

MEETING OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS  
AGENDA

Tuesday, May 24, 2016

Location: DLS East

Time: 6:00 PM – 8:30 PM

Conference Call (303) 557-5869 Pin 1234

Mission Statement – Achieve academic excellence and intercultural

competence through language immersion education

In Attendance:

Carter Davidson  
Janine Erickson (by phone)  
Kate Blanas (by phone)  
Kristy Fantz  
Beverly Haddon  
Kenneth Ho  
Josh Lin  
Matt Wagner  
Rebecca Rogers

Not in Attendance:

Dan Baack  
Lisa Peloso  
Doug Elanowitz

Also in Attendance:

Kathy Benzel, Principal  
Doug Seligman, Assistant Principal  
Camilla Modesitt, Director of Development

6:00pm – Call to Order

6:00pm - 6:15pm - Public Comment – No Public Comment tonight

6:15pm – 6:30pm Procedural Votes (Carter)  
- Minutes from 4/19/2016 were already approved.

- Nomination of New Board Member Doug Elenowitz ...Beverly moved to accept Doug's nomination onto the board...Kristy seconded...Motion passed.

- Nomination of Rebecca Rogers as Treasurer...Kate moved...Matt seconded ... Motion passed

- 2016 – 2017 Revised School Calendar ...one more school day added but difficult for some staff who travel to their countries over holidays. Dec. 22<sup>nd</sup> was added back as a school holiday but kept the original contract staff days with one professional day June 5<sup>th</sup>. December and January same as DPS. Beverly moved to approve the new calendar, Kristy seconded...approved by all members.

6:30pm – 6:40pm Budget Update (Lori and Rebecca)

Approve final budget for this year – Investment and expansion year...current activities for what we have up to June...67K shy of fundraising goals. Kathy said we have it but different way of recording it. Total revenues...PPRs and some Title II money...all in all revenue is 5.7million...same as a month ago. Our expenses are 5.9. Field trips (international) had revenue offsets but all has been adjusted and we are well covered for the 5.9. This report was as of 10 months into the year.

Kenneth made the motion to approve the final budget. Beverly seconded. Motion passed.

Approve budget for the next year- Baseline info from current budget and forecasting forward with student body of 729 students, thought to be fairly accurate but that number may fluctuate. Lori addressed how things are balanced in the budget with a variety of funds. All projections are conservative. PPR is a 1% increase...but we are building in protection in case that number is greater. Overall budget is strong.

Beverly made the motion to approve, Matt seconded ... Motion passed.

6:40pm – 6:50pm Bond and Facilities Update (Kenneth and Carter)

We are on the DPS bond. We would get 2.9 million for 5 additional classrooms above the existing expansion. The official vote will be next Thursday. The process is to prepare an information item for our community but not to release it until it is approved by the DPS Board of Ed. At that point that is the program that goes forth for vote of the city of Denver to approve. Overall message we need to share is to get support to our community that we will benefit from a positive participation of votes in the far Northeast and North quadrants. Innovative classroom funds provides \$ for upgrades for school leadership to spend. After the DPS Board of Ed vote...there will be 2017 and 2018 projects...the board will need to talk about the needs of each project. Build out the school of the West campus to accommodate K-5 and leaves the middle school as a question mark. Need more conversations about that this summer and next fall about that plan about our needs. Beverly complemented Kenneth and Carter's work. Carter reported about the mtg with Mike Johnson from DPS Board. The major concern of the community is about the parking for staff. DPS says we do not officially need a letter from the community for approval. The letter of support from Community leader Troy would help us with the project. Kenneth or Doug are the most likely candidates to be the main point of contact with DPS for the bond project...typically a board member. We need to think about the middle school plan and that will be worked out over the summer.

6:50pm – 7:00pm Summer Retreat Update (Carter) Everyone has chosen

Saturday July 16<sup>th</sup> except Josh but he will look into the possibility of attending some. Carter will line up things with Dan to have it at DU. Carter will send out an email with the agenda.

7:00pm – 7:10pm Charter Renewal Application (Carter & Kathy)

Kathy and Carter met last week and Kathy attended the charter renewal meeting at the district. We are in Group A, which is a good sign because the school is doing very well. All reports she must turn in are due July 1<sup>st</sup>. Kathy and Carter went through the documents and they went through the strategic plan and other governance documents. The site visit will be between August – October at both campuses and the visiting team will go into the classroom. Kathy has some

things due to the district and she will meet the deadlines. The voting will be on the 3<sup>rd</sup> Thursday of November for the Charter Renewal. Janine has all the information for the governance documents. Discussion on the new process for the minutes...Matt made the motion for the new process for the secretary to sign and send the minutes to Lori Deacon for the audit.

7:10pm – 7:20pm Development Report (Bev and Camilla)

As an effort to educate the Denver community about DLS and what we are working to achieve, we continue to conduct tours. This past month, Development has toured 19 people, including foundation program officers, company representatives, and individuals active in their community. DLS has been invited to apply for funding for programmatic expenses from two major foundations and a corporation.

We continue to assist the facility committee in seeking a facility solution. In addition, your responses to the fundraising survey were appreciated and heard. Development is working closely with the PTA and administration to create a strategy and calendar for next year that will address your concerns and wishes.

As always, if you are interested in learning more about the Development Committee, or have ideas for funding, please contact Camilla Modesitt, DLS Development Director, at [camilla@denverlanguageschool.org](mailto:camilla@denverlanguageschool.org). 7:20pm – 7:30pm PTA Report (Elizabeth) No report

7:30pm – 7:40pm SAC Survey (Kathy)

- Results – Kate ...SAC looked at teacher and parent satisfaction survey. There were many common themes. The action plan answers more of the teacher concerns. Admin met and discussed categories of the survey. It is similar to the plan from last year's staff survey. Shared it with the staff. A lot of the things because of the timing of the survey a lot of the things had already been addressed. The timing of the survey has been addressed with the SAC committee. June mtg Colo. League of Charter Schools will meet with SAC committee for recommendations on several aspects. Leadership team meets at least once a month. Staff received the Action Plan. Kathy feels she has a pretty good pulse on most of the concerns. There were operational challenges. There will be many things different moving forward. Kate suggests survey should be done twice next year. There is a committee with two teachers who will work on the survey.

- Administrative Action Plan

- Process Revision

Question about program walk throughs. Kathy shared her 3 inch binder with annual report with the board and how she and her leadership team have addressed the different areas for the schools. Carter and Kathy met about principal evaluation moving forward because we haven't had the most formal evaluation. Kathy referenced Colorado Standards for Evaluating Principals. When Kathy arrived at DLS there were a lot of systems that were not in place. Human Resource Leadership element B...really important to our school. These are the things you learn in "Principal School". We want to retain our quality teachers and staff. We are following protocol for recruitment and retention. Have started to roll out teacher evaluation process. Kathy went through the binder to share the revisions to the process for evaluation.

Kate proposes accepting to send the Quantitative Survey Data and Positive Wordle to the parent community from the Parent survey. SAC has concern for the way we survey staff and parent survey and would like to see changes for managing the survey experience all together. Kenneth moved to approve the Quantitative Data only and not the Wordle. This discussion will be moved to June. Motion withdrawn. Matt said we are trying to be transparent but not negative.

7:40pm – 8:10pm Principal 2015-2016 Action Plan Review (Kathy)

Kathy went over the CDE Standards for evaluating Principals. She moved through each of the standards and her plans of how she will be able to meet the standards, once the board decides to use this plan for her evaluation from now on.

8:10pm – 8:30pm - Executive Session

*\*Executive session for the purpose of discussing personnel matters §24-6-402 (4)(f), C.R.S.*

Kate moved to go into Executive Session, Beverly seconded Motion passed. Beverly moved to go out of Executive Session, Kenneth seconded. Motion passed.

8:30pm – Adjourn Kenneth moved to adjourn the meeting, Matt seconded. Motion Passed.

*\*Executive sessions are closed to the public when conducted for topics allowed under the law as described in the Special District Association of Colorado (SDA).*