



Meeting Minutes of the Board of Directors

Denver Language School

January 22, 2013

6:00 pm

Location: DLS Cafeteria

Voting board members in attendance:

Ryan Hunter

Kristy Fantz

Beverly Haddon

Dan Baack

Camilla Modesitt

HuiLiang Liu

Kenneth Ho

Jacob Welp

Dan made the motion to call the meeting to order at 5:06 pm in a public session. Bev seconded. All members present favored.

Dan made the motion to go into Executive Session at 5:10 pm for the purposes of conducting discussions regarding the school's positions relative to matters that may be subject to negotiations. C.R.S. 24-6-402(4)(e). Camilla seconded. All members present favored.

Camilla recorded the Executive Session

Kenneth made the motion to move out of executive session at 6:03 pm. Bev seconded. All members present favored.

Ryan began the meeting once again in public session at 6:07 pm.

PTA Update:

PTA update from Irene Keeley.

- President and president elect have both left the PTA. Recruiting for President for next year. Current leadership will share roles.

- Spring fundraising event: Theme is prom event “Under the Sea.”
- For the money that is raised . Reading Specialist is one idea for next year.
- Direct Giving party...losing \$500 a month due to parents who are upset about the transition in leadership and direction of the school. This amounts to less than 10 families.

Board Business:

Dan made a motion to approve the Nov 20th board meeting minutes. Bev seconded. All board members present favored.

Dan made a motion to approve the January 16th board meeting minutes. Camilla seconded. All board members present favored.

MSEC Approval Vote

On October 4, the Denver Language School Board of Directors met in Executive Session under C.R.S. 24-6-402(4)(d) to discuss matters related to an investigation into allegations that a member of the school staff physically abused a student. The Board met via conference call and the Executive Session was recorded in line with Colorado Open Meeting laws. At the conclusion of the Executive Session, the Board voted to hire Mountain States Employers Council to conduct an investigation into the matter. While the Board did not open the conference call to other parties, that vote was duly recorded in the public minutes, which were subsequently approved at the October 23, 2013 regular Board meeting.

The Mountain State Employers Council investigation cleared the employee in question of wrongdoing. While the Board voted to leave executive session and voted to authorize the investigation in what it considered and recorded in its minutes as a public session, it failed to open a conference line to perfect public access to listen to that vote; and that the Board is now, in a session fully open to the public, ratifying the decision to conduct the investigation in order to make it unmistakably clear that the investigation was valid, not void, and the employee was cleared of the accusation of misconduct.

I will now entertain a motion to approve hiring Mountain States Employers Council to conduct the investigation.

Kenneth made a motion to approve hiring Mountain States Employers Council. Camilla seconded. All present favored.

December Financials:

Presented by Lori Deacon, DLS Business Manager

- DPS has given us updated PPR.
- We received READ funding of 33K
- We received a grant of 57K to prepare for PARK and CMASS.
We need to be in compliance by Dec 2015. We will push those funds into next year.
- Supplies and furniture: We will see big upswing in spending in the Spring
- 200K contingency
- We have spent 44% of our allocations.

Development Report: presented by Erin McClain and Beverly Haddon, Development Committee

The main focus of our Development activities has been scheduling tours/site visits and meetings with community leaders and prospective donors and coordinating the feasibility study. Below is a list of activities and action items.

- Anschutz Foundation – General operating grant request of \$25,000 submitted on 1/15/2014
- Daniels Fund – Beverly to connect with Doug Elliot (Program Officer at the Daniels Fund) to request a multi-year grant to support campaign expenses
 - Ray, Beverly and Erin met to discuss a 3-year campaign budget and Ray's continued involvement (Beverly has first draft of campaign budget)
 - Civicore database is live! Please send any contacts to Erin so she can enter them in the database
- Erin will schedule meeting with new PTA president in February
- Development committee meeting scheduled for 2/14/2014
- Next 6 months:
 - Develop campaign cabinet
 - Secure lead gifts for purchase of property and design phase
 - Cultivate new donor relations from recommended targets

Facilities Committee:

Presented by Kenneth Ho, Facilities Chair

- Whiteman Plan...Anne Davis and Irene Davis are working on a Whiteman Plan
- Co-location plan. Identify any co-location options.
- Jacob wanted clarification because he thought the board direction was to stay at Whiteman until we built an ECE-2
- Kenneth said it would be temporary plan.
- Kristy stated the importance of having a more secure long term plan in place before asking parents to buy into a temp plan.
- Looking to identify additional sites for ECE-2.

SAC Committee:

Presented by Dan Baack, SAC Chair

- Survey. Facility and Staff survey. TELL survey 19 questions. Survey.
 - Teachers have sufficient access to appropriate instructional materials and resources.
 - Teachers have sufficient training to differentiate in the classroom.
 - Parents at our school effectively contribute to the success of their students.
 - Parents/guardians at this school support our teachers.
 - The administration supports teachers' efforts to maintain discipline in the classroom.
 - Teachers are trusted to make professional decisions about instruction.
 - Teachers in this school trust each other.
 - Teachers have an appropriate level of influence on decision making in this school.
 - The school leadership communicates clear expectations to teachers.
 - Teachers feel comfortable raising issues and concerns that are important to them.
 - The teacher evaluation process is helpful.
 - The administration consistently support teachers.
 - The DLS Board of Directors consistently supports teachers.
 - The instructional leaders at DLS consistently support teachers.

- Teachers are held to high professional standards for delivering instruction.
- Overall, the school leadership in my school is effective.
- Professional development provides teachers with the knowledge and skills most needed to teach effectively.
- Teachers in this school use formative assessments in their classroom to make appropriate adjustments to instruction.
- The curriculum taught meets the needs of the students.

Bev made to motion to send the survey out. Ken seconded. All members present favored.

Board Policy Review:

Presented by Kristy Fantz, Board Secretary

After reviewing all of our board policy documents, Kristy realized some information was missing from the board manual that was in our board policy book, and vice versa. So, the 2 documents needed to be consolidated.

Therefore, she did the following..

- Updated the board by-laws by consolidating the board manual and policy book
- Updated the board by-laws to include the latest grievance policy, financial policy and administrative policies
- Updated the board by-laws to include our most recent code of conduct
- Changed all the admin titles from HOS, Executive Director, to Principal and deleted references to Academic Director

What still needs to be tracked down...

- Insert the latest faculty and student handbooks
- Admission policies (Mayfair park preference, language requirements in upper grades, etc)

The process..

Once all board members review and provide feedback. Bill Bethke will need to review the by-laws as well. Once we adopt them, we will need to have Bill's office upload them to the CDE website for incorporation.

Ideally, to be included in the final board books, we would bring together the following documents.

- By-laws
- DPS contract
- UIP
- Strategic plan
- Approved yearly budget
- Performance framework score
- Board templates from the League
- Performance rubric for principal

Community Code of Conduct

The board discussed approving the code of conduct before registration for fall of 2014. Ryan mentioned he also received a copy of the SOAR parent code of conduct that a member of our school community who works at SOAR Charter School sent him that we may want to incorporate.

CARLA- Proposed Plan:

Presented by Kristy Fantz, Board Secretary

Since we did not have enough time to accomplish everything on the board's and school's wish list for Tara Fortune in March, Kristy spoke with Jian and Tara about the possibility of us also potentially visiting her at CARLA. Since we need to ensure our middle school plan is rock solid and nothing short of outstanding, having Tara review our middle school plan needs to be our top priority. However, we also thought it would be a shame to have Tara come out to Denver and not have her spend the majority of her time in our classrooms and with our teachers.

So here is what we are proposing...2 trips

Trip 1- DLS visiting CARLA (We fly to MN to meet with Tara and tackle curriculum review, tour middle school immersion programs and work on the ELL best practices.)

The dates Tara has available are Feb. 13th-14th and March 4th-5th

Day 1

- Tentatively plan to visit the following middle school immersion programs (with permission) with Tara Fortune (per Tara's recommendation)
- Highland Park Jr High Liz Hathaway Castelan at Saint Paul Public Schools (liz.hathaway-castelan@spps.org)
- Yinghua Academy and Luyi Lien (luyi.lien@yinghuaacademy.org).
Anwatin Middle School in Minneapolis Public Schools. Elizabeth Dwight (Elizabeth.Dwight@mpls.k12.mn.us).

These programs include both Spanish and Chinese immersion continuations and have a few + years of middle school programming under their belts. We would observe on-site with their permission on Day 1 and then discuss what we observed and what we learned by talking with program leaders about curriculum and instruction in middle school on Day 2.

Our goal would be to obtain a summary of the following information from each middle school:

- Curriculum
- Textbooks and material resources
- Scheduling
- Subjects for target language instruction
- Instructional best practices
- Special programming
- Selling points
- Challenges
- Strengths
- Social Target Language Development
- ELL program

Day 2 (with Tara)

Review DLS curriculum (middle and K-4)

Review ELL plan

Video tape Tara on benefits of middle school immersion programs for potential marketing video

Trip 2- Tara's 3 day visit to DLS in March

a 3-day visit in March. 17-19th (scheduled)

Mandarin Classroom Observations (½ day)

Mandarin PD (1/2 day)

Spanish Classroom Observation (½ day)

Spanish PD (½ day)

ELL training

Sheltering –

- Differentiation and sheltering strategies for providing Supported English Content Instruction
- Grouping ELLs by ELP level and using adapted materials and texts, visual displays, cooperative learning and group work, primary language support, and clarification to make content lessons understandable to ELLs;
- Using speech that is appropriate for the ELLs' ELP level(s) and clearly explaining academic tasks to ELLs;
- Using supplementary materials to support content objectives and contextualize learning;
- Adapting content, including texts, assignments, assessments and presentation of content in all modalities, within the ELLs' ELP level(s).

Parent Education Night

District meetings

Post-observation debriefing with DLS leadership.

Parent Education topics Tara will cover include...

Immersion Education overview

100% immersion vs. 90/10

English

Benefits of middle school immersion programs

K-8 vs. K-5

Struggling learners, ELL special ed, etc.

Altogether this would include 5 days of consulting fees at \$1600/day plus all travel expenses for her March visit., and travel expenses for us to visit CARLA. The sooner we identify dates, the better.

Bev made the motion to approve 5K for the trip to MN. (includes Tara Fortune's consulting fees) Dan seconded. All members present favored.

Principal Search Committee:

Presented by Dan Baack and Ryan Hunter

- Jamie Travis as the PTA member, 3 members of the facility.
- Robert Bean. parent applicant. Acting Principal at Johnson Elementary. Administrator.
- Faculty/Staff: Gwen, Ava, and Robin.
- Bev strongly recommended having a community member.

Dan made the motion to approve the committee and the committee to choose the community member to the principal search committee. Jacob seconded. All members present favored.

Executive Search Consultant:

- Dan gave an overview of proposal they received for the principal search committee.
- Camilla mentioned the board reviewed similar firms 2 years ago, but decided we could find equally qualified applicants without spending school funds.
- Dan mentioned that other charter school have had success with using a consultant. (less principal turnover)
- 25K For Santos, most qualified, and least expensive

*Dan made a motion to authorize spending up to 25K, with a board emphasis on efficiency in scope of services for an executive search consultant. Bev seconded.
All board members present favored.*

Public Comment:

Community comments

- Status of DLS website? Why has it been down so long?
- Core Values classes , Ameritown bank, Spirit Store seemed to have disappeared
- Concerned over lack of homework in middle school
- Excited about the middle school potential. Can they get their child back in if they do not put DLS as a choice?

Meeting minutes written by Kristy Fantz, board secretary.