



DENVER LANGUAGE SCHOOL

MEETING OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS

Date: November 17, 2015

Location: DLS East

Conference Call Location: Conference Call

1-303-557-5869 PIN 1234

Time: 6:00 – 8:00 pm

Mission Statement – Achieve academic excellence and intercultural competence through language immersion education

Board In Attendance:

Dan Baack
Kate Blanas
Janine Erickson
Kristy Fantz
Beverly Haddon
Kenneth Ho

Also in Attendance:

Kathy Benzel, Principal
Doug Seligman, Assistant Principal
Lori Deacon, CFO

Absent:

Carter Davidson
Josh Lin
Camilla Modesitt

Board Action Items:

Meeting Minutes

Motion made to table approvals of earlier meetings dated October 20, October 29, November 11.

Motion made to move to executive session for the purpose of discussing personnel matters by Kenneth, seconded by Kate. All board members present favored. 6:16 moved to executive session.

Executive session for the purpose of discussing personnel matters §24-6-402 (4)(f), C.R.S.

6:44 Kate moved to go out of executive session, Dan seconded

6:45 returned to regular session

Elizabeth Martin, Ann Konieczny, Caroline Valdez, and Mindee Foreman, Lori Deacon joined the meeting
Beverly and Dan reported on search for Director of Development for DLS: position was posted in many places (LinkedIn; CANPO; Idealist; TeacherTeacher; League of Charter Schools; Indeed.com; DLS; Andrew Hudson; DLS; Association of Fund Raising, Professionals (AFP))
October 12 closed but candidates still accepted.

20 applications, 6 qualified. However, two of the 4 expected much higher salaries than possible. Two other candidates were either not a good fit, or didn't show up for the interview.

So that left two candidates for the final interview, and now we have a recommendation to hire. Beverly moved that the board hire Camilla Modesitt (references were checked). Dan seconded. Yes: Kate, Dan, Janine, Beverly, Carter by proxy, Kenneth abstained.

DLS Development Director Search Report

Co-Chairs of Search Committee: Beverly Haddon & Dan Baack

At the September 2015 Board meeting of the DLS Board, the Board agreed to conduct a "fast track" search for a Development Director.

A Job Description was written and approved by the Board. It is attached. This position will report to the Board, but the individual selected will work closely and collaboratively with the DLS Principal, staff and the PTA.

The Job Description was posted September 30 with a closing date of October 12. Twenty applications were received. The sites used for posting were: LinkedIn; CANPO; Idealist; TeacherTeacher; League of Charter Schools; Indeed.com; DLS; Andrew Hudson; DLS; Association of Fund Raising Professionals (AFP)

Five applicants were selected for interviews. When called, we learned that two of the applicants were looking for salaries that were way beyond our budget. The Search Committee, Dan Baack, Kathy Benzel, and myself, interviewed three applicants. Two of these applicants were selected for an interview with the full Board. The interviews with the Board were held on Wednesday, November 11.

The Board went into an Executive Session on Tuesday, Nov. 17, 2015 to discuss the two applicants.

Following the Executive Session and in the open session of the Board a motion was made to offer the job to Camilla Modesitt. It was approved with six yes votes and one abstention. Kenneth Ho abstained. She is very interested in the job, but will need to resign as a Board member prior to officially accepting the offer.

6:57 Financial Report (Lori)

lots of moving parts still but fewer than before, lots of new things: development director, two campuses,

The budget gap can be a little scary, what are the drivers? Calvary required investments as did middle school development. The Middle School actually is more the cause of the gap than Calvary

Budget money: 25% received in July, 25% in October, and 50% in January, so that money is still forthcoming. Technology Bond funds came through and some health insurance reimbursements, 20 student funding drop, but Lori feels that we are pretty solid on the revenue side

Fun Club: continues to be analyzed, data not quite in alignment, revenues and expenses are brought down because of greater student participation

Expenses: new AP hired at Calvary (early November) and Development Director (either December or January 1), broken down by partial year. Substitutes are paid a higher daily rate to attract substitutes.

Expansion in the benefit plan now includes Life Insurance. Transportation behind in billing. Start of school year has more upfront costs, so a lot of the line items should taper off as the year progresses.

Calvary expenses involve many one time costs.

Middle School: \$8000 PPR with 40 students, \$320,00 revenue, but because the middle school model requires two separate programs. the costs are closer to \$520,000 **which is what is behind the budget**

gap. This does not include many necessary costs. We now have to fund a full middle school program with only 40 students at this point, but this should improve with more enrollment.

7:20-7:24 Facilities and Transportation, Kenneth

Roll-out of new transportation app, intended to make process more efficient.

Calvary Temple has had a change in leadership, so we are working on more documentation on facilities projects, trending in the right direction, playground open, ball field being worked on. Elevator not this year, and air conditioning being discussed. Pastor Rod is resigning.

7:25 Principal's Report, Kathy

Working on intervention programs at both campuses, looking at data to see where we can improve, and where we are doing well. We are looking at target language data to see progress and areas for improvement. Looking at efficiencies in operation to make sure that we are supporting teachers, with the new Induction Program especially for new teachers. There are regular meetings to work on efficiency. Culture shift: involving DPS and their goals, highlighting DLS goals, participating in DPS trainings, superintendant roundtable, and support which have been positive this year. Infinite Campus and Parent Portal not working as they should. Program meetings now include translations as appropriate so staff understands better.

7:34: SAC committee, Dan

Parent satisfaction survey which will be administered early December, and teacher survey will also be in place. SOPA and ELOPA scores will be available for the board once finalized.

Areas to work on: Strategic Plan needs to be guiding document and perhaps needs to be revised. Within that plan, we need to commit to communicate regularly with parents. A Town Hall Meeting should be held in December. Janine will not be available until after December 20, and will miss next board meeting. Janine suggests January for the Town Hall meeting. Because we no longer have a newsletter, the minutes are our way of communicating to parents and stakeholders. Town hall meetings usually include a board presentation and then a Q and A. Kenneth suggested that we hold the meeting before school of choice closing, end of January. Kathy appreciates the town hall meetings as a source of very helpful input. Elizabeth suggests that we schedule town hall meetings for the full year ahead of time. Beverly suggested that we get critical questions from parents to be addressed at Town Hall meeting. Date to be decided on very soon, for the first week of January.

7:52 Long-term Facility Update, Kristy

- DPS will open an elementary school K-5 or K-8 in 2016 in the Northfield site. They want to go into the bond election with a generic school, not tied to a specific school.
- Application process will likely open in Spring, we would need to apply for a second charter.
- The way DPS is revamping the bond process is that they are not backing any facility application which is not a DPS facility. This is a shift from the past, and Kristy will check to confirm this is their new direction
- Middle school sites in Northfield: right now they are not looking for projects above and beyond what they already have. We could still apply to be the K-8 in Northfield, and there is also the High Quality middle school, but it's either/or you can't do one thing and then change. But you could apply for both.
- Another avenue: Northstar Commercial Properties, a group that helps charters with their facilities. Is 12% of overall budget for facilities acceptable? Yes, but we pay around 8%. We want to try to take advantage of all opportunities and more research is needed.
- We need to have a clear plan before we talk to outside people. The bond proposal would be for a second floor at Whiteman, which would then be a K-5. Neighborhood has concerns about this.

We would still need a place for middle school students. Middle school students could go to the K-8 in Northfield. Creating our 2 campus model. K-5 at Whiteman. K-8 at Northfield. Janine will send out a Doodle to choose a date to discuss this further.

8:15 New Member report, Janine

Will meet with a possible new member because we have openings. Need to find a replacement of Jacob's position.

PTA report, Elizabeth Martin

Lots of fund-raising for the holidays, and then a kickball tournament in April.

8:18 Public Comments:

Elizabeth Martin: lots of comments to PTA, general discontent regarding benefits for staff, are we competitive with DPS? Are we providing opportunities for continuing education? Parents are frustrated regarding communication, things should be more proactive instead of reactive, planned more in advance. Why are people who donated last year not donating this year? Perhaps the board should also commit. Website needs to be updated. Better teacher-parent communication would be good.

Ann Konieczny: How do you get onto the board? What is the process? School Community didn't know about hiring of Development Director, and wonder about ethics of hiring a board member. How long do board members serve?

Carolyn Valdez: DLS West school lunch has been short repeatedly, and the last group, 2nd graders, are not getting enough time. No response to her email sent. Newsletter used to work well but this year it's not going well. The approval process is taking too long this year.

Mindee Foreman: The website and newsletter needed to be updated. As we enter into a capital campaign, and the school choice process and the website is not updated, DLS will be judged negatively.

8:34 Kate moved to adjourn, Dan seconded

Meeting adjourned.