

Denver Language School Board Meeting

Meeting Minutes

August 21, 2012

I. Call to order

Kristy Frantz, Board President called to order the regular meeting of the Denver Language School (DLS) Board Meeting at 6:00 pm on August 21, 2012 at the Denver Language School Building.

II. Meeting Attendees

Sara Murphy conducted a roll call. The following persons were present: Jorge Delatorre, Beverly Haddon, Tom Gleason, Rick Gonzales, Kate Hollenbach, Kristy Frantz and M Enriquez

III. Approval of minutes from last meeting

IV. Financial

Reviewed School Finances lead by Lori Deacon

- a) **How much money raised from meet/greet with Principal.** Dr. Sara wanted to count donations with Lori Deacon and will have total monies raised at the next Board Meeting. Projected savings and budget in place cushion going into the renewal with DPS \$232,000 includes the reserve \$109,000
- b) **Beverly** – Contingency target for next year Lorie Recommendation
- c) **DPS Laptop Program.** DLS received a \$10,000 reimbursement
- d) **CDE Grant** – Mass purchasing by DLS curriculum needs for the Mandarin Program approximately 80,000. One more year left of CDE Funding
- e) **Summer Camp Labor** – Received money back from over staff \$21,000
- f) **Substitute Savings** - \$16,000
- g) **Copy Expense Savings** - \$12,000
- h) **Supplies Savings** - \$52,000
- i) **FLAP Grant Savings** - \$50,000 No Han Ban 2012/2013 School Year Mandarin Teacher Funding. Professional Education and UCD Services paid. (1) Year left on FLAP Grant. Flap orders in June carry over \$100,000 Flap will hit budget this year.
- j) **Need for Fundraising** after the 2012/2013 School year funding sources for equipment, curriculum and staff needs.
- k) **New Gasby Rule – The Board can assign funds**
- l) **Kristy** – Growing a grade each year will need curriculum, staff and furniture – CDE money for planning.
- m) **Beverly** – Plan for development finding a company for funding.
- n) **Audit** – Lorie Deacon went well there were no surprises next is to draft final management report.
- o) **Beverly congratulated team on clean audit with Lorie Deacon**
- p) **Physical Count** – Lorie Deacon - (470)

- q) **Title III - \$5280 left from last year met compliance adjust budget current year.**
- r) **0441** – Rent is charging per pupil in this building cash account – 25% July, 25% Oct and 50% January. **Kristy** – 25% funded or actual \$766 per student. Beverly – Funding account change October 1. Lorie – conservative on # of students. Slots easily filled in DLS 421.7 to cover DLS will exceed. Kristy – DPS does not count 470. DPS numbers are lower more conservative. 421 more aligned with DPS real numbers.
- s) **DPS Funding Special Education:** (1) time per week psychologist, (1) time per week nurse, (1) time per week Special Education. \$511 per funded student pays for district wide Special Education Program 25% of expense is held in July.
- t) **DPS Administration Cost Breakdown** – PPR we received 3.27% DPS administrative cost, \$20 per student for DPS database and 35% is pulled in July.
- u) **\$135,000 books and periodicals are tied to revenue and operating funds.**
- v) Balance Sheet - \$578,000 as of July 31st – \$63,000 TABOR for 2012/2013, 196,000 FLAP and CDE
- w) Accounts Receivable – Tuition Payments
- x) Accrued Accounting – (1) month per year book backwards July expense is booked backwards.
- y) **Forest City** – Designated contribution of \$15,000 toward Development.
- z) **Sara** – Moving forward see budget in June. Kristy to discuss Finance Committee responsibilities with Board. Finance Committee Chair to drill down on details involvement and decision making for Sara A. A few issues with transition.
- aa) Finance Committee to meetings during the day and start to report back to the Board. Per Bev Lorie would like to stop coming to every Board meeting.
- bb) **Jorge motion to accept approval of 6/2012 Meeting Minutes Tom 2nd (2) abstain.**

V. Dr. Sara update

- cc) Welcome back week/Variety of in service and professional development training, staff handbook review, policies and personal requirements. Reviewed roles and responsibilities access and discussion teacher online tool. Online tool purchase suggested by Marsha Fulton (Odyssey)
- dd) Tera Fortune – Carla – (1) Day Immersion Education communication, (1) Presentation techniques and classroom management and professional Goals.
- ee) Hiring – Dr. Sara hired large crop of teachers and provided nuts and bolts training for all new teachers. Hired new operations manager and assistant to the principal. Sara happy with new additional. Beverly – Asked Sara was she happy with all teachers. Sara state, “more mature group of teachers.”
- ff) Discipline – Implemented a new discipline policy including PD around new policy.

- gg) Road Closure – Kristy – Road closure – Dr. Sara brought in DPS security for traffic control and guidance
- hh) Immigration Lawyer – Kristy- Presentation and next steps postponed. 8/25 for update for Ester and Miguel if he does not hear anything then urgent appeal phase. Fee of \$2000 fee (2) teachers going through DPS VISA programs. Ester and Miguel visas expired returned to Spain. Dr. Sara believes Easter and Miguel should be back by 10/1/12. Substitute teachers in place. Strategic Plan recruitment hire US citizens or oversea? Get J1 Visa status H1 goes through immigrations.
- ii) J1 Status – State department cultural visa vs. work visa smoother visa process. Expensive other immersion school is trying it now (GVA). A ton of work personal income revenue exposing process. Dr. Sara more native speakers J1 Visa logical. Tom once status do renew every 5 years, Dr. Sara different renewal process. Beverly no fixed position on teachers need a report from Dr. Sara. Dr. Sara basically affects Mandarin difficult to find Mandarin program personnel. Rick more possibilities open up stability here can commit put down roots will give sense of stability. J1 Visa is good for how long? 2 year guarantee process then you enter into H then flow to green card status. Kristy waiting from lawyers our ability to go overseas with J1 Visa.

VI. Principal Evaluation - Evaluation process after feedback meeting with Kristy and Camilla meeting with Sara once a quarter.

- a) Bev - Executive Team Kristy and Camilla meet with Dr. Sara and bring report to Board go into Executive Session. Sara M. 360 review from staff and parents in Feb.
- b) Administrative Personal – Goal Setting (1) or (2) Professional Goals ((1) School & (1) Professional.
- c) Kristy & Dr. Sara discuss the PD for staff as well as documents Dr. Sara PD for the year.
- d) Kate –suggestion field trips to other Schools
- e) Kristy expectation is to revisit PD quarterly with Dr. Sara and provide documentation or report to Board along with monthly training.
- f) Bev recommends executive team to discuss weighting/professional goals perhaps should be weighted more.
- g) Principal Evaluation – Quarterly Review, Goals, PD, 360 Review and End of Year evaluation.
- h) Vote on Leadership structure at the next Board Meeting

VII. Strategic Plan Several Board Members were responsible for different sections of the strategic plan.

- a) Sara discussed Objective # 3 of the strategic plan...important for Board to define diversity it means many different things social economic, race, gender etc.
- b) Sara M. suggested it is important to retain the diverse population at this time many parents have left the School. Biggest issue is making them feel welcome.

- c) Sara M. asked what does the DLS diversity look like in 2012 free & reduce lunch, minority, gender?
- d) Sara M. suggested having a meeting for the parents to share their feelings and concerns.
- e) Dr. Sara felt by educating teachers and parents about the Teachers and Parent cultures it would help to strengthen the community.
- f) Bev has not completed her strategic plan – has thoughts on Financial Development (raising money for the School)
- g) Create a Development Advisory Board Committee in addition to Board include the community 6 to 7 people. Discuss more at October Board meeting.
- h) Bev to Launch a Corporate Sponsorship Program – May 2013. Bev will develop a plan by January.
- i) Increase Donor support – Bev suggestion - Board to the support of the PTO. Find out what is happening get a list and how the Board can be a value add to PTO fundraisers.
- j) Individual donor programs – \$50,000 Bev need to flush out exactly what this will program will look like for DLS.
- k) Grants/Fundraiser (Dr. Sara) – Bev suggest Dr. Sara to work with a grant consultant. Administrative responsibility. Bev uses grant consultants for specific programming.
- l) Board to schedule a working session to finalize the strategic plan. The plan is needed by the SAC committee.

VIII. Board Members – Bev recommended general Board size Parents vs. Community. Per the League of Charter Schools should be a 60/40 split community vs. parents. Board to determine the skills, expertise to fill the missing gaps on the Board she will have available at next meeting. Bev Goals is to implement through May.

- a) Board Orientation for new Board Members tour of School
- b) Board Training – New Members have to take test to be complete by May 2013. Kristy to follow-up to determine if current Board Members are required to take test again for 2012.
- c) Educate population and Board on Immersion School cultures of teachers and parents.
- d) Board process if someone is interested recommendation is sent to Bev. Bev will review their resume and information.

IX. SAC – Update (Kate) – Had a July meeting with good information. Dr. Sara shared her goals for the School including the English program and curriculum. What does a DLS graduate look like...need to define to set curriculum. Enrichment program a survey was sent out to the community regarding enrichment expectations. Help to determine the

wants and needs of the community to bring enrichment in house as well as provide another source of revenue for the School and Teachers. Trimester goals monitor collecting data, parent satisfaction surveys, TCAP matrix, assessments. Plan B for accreditation report back during next Board meeting.

- X. PTO update** – Dan B (PTO President 2012/2013) – The PTO has been moving along with Kindergarten Socials, Registration, Welcome Back all worked well. Added Kindergarten /Kleenex for parents. Dr. Sara (5 sets of twins in kindergarten this year). Helping with planning of back to School night. PTO would like to move to PTA allows tax free status, reduced insurance cost, advocacy groups. PTA less expensive. Bev looking for group of parents to advocacy to support the Bond. Looking into Fundraising what worked what did not work. Important to find out the monies received through the PTO by the School all went to general fund more parents want details and what was raised. Dr. Sara- met with Lorie to set-up a line item for the PTO for better notation and detail. Made inquires for total amount for 2011/2012 School year but not absolutely sure what was received. Thank you Dr. Sara for the set-up of Fun Club afterschool set-up to bringing the concept of my enrichment in house saving DLS 15%. Dr. Sara – adding sports intramural sports (soccer in the fall) TBD in winter.

XI. Adjournment

Tom moved to adjourn the meeting Jorge second and Board all in favor.
Kristy adjourned the meeting at 8:00 pm.

Minutes submitted by: Sara Murphy

Minutes approved by: