



DENVER LANGUAGE SCHOOL

MEETING OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS

Date: March 21, 2017

Location: DLS East,

Time: 6:00pm to 8:30pm

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

In Attendance:

Board Members Carter Davidson, Matt Wagner, Randy Jeffrey, Kate Blanas, Rebecca Rogers, Josh Lin, Kenneth Ho, Corelle Spettigue, Doug Elenowitz, Lisa Peloso, Barbara Medina (by phone)

Absent Board Members None

Non Board Members Kathy Benzel, Ann Konieczny, Leah Capritta

Meeting Called to Order: 6:09 p.m.

Public Comments None.

Minutes Approval of the February 21, 2017 Board Meeting Minutes.

- Rebecca moves to approve the minutes. Kate seconds. Motion passes.

Approval of the 2017-2018 School Calendar.

- Randy moves to approve the Calendar. Josh seconds. Motion passes.

PTA UPDATES

Ann Konieczny and Leah Capritta provided the PTA Updates to the Board. There was discussion around the Chinese New Year and Fiesta Hispanica events, both their respective successes and potential areas of improvement. The PTA is working with the school administration to determine what changes/improvements

are appropriate for next year.

Kickball Fundraiser – May 21 from 10am to 3pm. The location will has not yet been determined.

DLS Dads – Held their first meeting and about 12 dads were in attendance. The group is hoping to help with school events. For example they may be assisting to referee the kickball fundraiser.

Coffee for PTA Executive Team – April 6 to discuss recruitment efforts. This will take place at Leah Capritta's home.

Continuation Committee – The committee has started meetings to plan for this year's continuation ceremonies.

BOARD UPDATES

Financial Update – Rebecca Rogers

Rebecca reported on behalf of the Finance Committee. DLS currently has a \$133K surplus. An additional \$71,500 is coming in technical funding. There was discussion around pushing expenditures of this tech budget until next year because of the strong tech donations received by DLS this year. Principal Kathy and our Information Technology Specialist, Dave Ross, will be creating a tech plan in the spring that will evaluate DLS' current state and identify needs and appropriate uses of the tech funding.

Facilities/Bond Update - Kenneth Ho

Kenneth reported on behalf of the facilities/bond committee. Doug and Kenneth met with Liz Mendez (DPS) to discuss the sequence of events to be expected for when work on the building will begin. We were informed that the work will take two quarters to complete, so it will not be complete in one summer. DPS wanted to know whether DLS would prefer a summer 2017/fall 2017 or spring 2018/summer 2018 construction term. Additional concern is that students may not be permitted to be in the classrooms below the expansion during construction. This would affect approximately five classrooms. Accordingly, Kenneth and Doug are continuing these discussions with DPS in order to effectively plan for the expansion project and ensure minimal disruption to the students.

Board Recruitment Update - None.

School Accountability Committee (SAC) Update – None.

The next meeting of the SAC Committee will take place in April.

Governance Committee Update – None.

The Committee is still awaiting DPS feedback regarding DLS Board's draft bylaws.

Principal's Update

Reviewed written Principal's Report (attached as Exhibit A) and discussed contents.

Specifically discussed the Colorado Department of Education Rubric for Evaluating Colorado's Principals and Assistant Principals. This will be the standard by which the Board will evaluate Principal Kathy. The

Board discussed the timelines required if changes to this evaluation rubric are desired. Any changes must be complete before the start of the next school year.

Also Principal Kathy gave an overview of the DLS Performance Framework that every teacher and staff member will be evaluated under.

Website Update

Lisa and Chelsea are continuing to work on the website updates and evaluating new functions for the website.

STRATEGIC PLAN REVIEW

The Board discussed the current state of the Strategic Plan and the remaining work left to complete. In order to facilitate the process more quickly, it was suggested that we seek the assistance from the League of Charter Schools personnel who conducted the training for new Board Members. The Board agreed that some additional direction and assistance in this regard would be helpful to produce a more effective strategic plan. Carter will reach out to the League and discuss potential meeting dates for a Strategic Planning session.

Randy moves to adjourn the Board Meeting, Lisa seconds.

Meeting Adjourned: 7:44 p.m.

EXHIBIT A

Principal's Board Report

March 21, 2017

Kathy Benzel, Principal

Standard I: Strategic leadership

- ❖ Charter Contract- DPS Board of Education approved and signed the 2017 renewal contract for DLS on March 16th. Completed contracts will be forwarded from DPS to the State Board of Education for approval of our state waivers.
- ❖ Element D: Distributive Leadership
 - Support for Leadership (teacher leaders) Team to move forward with peer observation plan, supports teacher leaders, model classrooms, and opportunities for growing as educators through peer observation.

Standard II: Instructional Leadership

- ❖ Assessment Preparation
 - CMAS/ PARCC scheduling, training, staff prep, infrastructure trial
 - 3rd and 4th Grades will do paper pencil testing
 - 5th-8th grades will be computer based testing

Standard III: School cultural and equity leadership

- ❖ Element B: Commitment of the Whole Child
 - Parent Education Night - Tue, March 14, 6:30pm – 8:00pm
 - Topic: Social Emotional Learning at DLS/ Whole Child Supports (*See presentation uploaded in drive)
 - Topics explored:
 - the differences between bullying and interpersonal conflict
 - ways to support your child
 - ways that DLS supports students
 - programming at DLS in the area of Social Emotional Growth

Standard IV: Human Resource Leadership

- ❖ DLS will attend the following spring Hiring Fairs: DPS English Language Arts, DPS Diversity Fair, UNC Spring Fair, Peak to Peak Charter Fair.
- ❖ All staff have an HR meeting to discuss current year and next year with Kathy, Doug, Taylor or a program director. Staffing meetings to plan for next year are taking place week of March 20th and first two weeks in April.
- ❖ Element C: Staff Evaluation Process
 - Walkthrough evaluation tools are shared with teachers by email for quick feedback, followed by coaching conversations.
 - Formal evaluations will take place in April and be completed in May.
 - Growth data is shared with teachers.
 - TA's, Specialists, Coordinators, and operational staff have different evaluations from

teachers.

Standard V: Managerial Leadership

- ❖ ELEMENT A: School Resources and Budget
 - Meet with Lori monthly to review and revise budget, make decisions, forecast budgetary needs.
 - Completed Initial Staffing Plan for SY 2017-18 based on current needs and additional positions to be added based on student increase in middle school.
- ❖ School Choice and Student Recruitment
 - Most updated sending Reports for School Choice indicate:

Enrollment 2017-18 SY			
Grade	Chinese	Spanish	Grade Level Totals
K	46	50	96
1	54	56	99
2	46	56	102
3	35	52	87
4	55	53	108
5	49	50	99
6	38	30	68
7	24	39	63
8	4	10	14
Program Totals	205	234	747

- Additional students grades 2-8 on waitlist: Waitlist after Round 1 (Round 2 began 03/20/17)

Grade	Chinese	Spanish	Seats Possible
2	2	11	2
3	1	8	5
4	0	10	TBD
5	0	2	2
6	6	5	11
7	1	3	4
8	1	0	1

Total additional seats possible from Round 1 = 25

Standard VI: External Development Leadership

- ❖ ELEMENT C: Advocacy for the School
 - Development of our DLS Whole Child resources, collaboration with stakeholders through Parent Education night, communication about resources available to families, support for MTSS process, and addition of resources for student support team in order to maximize the school's ability to serve the best interest of students and families.
 - DLS Inaugural Breakfast - Thursday, April 20, 2017 from 8-9:30am at Shift Workspaces.

Requesting all Board members to attend this important event and to bring a colleague. There will be a number of state and local officials, DPS staff and DPS School Board members in attendance. A strong showing from DLS leadership (admin and board) is important. Please rsvp to Camilla@denverlanguageschool.org

Standard VII: Measures of Student Learning

- ❖ Continued collaborative effort with DPS to ensure that our early literacy scores are being accepted and loaded on the DPS back end data systems.
- ❖ Request has been made to create an MOU regarding our use of Early lit data for the SPF, leaders at DPS including the superintendent and Jennifer Holladay have been made aware of the challenges we are facing as we work with ARE.
- ❖ Sharing high school readiness measures and benchmarks with parents, stakeholders.