



## DENVER LANGUAGE SCHOOL

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

Date: 9/22/2015

Location: DLS East

Time: 6:00pm to 7:45pm

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

#### Minutes of the Meeting

##### Board In Attendance:

Dan Baack  
Kate Blanas  
Carter Davidson  
Janine Erickson  
Beverly Haddon  
Kenneth Ho  
Camilla Modesitt

##### Also in Attendance:

Kathy Benzel, Principal  
Lori Deacon, CFO

##### Absent:

Kristy Fantz  
Jacob Welp

Janine called meeting to order at 6:09pm

First order is to stay in order

Approval of the minutes of 8/29 meeting

Kate made a motion to approve, Bev seconded and all present favored.

##### Board Action Items:

1. Carter will serve as the Secretary and will take minutes
2. Approve nomination of Carter Davidson as Secretary
3. Approve nomination of new board member – Josh Lin – Janine asked for volunteers from other board members to meet with him and provide feedback
4. Jacob is leaving the board in November – he may have someone to replace him
5. Bev and Camilla will be focusing on development after November

CFO Update: Lori Deacon

Audit – finished and submitted to DPS

Highlights: looking at 2 sets of financial statements:

1) Fund

- Audit report – last page: \$4.6 M revenue, \$4.3 M expenses \$326k surplus
- PERA change that went retroactive from Jan 1 could calculate 3% refund
- Employee benefits \$84k savings
- Have \$1.126 M in reserve – can use as we see fit – need \$65k for facilities improvements

2) Gov't wide

- GASBY change new rule 68 requires all public entities who had pensions to report on “unfunded pension liability” which PERA pays but requires all DPS schools to report on
- DPS #s are going to look worse – everyone’s will look bad – it’s a liability that PERA has to pay not DLS but we have to report it
- PERA has a 1 pager overview- it’s still viewed as an asset

August report is trending to where it needs to be – were conservative on expenses – budget based on 666 students – now we are at 660 student enrollment

Lori will have an updated budget by end of next month

Kenneth’s Transportation Update:

- Implemented a 10 min change to green and purple buses because of the dropping off and picking up of students at DLS East to West
- 325 students riding the bus – currently have a wait list of 30 students
- We haven’t collected on the bus payments from parents yet
- Looking into an app to track students whereabouts and schedules, cost: \$5k cost

Kenneth’s Facilities Update:

- Continue to have issues at Calvary with facilities
- Anne is back now and the thought is for her to take a more direct role as an owner’s rep and daily operations to ensure safety
- Elevator has not been progressing, proposed install date Summer 2016
- Requests for meetings with Pastor Barry have been denied, will speak to Bill (attorney) about next steps related to having Anne’s compensation paid for by Calvary
- Playground scheduled to be completed by end of October
- Camilla suggested that we have a separate budget for Calvary, Lori agreed and will work with Kathy to get this set up

Kathy - Principal Update:

- Middle School programming is exciting, sports, semester schedule, electives and enrichment program after school
- Started using Better Immersion Program
- Instructional Staff Development Days on Fridays at each campus
- All coordinators (GT, English Language Development, OSEL) attend monthly DPS meetings – still don’t have a DPS partner assigned yet

- Culture Shift – restorative practices and positive behavior and intervention support continues
- Camilla asked about Kathy's time spent commuting between 2 schools
- Kathy has not had time to do instructional design & leadership development
- Kathy receives 200+ emails/calls a day and she needs additional support
- Discussed hiring an Assistant Principal for DLS West - Bev requested that we formally add this topic to the agenda
- Conference call scheduled a conference call for Friday, 9/25 to discuss further

Dan moved that we go into Executive Session for the purpose of discussing personnel matters §24-6-402 (4)(f), C.R.S.

Kenneth seconds – all in favor

Executive Session recorded

Bev moved, Kate seconded and approved to move out of Executive Session

Bond Application Update from Janine:

- Purpose of application is to get DPS guidance on what we should apply for
- Application will be vetted by Doug Elenowitz (DPS) before draft is shared

Marketing/Development Update from Bev:

- Board of Trustees is an Advisory Committee and will report to the Board – currently have 4 Board of Trustees already
- Discussed the position description for a Director of Development
- Need to move quickly with development – Bev proposes that we post the position and put it on a fast track 4-5 weeks
- Bev and Dan will co-chair the committee – the board will interview and make a decision
- Recommended that the position should report to the board with Kathy's input
- Bev and Dan will come back with more data about salary - \$60k average salary – have \$20k for it but would need to go into the reserve to get the rest
- Dan moves to start the job search – Bev seconds – all those in favor “I”

Kate made the motion at 7:45pm to adjourn the meeting. Kenneth seconded. All present favored.