



# DENVER LANGUAGE SCHOOL

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

Wednesday, May 20, 2015

Location: DLS East, Cafeteria

Time: 6:00pm to 8:00pm

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

The Meeting was called to order at 6:05pm

### **Board Procedural Votes**

Approval of Minutes of two April meetings will be done via email. Dan will send them out.

### **Budget Update (Lori)**

Current year budget is up to date

Capital improvements on this building...we need to either use these funds or lose them (\$46K)

We may be able to push the funds forward and use them at DLS West. We are going to finish the year very strong.

We do have to approve the final budget at next month's board meeting.

We need to identify the projects that will have to be completed in 3 months from July to September

Kenneth asked about the process regarding playground improvements and ADA improvements. We need to put together the list of things we wish to accomplish and share that with Pastor Hood so we can move forward.

Next year's budget:

PPR went up to \$250- per student.

Enrollment numbers are strong.

Health insurance contribution increase was discussed. Teachers are looking at a plan similar to Kaiser Permanente.

Development person would come out of reserves.

Fun Club –Lori did a trend analysis about this but the board assured her we will probably have a strong participation as we have 88 more students than we would have had without the split campus.

Kathy assured the board that we have a really good staffing plan in place for next year so Kathy doesn't have to work beyond a normal work schedule

Kenneth moved to approve the 2016 budget with moving the surplus into the contingency line and updating the beginning fund balance. Beverly seconded the motion. Motion passed.

### **Facilities Update**

#### **■ Transportation (Ryan and Kenneth)**

Kathy, Chelsea, Amy worked with Ryan and Kenneth along with a few parents on the transportation plan.

Chelsea shared the transportation plans. Green and Purple are almost identical with the exception of the Boys & Girls Club pick up in the morning. Main objective is to provide parents with a single drop off and pick up

point. A lot of them preferred DLS East and then provide a shuttle bus between the two campuses. In order to do this we would have a staggered start time. The focus gave more classroom time to DLS East students. Kathy shared the Middle School enrichment times on Fridays for free. Orange bus is direct from bus stops to DLS West and is later in the day. There is a proposed morning shuttle bus that would go from DLS West to DLS East to drop off the 3-7 students DLS is charging \$10 per month for one student and \$2 more for each sibling and there will be some scholarship money to help those who need it.

### **Communications Report(Dan)**

There has been a lot of communication and it has been taken care of in house relieving the board. The DLS Navigator has been retired.

-Potential Executive Session Regarding Negotiation

-Our lease states we are to have a playground. Pastor Rob is not exactly clear what this might look like. DLS needs more than what we now have...which is a very small playground that can accommodate one class at a time. We need to work out the exact plan they can move forward with and determine when that will happen...we need to know their time frame. We need to have a playground to start out the school year even if it is only temporary. The temporary playground is fencing off the blacktop area for basketball, four-square, etc. We need a very clear plan that is ready to go day one. Kenneth says that CT is a church, not a general contractor. The plan is to start now and finish by the end of 2015. Kathy, Chelsea, Amy and Anne met with Pastor Hood yesterday and there was an unclear picture of the plan. Kenneth has set a meeting for next week and will get things cleared up with Pastor Hood. The biggest snag is timing.

-Dan suggests that Kenneth and Kathy send periodic updates

### **SAC Update –(Dan)**

- The SAC committee met via conference call

-SOPA / ELLOPA Report given a few months ago.

Parents will get kids scores for these assessments in September. An explanation will accompany the scores

- Parent Satisfaction Survey (DPS) – Process went well. We will break 50% participation.

- Strategic Plan – made some progress on implementing the strategic plan but we may need to make by-laws changes --- this is a high priority item

### **Principal Update (Kathy)**

Kathy shared the success of the EXPO. Putting that together helped the admin team get items prepared. She shared enrollment figures and tested language proficiency and all those tested will be enrolled. Hiring... She has hired 10 new staff and will continue with the interview process of good candidates. Chelsea meets with Rod every week and Amy is also joining those meetings.

### **EXPO**

- Kathy “I want to extend my sincerest thanks to everyone who manned a booth, helped plan, made flyers, moved tables, or otherwise dedicated their time to the Expo. It was refreshing to see the staff, Board and parents come together to create an atmosphere of community at this event, and it was amazing to see the response from our families and neighbors”.

### **KALEIDOSCOPE**

- Registration update:
  - DLS East Capacity: 100 students
  - DLS East Registration: 94 students (NO wait list currently!)
  - DLS West Capacity: 50 students (they’re being conservative since the state hasn’t yet inspected the premises for licensing)
  - DLS West Registration: 21 students (NO wait list currently!)
- Next steps for DLS West:

- Business license paperwork is complete (save for a couple signatures)
- State inspection will occur in early August after the majority of construction is complete.

## EMPLOYEE BENEFITS

- Both brokerages are working to get estimates from multiple insurance carriers for health, dental and vision, including Kaiser.
- They are also getting numbers for short term disability coverage, which traditionally can be bundled with life insurance (which we currently offer at zero cost to employees) and costs around \$15 per employee per month. This particular coverage can do much to increase our employee's feelings of security should they need medical or maternity leave. The school could pick up the cost of this coverage 100% (this is common), and if necessary for financial reasons, could assuage that cost by eliminating employer contribution to our dental insurance. The cost is almost the same and it's pretty common at schools for employees to cover the entire cost of a dental premium.
- She expects estimates to come in over the next couple weeks and then we'll have some decisions to make.
- She is also reviewing the commercial insurance policies prior to renewal to ensure that we will be properly covered for school operations and liabilities in a different type of facility (CT). Will work closely with our insurance brokers for this review.

## HR

- Employee contract and offer letter documents that were used previously have been rewritten, streamlined, and combined into a single document which passed Bethke's review with flying colors.
- All employees, both returning and new, who have their positions already determined/offered, will be issued Employment Agreements (contracts) in the next week.

**PTA Report (Lisa Peloso)** Lisa gave the PTA report/update. They are winding down. Met with admin. Pleased to say. \$31,873.40 in PTA fund. Elizabeth Martin is President next year and ... President-Elect is Jamie Travis. Fundraisers have been successful. Lots of volunteers work on the PTA. The Board applauded Lisa's work this year on the PTA.

### **New Board Members – Committee Reports (Bev & Janine)**

Today is Ryan's last meeting. There are three (or more) open positions on the board. We need a New Board Member Committee. Bev and Dan will be on it. Dan went over board positions for next year. Janine Erickson will be the Chair. Dan will be Vice-Chair. Other positions are yet TBD. Board members thanked Ryan and Dan and Kathy for the incredible work they have done this year.

**Marketing and Development Updates (Camilla and Bev)** Bev is reaching out to pull together the Development. She hopes to recruit for the Development committee by August. Bev and Camilla will not go off until they have found someone to replace them. Nomination process, collect resumes and vet them (committee) come back with a recommendation...3 potential candidates for Ryan's replacement. Bev will send an email to Kathy about what to look for in a candidate from the teaching staff for the June 17<sup>th</sup> meeting.

Public Comments (contact Daniel Baack at [dbaack@du.edu](mailto:dbaack@du.edu). You will have 3 minutes to comment.)

Kenneth made the motion to Adjourn ... Ryan seconded...motion carried.

