



DENVER LANGUAGE SCHOOL

Meeting Minutes of the DLS Board of Directors

March 18, 2015
6:00 - 8:00 pm

Location: Denver Language School

In Attendance:

Dan Baack
Kristy Fantz
Ryan Hunter
Kenneth Ho
Beverly Haddon
Lori Deacon, CFO

Administration in attendance:

Kathy Benzel, Principal

Dan opened the meeting at 6:04PM

The following minutes are from notes taken by Dan Baack in the absence of board secretary, Janine Erickson

Financial report: Lori Deacon

Funding is good. Looking into investment options.
Spanish night is April 17th.
Kathy went to Chic-Fil-A night

Transportation update - Kenneth Ho

Getting into details at this point. Final two scenarios are going to focus on different budget scenarios. Chelsea will develop these. Key factor is usage of the bus. Will have a second survey that will get preferences between the two models. Survey draft out next week. Should send it out right after spring break.

Goal is to provide folks with the potential for a single drop-off and pick-up point. Questions to consider: How long will kids be on the bus? To what extent can we provide customized services? Park Hill just for Park Hill is an example.

Right now we have scenarios that work within the modeled allowances, and now balancing convenience, flexibility, and cost.

Ryan adds some range around costs. Between \$67,000 and \$100,000 right now. Can bring it closer to 75K. Luxury range over 75k unless demand is really high.

Kenneth – to manage stating demand without using agreed that we will have a fee associated with taking the bus. Will have exceptions for free and reduced lunch. This will help with forecasting and isn't for revenue.

Lori – have potential for transportation financial support from CDE grants.

Kristy – some concerns that transportation has a cost might be a PR issue. A key response is that the survey didn't show concerns around paying a fee. With the fee structured to help with ridership.

Dan – communication around the why we are using the fee should help with parental concerns.

Facilities update - Ryan Hunter

DLS West is moving forward on facilities improvements. Bathrooms underway and will be done in a month. Elevator is completing design phase and moving to get bids to get the construction. Windows have bids. Education wing will be done first – starting in May. The one exception moving forward is the soccer field. Should have plenty of space for physical education / will still have a playground. Looking to begin that project in first quarter of next year, Spring 2016 finish.

Kenneth – need to message progress. When do we start doing work?

Kathy – Chelsea is moving forward on the giant list. Had an IT meeting already. Working on some numbers for what we will need. Will have several walk thru this spring. Top priority is technology.

Working on how to schedule space and use of shared space. Have some great solutions in space – specials already mapped out! Hope online won't be using the gym space for lunch at all, so lots of access. Working on furnishing and all of that. Met with Kaleidoscope and working with them on getting all of the spaces licensed. License is underway!

We are working on tour dates for the Spring for all of our families that have been accepted plus anybody else. May 2nd is the date. Board would be nice.

Working on signage. Met with Megan Zacher with Zebra to work on signs. We have good material! Still going to make some more materials. Working on signage similar to what they currently have for Hope Online at DLS West. Ryan suggests seeing what limits we have on signage.

Lori – We had money potentially set aside for a window upstairs. We need to follow-up on this to make sure we don't lose money.

Administration update – Kathy Benzel

Working on putting systems in place. Updating the system for school choice. Set up protocols and have a couple of contacts at DPS. Also updating system for hiring. Starting the job fair process. Purchased a subscription to a national database for recruiting teachers and linked to INDEED. (Like Monster.com). A lot of the Charter schools are advertising there, and it is working well. Getting lots of applicants. Quality, exciting folks.

Pushing forward quickly on candidates. Interviews starting. Have already had two demo lessons given. Great initial steps, feeling good about the process, and feel good about the candidates.

PARCC testing is ongoing. Going well. Students engaged with the technology. Some issues around keyboarding skills. May need to do that more wide-scale next year, mostly because it is a good thing to do.

\$46,000 for computers for PARCC. Half paid by the PTA, half paid for by the state. Great!

Low number of opt-outs – under 10 families. Feedback from the community that they appreciate that we aren't harassing them for opting out. Get sent to a younger kids classroom to help them.

For SOPA / ELLOPA – we will have additional faculty taking the training to be raters. This will save costs and plus help with furthering education. Looking at the APPL test for piloting this spring. Talked to Jen Holloday around the language in the charter around SOPA / ELLOPA testing. Will bring Nadia in to talk about ELA, but Kathy is concerned. Jen didn't say that it needs to be a specific test, but a specific type of test. Kristy suggested emailing Carol Mehesy to double-check. Not an issue this year, but might be next year.

Kathy -- choice numbers up and down daily / errors daily. So, no clear numbers. Overall some spaces in Mandarin Kindergarten and 1st grade. Only some. No wait list for those two grade levels. Giant wait list in Spanish. Some of those kids may switch to mandarin. Also, at almost every grade level we will be full with the classes that we have. 7th grade Mandarin might not be full. Even Spanish 7th grade might actually be a full class. Have to go through a protocol to get accepted.

Second phase of choice started today. Plus lots of calls confirming with potential families. So lots of work!

Kristy – what is going on with demand for Mandarin program? Do we need information nights for just Mandarin? Education? Talk about Mandarin more on the tours? May need targeted marketing materials? More robust marketing efforts.

Marketing, marketing and then marketing again. But need to wait to see what the numbers are and then start to develop a strategy.

SAC update – Dan Baack

Dan provides an update around SAC. This includes the parent satisfaction survey by DPS, a driver of our SPF rating. Also asked for input for SOPA / ELOPA reports.

Development update – Beverly Haddon

Key proposal is around separating development and the active Board. She has an appointment with Aspen Institute to talk about how they do this. The key is recruitment for people to get active in development. Lots of those folks don't want to take on the Board commitment. Separate advisory board that reports to Kathy and the Chairperson of the board that is tightly aligned to move development forward. Key to start to hook up money and folks is to have a long view. The long view is what excites them. So, consider our long vision is a bigger base. The long vision would be get the two campuses humming, get 8th grade graduates, figure out how we get to that model that we want. Talk all of this through with the development folks. Then we can start to reproduce our model! ;)

If we do that, then folks involved in development is moving to an advisory group. We need to get community members to get that done. We would reach out to folks in the Asian and Latino community.

Ryan – would also want Kathy's input on how the Board should evolve. How to transition? What does Kathy need in terms of support?

My misc. stuff

PTA update – Lisa Peloso

PTA is supporting various projects. Started an emergency family fund. Social worker also helping. Library items. Computers. Great work! Bike Rodeo (4/25), kickball tournament (5/3), restaurant night (Casa Bonita – Ryan will be diving! Will be doing something really big. - 4/19 – 5pm). May 5th – teacher appreciation week.

Board participation in a faculty thank you.

Motion to adjourn Kenneth / 2nd Ryan.

Meeting adjourned

