consultants when candidate sites are found.
- Developing financial model for DLS as a whole (ECE-8) to determine overall operating budget and how much the school would potentially have for rent, debt service, etc. This model will be necessary in discussions with potential investors and partners.

#### DLS Signage Issue

Sponsor signs have been taken down from our fence in response to a neighbor complaint. Kenneth has contacted the Deputy Manager of Community Planning and Development to understand options. Will report back to PTA on any progress or compromise solution.

#### **Development Committee Report: presented by Bev (provided by Erin and Bev)**

The main focus of our Development activities has been scheduling tours/site visits and meetings with community leaders and prospective donors. The following individuals and foundation contacts have been to tour the school during September and October.

- Gil Cisneros – Interim CEO of Chamber of the Americas
- Angie Malpiede – Director, Stapleton Foundation
- Lisa Rucker – Anschutz Foundation (conducted a site visit for a general operating grant of \$20K for this fiscal year.) Ray Merenstein will interview Lisa for the feasibility study.
- Mary Gittings Cronin – Former Executive Director of the Piton Foundation, currently the co-chair of A+ Denver (summary of her visit on the following pages)
- David Greenberg – Founder of DSST (summary of his meeting on the following pages)
- Chinese investors (Dr. Sara will report).
- Kirk Cocharan – Owner of Division One Construction

## General Development Activities

- DLS Forum Events – Two events will be held on Tuesday, November 12 and Thursday, December 12 to inform civic and community leaders about DLS. We are not asking for anything at these events but we want these people out in the world talking about DLS and creating a buzz.
- Anschutz Foundation – DLS will apply for a \$20K general operating grant, DUE January 15, 2012
- Daniels Fund – Beverly will reach out to Doug Elliot from the Daniels Fund about a school tour.
- Erin & Bev developed goals and objectives for the Development sections of the Strategic Plan
- We are in the testing phase of Civicore. Final adjustments to be made this month and system will go live in early November.
- Erin met with Jenny Timm and will continue to work closely with the PTA
- Development Committee will create a plan for Annual Fund giving.

## **SAC: presented by Dan Baack**

The most recent SAC initiative is working to form parent focus groups

### FOCUS GROUP UPDATE

- Qualitative comments from prior year satisfaction survey were not specific enough. Focus Groups to be performed Fall 2013 to get specific feedback from parents. Currently at 20 parents who have responded and would like to attend a Focus Group.
- Reviewed dates, times and locations of the four sessions. Need to recruit more participants as there was concern that certain parents did not receive flyer in Friday folder on October 11, 2013. Discussion around what number of parents would be ideal; between six to ten parents was the range of recommendations from SAC members. There have been three separate communications to parents looking for volunteers. Discussion around using class lists to randomly select additional parents to supplement the focus group pool to get to recommended size of seven participants.
- Reviewed draft list of questions which fell under the following categories (categories are *italicized*):

#### *Communication*

- Need to define what Communication means for Focus Group purposes.
- Discussion on what direction of communication we want addressed in Focus Groups
- Question was asked on what the BOD's vision is for communication – what is the BOD's Strategic Plan with regard to communication?
- Have two communication paths – BOD to parents and Administration to parents
- Also should have parents to administration communication channel
- Need to get recommendations for improvements from parents as opposed to complaining session.

## **Strategic Plan: presented by Ryan Hunter**

- Ryan went throughout the assigned Strategies on the Strategic Plan draft was sent out yesterday....
- He will redistribute Nov 20th

## **PTA report: presented by president Jenny Timm**

- The PTA has fundraised and received 53K pledges.
- Dancing with the Stars is on Nov 12th.
- Working on holiday gift and clothing drive.

**Public Comment:**

There was no public comment period.

*Huiliang made the motion to adjourn. Kristy seconded. All present favored.*

Board Meeting Adjourn at 7:57.

Meeting minutes written by Kristy Fantz, board secretary