

MEETING OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS
Meeting Minutes
Tuesday, April 14th, 2020
Zoom Meeting
Time: 6:00 PM – 9:00 PM

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

In Attendance:

Board Members	Lisa Peloso, Carter Davidson, Corelle Spettigue, Josh Lin, Bryan Snow, Dave Larkin, Faye Caronan
Absent Board Members	Susan Hennessy, Parker Schenken
Non-Board Members	Kathy Benzel, Doug Seligman, Robert Newman, Annie Trujillo, Babette Hudson-Tsao, Camilla Modisett, Jenn Noonan, Adeel Usman, Eva Doblaz, Declan Somer, Jessica Leonard, Quinn Roussel, Rachel Posedenti, Kendra Lofland, Matt Martinez,

Meeting Called to Order: 6:05 pm

Public Comment None

PTO Update - Babette

School generated community building - still in progress
Had a few meetings with room parents with Miriam Berg (PTO liaison)
Held three Parent information nights last Tues, Wed, and Thur. There were a few tech glitches, but the calls generally went well. Attendance ranged from 8 parents the first night to 30 parents the last night.
The PTO executive meeting will be held tomorrow night
Planning teacher appreciation
Still trying to restructure PTA to PTO

Approve Minutes

Carter moves to approve the minutes from 03/24/20.
Bryan seconds. No discussion. All in favor.
Motion carries.

Corelle expressed appreciation and thanks to all who helped with launching the remote learning. Our team has done an amazing job.

Administrative Update**3 DLS Goals for first 2 weeks of remote learning**

Create Opportunity for student connections

Focus on Language production across the curriculum (Target Language/English)

Develop Shared Structures and Consistency for our School Community

1. Technology Operations: Status and Supports (Robert/Doug - Project Managers)

Tech distribution - 308 iPads and Chromebooks were distributed between both campuses on 3/26 and 3/27. Even through today, still handing out a few devices here and there. Tracking system of device distribution has been put into place. Doug and Caleb have been at Whiteman 10 times total for more tech handouts and every day between April 6-April 10. Staff and parent tech support lines in place.

Two webinars are being held two evenings this week to provide parent tech support and will be recorded for future reference. The parent challenges with the platforms include logging into Google classroom, schoology, and general questions.

Caleb has personally dropped off devices at 25 homes. Doug thanked Caleb, Yasmin, Erica, and Collista for all of their help with tech organization and support.

Currently assessing if there are any gaps in students not participating in remote learning. Bryan asked about the reserve of devices in case of breakage. On order now, but competing against so many other schools district state and nationwide. Got on it really early with requests. Kathy gave a shout out to Caleb, Matt, Doug, and Robert for a really great job with tech management.

2. Remote Learning Plans: Successes and Challenges (Annie/Project Manager)

Kathy is so proud of her team for coming together so quickly to work so hard.

It is becoming clear that DLS is really going above and beyond compared to other schools. DLS is one of the few schools that is providing electives. Many schools are only providing what is mandatory.

We are seeing very high participation in classes. In many classes teachers are reporting over 95% attendance.

Teachers and staff are eager to find new ways to engage their students, new platforms, willing to try new tools.

Dave question - Do teachers know what to do/who to go to if they “see” things in the students’ homes - How can we best support teachers surrounding observations and reporting. Annie and Kathy responded that they are addressing how to support teachers as mandatory reporters in this virtual engagement, how to note/observe engagement/academic concerns. Looking for universal supports for all staff.

Josh Lin - how is our school dealing with SpEd, IEP’s, 504’s? Annie responded that per federal and local guidance, DLS had to develop contingency plans for these students. SpEd teachers have built schoology courses or google classrooms for those students. How do we make accommodations work? More one-on-one check-ins with teachers by teacher leads and student support team.

Kendra reported that Anne Marie (at Gilpin) and Kendra (at Whitman) went through every single 504 and created contingency plans for those students. The only ones that they didn’t create contingency plans for were for students with medical issues since they are being managed at home. They are implementing movement breaks and weekly 1:1 check-ins. Teachers working with parents to get resources for the students who need math tools/manipulatives. Getting a lot of good feedback from the family feedback forum, staff meetings and grade level meetings. Checking the family feedback forum every day and meeting to address the questions/concerns raised.

Waiting to see how this week goes before the decision is made to go into longer, more robust school days. If not ready, will wait until week four. Eva stated that this has been a huge learning process for everyone, but teachers and staff are really feeling like a family, like they are more connected than in the past.

Kathy will be holding Fireside Chats with the goal of helping parents to navigate how to identify if a student is struggling - family/dinner time conversations with support from school social workers

3. Communications (Camilla/Project Manager)

Overarching goals are being timely, relevant and as accurate as possible
Convey empathy, compassion, and understanding and keep in touch with students and families. Relying on Mail chimp and the school newsletter. The use of text messaging is reserved for very specific, manageable issues. A few examples of student and community engagement include videos by Caleb and Jessica and Fireside chats with Kathy. The communications team has an Editorial Calendar in place.

Enrollment Data:

Total enrollment now at 870 going up to 916. We currently have a wait list of 527.

Fundraising: There will be a nationwide donation push on May 5th Nationwide. DLS will do a small push for fundraising to support our gaps in remote learning.

Kathy - huge shout out to Camilla for helping take DLS to the next level in terms of visibility and enrollment. Rachel and Jenny were really helpful with tours this year.

4. HR Staff and Wellness (Rachel/Project Manager)

Staff Wellness:

Staff Wellness Page is a place for photo sharing of loved ones, pets, culinary creations and more. Staff has been very active on this page.

Kaiser has really stepped up with their telehealth mental health program. Most DLS employees have Kaiser. Great source of support, particularly during the extended break as many staff members weren't feeling as connected. Jessica Leonard added that page has been a really great way for staff to reconnect. They have created a virtual class rotation schedule that staff/leaders can lead, such as Matt teaching a dance class.

Matt Martinez stated that staff and even their families are participating in yoga, dance, the staff workout challenge. It seems to be helping with mind/spirit supports.

HR/Staffing:

Teacher Salary Schedule Improvements:

Increased from step 11 to step 20

Implemented \$1K loyalty bonus - 5 or more full school years - at this time hoping to add it on every year, but this depends on budgets

Average teacher salary increased by 5.3%

Average TA salaries increased by 13%

Teacher/staff retention:

Rachel is hoping to have the remaining contracts out by next week. Trending ahead in most areas for staff/ teacher retention. Based on the survey sent out to all staff, everyone in OPs/ SST planning to return next year. Will have confirming data in the next few weeks. Want to add social worker time to Gilpin - will be a service purchase through DPS.

Governance Committee - Josh/Lisa

The committee decided to suspend the new board member recruitment process for a few months as the recruitment process required in-person interview and on-boarding. This is also a time that the board needs to focus on critical matters. All applicants have been advised of this decision and will be updated as our timeline becomes more clear.

Financial Report - Bryan

Board approval is required for an ongoing contract with an existing vendor - All Copy Products. This company provides all photocopy supplies - paper, machines, maintenance.

The existing plan is coming due but the company is now proposing a 3 year contract which will yield a 30K savings over next three years along with new and upgraded machines.

Caleb and Joanna (Ops managers at each campus) are on board with the idea of a three-year contract.

We have a policy that the board is required to approve any multi year contract that is worth more than 30K.

With no questions or feedback, Lisa moves to approve the All Copy Products contract. Bryan seconds. No opposed. Motion carries. Contract is approved.

A full financial report will be provided at our standing monthly meeting in two weeks.

Corelle reminded the board that the Executive Director annual evaluation needs to get underway and she needs volunteers to help with the process. Carter stated that she is happy to help. Corelle needs one other person. She will follow up via email.

Josh moves to enter into Executive Session for the purpose of: Discussing school matters that may be subject to negotiations, developing strategy for negotiations, and

instructing negotiators. § 24-6-402 (4)(e), C.R.S. Lisa seconds. All in favor. Motion carries.

Josh moves to end the meeting. Lisa seconds. No discussion. All in favor. Motion carries.

Meeting adjourned at 8:48pm