



DENVER LANGUAGE SCHOOL

MEETING MINUTES OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS

Wednesday, January 21, 2015

Location: Denver Language School Cafeteria

Time: 6:00pm to 8:00pm

In Attendance:

Board President Dan Baack called the meeting to order at 6:05 pm

Dan Baack
Ryan Hunter
Janine Erickson
Beverly Hadden
Camilla Modesitt (by phone)
Kenneth Ho (by phone)

Administrator – Kathy Benzel

Board Procedural Votes -

Approval of Minutes (12.17.15 / 1.2.15 / 1.8.15)

Ryan moved to approve the 12.17.14 minutes; seconded by Janine

Ryan moved to approve the 1.2.15 minutes as amended and seconded by Janine

Beverly moved to approve the 1.8.15 minutes and seconded by Ryan

The motion passed with changes reflected

6:10 to 6:30 – Facilities Update

- Lease (Ryan) There was only one question about the original letter of intent. We said we would have a 5- year lease with an option to renew an additional 5 years. As it turns out the Tabor laws prevent us from tailoring a long-term agreement.
- 5-year initial term and 5 year optional term is written in the lease, just in case.
- Kenneth pointed out another change concerning the first year premises, which might change next year. HOPE ON LINE is being phased out...See 12.0 Right of Refusal: some wording was changed in the final lease.
- Camilla asked if Kristy's question had been asked about the improvements with the windows, elevator, etc.
- Dan answered that if they don't make the improvements by July 1, 2015 we can get out of the lease

Beverly moved to accept the lease.

Janine seconded the motion.

The motion passed to approve the lease.

The board thanked Ryan, Kenneth, Irene, Anne and Kathy for all their hard work on the agreement

Transportation Committee report (Ryan Hunter and Kenneth Ho)

- The committee (Irene Keeley, Jaime Travis, Kristy Spilsted, Matt Hemstreet, Celeste St. John-Larkin, Jennifer Newton, KC Haycraft, Kathy Benzel, Chelsea Monahan, Ryan Hunter and Kenneth Ho) met in January in order to introduce current conditions and develop transportation goals for the school to communicate with DPS next week.
- They are working on ways to make it possible to pick up and drop off students with or without staggered start times. DPS has offered to use their transportation model as long as we give them some parameters
- Formed groups to:
 - research new or used buses, insurance requirements and costs from capital and operating standpoints.
 - work with Beverly to supply alternate sources of funding, i.e. grants for a bus or buses depending on our needs
 - develop a communications plan
 - develop a survey to identify concerns from parents to learn of issues and help committee come up with proposals for exactly what our needs are for buses. Timeline is quickly as possible.
- Question from Beverly...is there a timeline for this? What are the goals and strategies of the committee, such as retention, and diversity?
- Ryan: this group is going to focus on tactical things for next year
- Another group is working on strategic focus on diversity and retention to support our strategic plan and they are preparing a meeting with DPS next Tues.
- The committee will meet the 1st and 3rd Tues of each month
- Another area of concern could be resolved with car-pooling for after school programs for families that have children at both schools.
- Kenneth shared the complex plans of the shuttle service between the two campuses...to provide the best service to our families as possible.
- Ryan added that we know that both campuses will be open at 7:20 AM. It is possible to drop kids off at both campuses if parents drive them themselves. Another objective is to find a solution to enable parents who have kids at both campuses
- Dan shared concern about survey selection bias. We have told Stapleton and Park Hill parents we would have busing options for them.
- Ryan explained the DPS model uses a piece of technology that has maps of all our students and their technology will help us sort this out.

Communications Report (Dan) The DLS Navigator is currently bi-weekly and will soon go to a monthly publication so as not to duplicate information. The next Navigator will be a Q & A . Dan wants communication to be consistent with the information on transportation that he puts in the navigator.

- We sent out the Navigator on the 9th. We've had 3 open houses at the school that went very well. The potluck was a great success with around 250 and the board thanked Lisa Peloso and her committee. Dan thanked board members for attending the open houses.
- Parents underlying concern is the lack of windows. Kathy will plan for a creative way to work around this concern. Scheduling will also make a big difference. Impression overall on the facilities was very positive.
- Ryan mentioned that CT is funding the renovations with a realtor for their million-dollar renovation and it looks like they are on track.

-- Hiring (Kathy) update will be on hold for now.

6:30 to 6:35 – SAC Update

SAC did not meet this month. The committee took care of many tactical plans but we need to meet to continue to work on the Strategic Plan of facilities and development plans. Stapleton is the suggested meeting place.

Strategic Plan –

6:35 to 6:40 – DPS Communication Discussion - it is important that we have ONE voice with DPS. If the board has something to share with DPS, email it to Dan and he will relay the message. This applies to committee members as well.

6:40 to 6:55 – Budget Update (Lori and Jacob)

Lori and Kathy met last week and went over budget items and also planning for upcoming CMAS- PARCC assessments. Overall she says we are in good shape. There were no other questions

6:55 to 7:15 – Principal Update (Kathy)

Kathy prepared a spreadsheet of the year's professional development and will send it to parents.

Friday Early Release is very beneficial to staff and she wants to communicate that to families. If there are any changes she will give us updates toward the end of the year. There are some staffing changes and parents were informed about the changes if it impacted their students and the changes have all turned out positive.

Goals of the website update is to move away from Shutterfly. Some parents have used it in a positive way but there was a snafu. Kathy is going to train the teachers to create their own Google Site for each classroom by February 1st. The idea is to move to teachers communicating to their students, classroom and their parents. The Administration team will send out notices of school events. PTA uses Shutterfly for their parent communications.

Dan shared teachers' reaction to the news that we are staying with the original plan.

7:15 to 7:25 – Marketing and Development Updates (Camilla and Beverly) Currently the focus is transportation. Any updates will follow as they develop.

7:25 to 7:35 - PTA Update (Lisa Peloso)

They had the potluck last week. She would like to have something else in addition to the Chinese New Year or Spanish celebration at the CT; perhaps another potluck at CT. Ryan suggested a potluck for the choice families. Dan and Ryan propose that the next board meeting be at CT.

PTA meeting have administration attend. Kendra is working to help with finding out how many consumables. They have purchased three new risers for the program. She is working with Kendra for more English supplies. Paying for upgrades to PA system. Extra expenses for technology include new laptops for teachers. There is about 70K to spend. Dan & Mel Wisdom parents of a 3rd grade Spanish student bought 5K of gift cards at a Chipotle dinner and PTA got 50%. PTA is holding money for the board. Ryan said they are looking at hiring a transportation engineer for longer term.

Ryan moved to adjourn the meeting and Beverly seconded.

The meeting was adjourned at 7:09.

Respectfully submitted by Janine Erickson, DLS Board Secretary

