



# DENVER LANGUAGE SCHOOL

## MEETING MINUTES OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS

Wednesday, February 18, 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

Present:

Dan Baack

Kristi Fantz

Ryan Hunter

Janine Erickson

Camilla Modesitt (by phone)

Jacob Welp

Kenneth Ho

Beverly Haddon

Administrator – Kathy Benzel

Guest – Chelsea Monahan

### **Board Procedural Votes -**

Approval of Minutes 1.21.15

Ryan moved to approve the 1.21.15 minutes; seconded by Kristy

The motion passed with changes reflected.

### **6:10 to 6:25 – Facilities Update--Transportation (Ryan and Kenneth)**

There were 61 responses to the transportation survey sent out this past week. The team will use the data to craft how they will up the transportation program. They are also promoting car-pooling. Their next meeting is March 3<sup>rd</sup>. The team will work closely with Kathy. Budget plays a big role in the final decisions. Ryan shared from DPS that we can't operate our own buses and also use DPS buses. They have a good team on the committee including community members. Both campuses are incorporated in the route and DPS is also incorporating Holly Square. Boy's Club operates there and thus, we are also addressing diversity issues. We have reached out to any issues that we need to address about this particular location regarding concerns for safety.

- **-- Communications (Dan)** – The DLS Navigator bi-weekly newsletter is now going to monthly. The format will stay the same but we may add new information the students and the transition.

- -- **Hiring (Kathy)** – Kathy hired Chelsea Monahan as a project manager. They have been meeting over past few weeks. Chelsea is a parent of a child in 2<sup>nd</sup> grade Spanish and a kindergartner coming in next year. She has a background in educational technology. She is also a former middle school teacher. She has a masters in international relations and some Spanish background.

Chelsea began work this week at DLS East working on storage unit that was donated by a parent as well as getting furniture from DPS warehouse and trading out of dated furniture.

There are no postings or hiring for any new positions this month. Kathy will meet with Lori to look at staffing plan for next year to help plan for new positions to be added. New teaching positions will be posted as soon as possible. Kathy gave an estimated count of how many teachers DLS may need next year. Kristy asked about choice and getting the information about family's choice to leave DLS instead of waiting until the fall. She may know more by the beginning of March. Kathy will run a query about this on Infinite Campus. The numbers look good in a report on new students choice to attend DLS. Dan mentioned our individual conversations and is looking at a time when we can meet to discuss our strategic plan goals with Kathy.

#### 6:25 to 6:35 – **SAC Update (Dan)**

- SOPA / ELLOPA Report – positive scoring, improvement in both languages, is encouraging evidence that our program is working. There is some concern about the narrative discussion of the SOPA/ELLOPA which skewed the results this one particular year. There is discussion among the administration of changing the assessment for listening and oral proficiency. DLS might want to look at a more age appropriate test.
- Teacher Satisfaction Survey – There was one in the fall. The board will meet with faculty and staff March 3<sup>rd</sup> and give them the survey. The survey will be given in English, Spanish and Mandarin
- -- Parent Satisfaction Survey (DPS and DLS) – We want to move from being “green” to “blue” with DPS. SAC is working with Sean for administering this. The survey will be well advertised with a variety of reminders. SAC team will work with Kathy on this. Ryan will get in touch with the communications person at McCauliff to see how they were able to get 100% response. Kristy commented on our test scores, which are higher scores but not a blue score. Dan will delve into the reasons for our score a little deeper and report and share what he finds. Our DLS Satisfaction Survey may be moved to the fall instead of the spring.

#### 6:35 to 6:45 – **Budget Update (Lori and Jacob)**

Lori gave the board a very thorough update on the Budget. Overall we are in good shape and we need to now focus on budget for next year. DLS has been chosen to receive a PERA audit coming but it doesn't appear to be a major concern.

#### 6:45 to 7:10 – **Principal Update (Kathy)**

Kathy shared the measles report of vaccination of students. Our families are well informed about vaccinating their child. Hans, the school nurse may be able to come to our next board meeting.

All teachers have assessed their students in both English and Target language to look for growth from the fall assessment and also to inform instructional practice. Kathy submitted a written report addressing the academic progress of both Spanish and Mandarin programs:

#### **Spanish program progress:**

- Analyze data from each grade level (STARand EDL) to identify students
- that may be included in GT watch list and/or SST process.
- Support teachers with using Think Central and giving passwords to their students. Prepare a new round of EDL testing and Star Reading testing
- Coaching teachers in the appropriate use of Senderos/plan lesson following balance literacy model.

**Mandarin Program progress:**

- Coach teachers for parent/teacher communication.
- Help teachers look at the students' progress and identify the areas of strength and areas needing support, and support students through SST process
- Search for helpful and visual resources to better support teachers, parents and students
- Wrap up Singapore Math translation (Ten teachers and TAs involve in this project. It has taken a few months to translate due to the fact of complicated technique during the translation. The teachers start to use the translated math in the classrooms. The teachers/TAs have been paid.)
- Plan and prepare Chinese New Year celebration
- Encourage teachers to inspire the students with regard to cultural awareness.

Curriculum for 7<sup>th</sup> grade has been established...DLS will continue with the Math in Focus curriculum.

Collections is the English program for 7<sup>th</sup> grade, research based program could very well establish consistent growth. Our Star scores show significant growth currently.

5<sup>th</sup> and 6<sup>th</sup> grade starting novel studies. PTA shared funds for this program, purchasing some novels for the school. *Access* test is the ELL test and our students have just taken those in partnership with Nadia at ELL department. The ELL program has grown so Kristina Josha is qualified to help out in ELL.

Instructional Staff Development: Kathy has shared support with staff to attend professional development opportunities.

**7:10 to 7:15 -- Discussion Board Director "Terms" (Dan)**

Dan spoke with most board members about specific things. We are each to serve a 3-year term and board is to let Dan know when we all began. Board is to keep radar up for working community members to be on the board. Bev suggests we each share our contacts with the board. As an example Bev would like to see more emphasis on development & operations.

**7:15 to 7:25 -- Marketing and Development Updates (Camilla and Bev)**

Camilla has been invited to attend a Foundation Gala on Saturday and the school will reimburse her for her costs to attend. Buying a bus is still being considered for excursions & field trips.

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

PTA is doing an outstanding job and helping with just about everything. The Chinese New Year was superb!

8:05PM – Adjourn

Kenneth proposed to adjourn and Jacob seconded.

Respectfully submitted by Janine Erickson, DLS Board Secretary

