



Meeting Minutes of the Board of Directors

Denver Language School

August 22, 2013

5:30 pm

Location: Stapleton Foundation

Voting board members in attendance:

Ryan Hunter

Kristy Fantz

Beverly Haddon

Dan Baack

Camilla Modesitt

HuiLiang Liu

Non voting:

Dr. Sara Amodio, DLS Principal

Anne Davis, DLS Development Committee Co-chair

Erin McLain, DLS Development Director

CSSI Report:

In the spring the CSSI perform a 3 day intensive detailed audit of the school.

CSSI is approach is a healthy outlet in a critical time at when the school is moving from the start-up years toward more established organization. CSSI's goal is to assist in creating high quality charter schools and give us valuable information to improve the organization. They look for key trends...i.e. 3 or more stakeholders brought up the same concern.

3 main focus areas for their presentation: positive attributes, areas for improvement, questions.

- The Board of Directors reviewed 2 main reports: Landscape report for the school and the Board Executive Summary
- The report was a very positive reflection on all the hard work that Dr. Sara has laid in building the foundation of the school. DLS made very significance progress toward our establishing DLS as a strong organization in year 3.

Some items to reflect on...

- The facility concern is taking up a lot of Dr. Sara's time....How can the board relieve her of this duty?
- The board has achieved a significant amount of work, but has not effectively communicated their progress to the school community as a whole.
- DLS is at a crossroad in our establishment of moving from a start-up school to an established organization.
- The board of directors needs to become much more hands on and critical during this phase to ensure the long term success of DLS.

Follow up items:

- Working toward a School Unified Improvement plan
- Researching and creating a board dashboard
- Summary: Overall we are a very healthy organization, but we need to continue finishing the progress we have made to become fully established.

Executive Session:

Camilla moves to go into executive session per the topic of personnel matters and real estate negotiations. Kristy seconded the motion. All board members voted to move into executive session at 6:32.

Executive session was recorded on track #44.

The board moved out of executive session at 7:00 pm. Camilla made the motion to move out of executive session, Kristy seconded.

New Board Member Vote:

Kenneth Ho candidacy, Bev moved, Dan seconded, all board members favored. Kenneth Ho was elected as a new board member.

Dan Baack, Vice Chair, Bev moved, HuiLiang seconded, all board members favored. Dan Baack was elected as the Vice Chair.

Facilities Discussion:

The last time we met we discussed ECE-8 as our ultimate goal since we found out from some district personnel that ECE-2 would resolve our capacity issues, but would hurt us in the long run for the 2016 bond. However, there have been new developments since June.

- The Mayfair neighborhood is supportive of us being in Whiteman long term, but without the little kids. They very much like the idea of an ECE-2 campus offsite.
- Administration favors the ECE-2 campus.
- Big kicker: Calvary Temple option does not have the capacity long term. It is a good space for an incubator school. Rough space for our temp solution.
- Could be a step backwards for our parent community? Especially with a lack of P.E. facilities.
- Ryan's view is you could compromise your way into Calvary, but it is not ideal.

Financial Analysis Review:

The board reviewed the financial analysis from Lori Deacon on 3 different options: building an ECE-2 campus near Whiteman, Calvary, and placing modulars on the Whiteman site. (see attached)

- Private ECE-2 School near Whiteman with financing would be 500K in the red. We could get into the black if we raised the 6M. Fundraising is critical for this project to be a go.
- Dr. Sara summarized her discussion with Tom B. who was supportive of the ECE-2 idea.
- Bev really likes the ECE-2 for development reasons. It is a smaller amount of money to raise than an ECE-8.
- HuiLiang is concerned that the ECE-2 is not financially viable. And, we may need to settle for Calvary Temple.
- Calvary Temple is fanatically feasible, but not ideal. Lots of time and energy will be spent in developing Calvary as a temp location for 1 year.
- Placing modulars on the Whiteman site has us in the red in 2014, not viable.
- Bev discussed program related opportunities for 1-2% for low income areas, but the 2 current sites for ECE-2 campus would not meet this criteria.
- The board needs to figure out a tough transition decision. Could we figure out a temp game plan at Whiteman??

Fundraising:

- The fundraising timeline is very tight. DLS needs to raise 6 million in a very short period of time
- Erin M. discussed the need to first conduct a fundraising feasibility analysis. It would take approximately 4 months. The board agreed we need to fast track this item, but we need to do strong planning work up front.
- Project budget for the feasibility analysis 20-30K.
- We either take from our reserves or we ask the Daniels Fund for a start-up grant. Lori thought it would be best to ask Daniels for money for the capital campaign. Bev agreed.
- Explored the idea of getting our annual fund going. Tap into our community for resources.
- DLS now has its 501 3C status.
- Erin M. will collect the proposals for the financial analysis. Bev will review the feasibility study deliverables. The board will follow up with a conference call vote the week of Sept 9th.

Moment of Truth:

If we can't raise the money....we will have to scale back the school.

Options

- We reduce enrollment and go down to 1 class per language. (most financially feasible)
- Put modulars on the site; however, we would lose money.
- Middle school class to Calvary with attrition concern
- Middle school class or K-1 class at Church of Epiphany...
(1st and Colorado. potential capacity of 200 kids...attached preschool playground. parking and egress could be an issue.)

Board Action Item:

Dan made the motion to...

Build ECE-2 separate campus as close as possible to Whiteman, leave the 3-8 at Whiteman. However, DLS will need a transition plan for capacity in the gap years to have time to raise the money for the project.

Camilla seconded. All board members present favored.

The development committee now has a project to focus their fundraising efforts on.

Next Steps:

- Communication plan to the parent community.
- Fundraising will be kicked off immediately.
- Follow up with DPS OSRI to communicate board vote.
- Thank you email and follow up meeting with to Tom B.
- Follow up meeting with JHL to better define the budget for the project.

Meeting Minutes Approval:

Camilla motioned to approve the minutes from June and July. All present (except Dan) favored. Dan abstained.

Board Retreat:

Saturday in Sept 14th to develop New Strategic Plan at 9:00 am. 4-5 hour retreat.

Public Comment:

There was no public comment period.

Camilla made the motion to adjourn. Kristy seconded. All present favored.

Board Meeting Adjourn at 8:37.

Meeting minutes written by Kristy Fantz, board secretary

