

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

**Meeting Minutes**

**Tuesday, September 3rd, 2019**

**Location: DLS Gilpin Campus**

**Time: 6:00 PM – 9:00 PM**

**Conference Call (303) 557-5869 Pin 1234**

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

**In Attendance:**

Board Members Lisa Peloso, Susan Hennessy, Carter Davidson, Corelle Spettigue, Dave St John-Larkin, Faye Caronan, Parker Schenken, Bryan Snow, Shawna Mounsey

Absent Board Member Josh Lin

Non-Board Members Kathy Benzel, Rachel Posedenti, Doug Seligman, Babette Hudson-Tsao, Camilla Modisett, Robet Newman

**Meeting Called to Order:** 6:13 pm

**Public Comment** None

**PTO Update - Babette Hudson-Tsao**

PTO Executive Board held a strategic planning meeting  
Meeting with Robert regarding middle school “classroom council”  
Met last week with Kathy and network about getting directory out in October  
Working with Camilla around school and staff funds  
PTO Community picnic, Sat 9/15 at Crestmoor  
Night Market Planning. Event to be held at GW on Saturday, 9/28.

**Approve Minutes** Susan moves to approve the minutes from the Board Retreat on 7/22/19. Dave seconds. No discussion. All in favor. Motion carries.

Bryan moves to approve the minutes from the working and executive session on 08/13/19. Parker seconds. Dave abstains. No discussion. All in favor. Motion carries.

### **Executive Report - Kathy**

#### **CMAS summary review**

Brief review of ELA/Science graphs. Very positive results/growth across all grades.

#### **MTSS Process (Multi-Tiered System of Supports)**

Cornerstone of model - Team-driven shared leadership

Grade level and data team meetings

Making sure meeting students needs, identify any barriers

Interim data of growth

#### **New Teacher Induction**

Annie Trujillo (new Director of Performance and Assessment) launched the new teacher induction, working with teachers starting on day one and throughout the year. Because there are more new teachers at the Whiteman campus so Annie is spending more time at that campus. She works closely with the network and both admin teams at each building and supports teachers in conjunction with curriculum directors. Annie will also serve as the CMAS and AP assessment leader.

### **Recap of Strategies/Action Steps for SY 2019-20**

#### **I. Culture**

Integrating DL4 into school-wide culture

Board Work: Providing educational opportunities for board

Updating/refining board policies

Engage with Admin:

Updating/refining administrative policies

Clear differentiation between board and admin roles

Support Kathy and admin in efforts to promote positive school culture "dolphin way"

Board engagement and interactions with with DLS stakeholders - possibilities

Hold Town Hall - video tape session (Nov?)

Informal round table session (need to set date- Jan?)

Questions and cocktails (need to set a date)

Capitalize on existing DLS events for board engagement

(need to assign to committee)

Board campus walkthroughs with DPS (Dave's suggestion)

#### **II. Center for Excellence - CELIE**

Board engagement:

Make sure we are educated as a board about development of CELIE. Kathy to provide ongoing reports/updates.

### **III. Facilities**

Stay apprised of current projects - Doug, Kathy, Robert

Pursue solution for Gilpin Field

-Board to drive the effort to gather information to make a decision on how we want to proceed.

-Stay apprised of all of the future projects coming down the road

Robert met with the DPS Interim Grounds Manager who stated that:

- DPS will come in and spray weeds and then will lay seed. Only about 20% will catch.

-For 25K, DPS will spray weeds, will do soil sample to determine the best seed, aerate, and then inject the seed. Will pitch this to the DPS facilities board to see if any of this can be reduced/covered. No guarantee that they will pay any of the 25K. 80-140K to lay sod. Would have to remove weeds, till, bring in soil. Both Brown and Teller have artificial turf. Robert was told that the PTA's of both schools came to the table with quite a bit of money. The project requires a minimum of 250K.

Parker- reached out to 6-7 landscape architect companies

-Initial sod surface - 40-50K plus another 10-50K if irrigation work required

-artificial surface - \$350K

-\$1500 to give us written report/estimate

-Parker would like to ask for an in-person presentation to the board in addition to a written report.

-Kathy/admin to utilize funds from the budget to cover the cost of the estimate.

-Capital fund: Restricted capital construction funds of about 35K can be used for something exactly like the field. This is separate from 2020 budget. It has rolled over for the past few years.

### **IV. Equity and Inclusion**

Launching board equity committee

-invite speaker to provide board development

Nurture and grow an equitable student experience at DLS

-increase diversity/representation on the board

-support the launching of the board committee

-engage stakeholders at committee level. Need to send out communications to community along with applications for board committees

-are our school communications accessible to our community. Do they reflect our community?

-working on policies and policy wording to be more inclusive. Board can support at the policy and SAC level.

### **V. Development**

-Action items for the board: Update/create board development policies in regards to expectations surrounding contributions by board members, volunteering time, soliciting corporate gifts, recruiting new board members.

- Fundraising outcome/budget line item - Kathy and Camilla go back and forth about what that will look like. Currently annual fund and gala.
- Big picture strategy for what we might raise money
- Launch capital campaign to cover field cost
- Bryan to develop/propose a budget threshold, a minimum in our DLS savings that would always remain untouched
- Board to identify a few long term projects for future development goals

### **Review Draft Board Policies - First Reading**

#### Board Member Duties, Responsibilities and Code of Ethics

- Board should seek legal advice when necessary, not require individual board members to seek advice
- Revises reference to the Colorado Sunshine Laws and included links to text
- Discussed and clarified reference to policy support
- Reference to grievance policy
- Remove redundant language from provisions
- Discussed bylaws that govern excused and unexcused absences
- Use of the term "organization" vs. the term "school" when discussing DLS. Decided the term School is more appropriate, however may need to be revisited form/structure of CELIE develops.

#### Board Member Conflicts of Interest Policy and Procedure

- Dave suggested moving some of the language in the introductory paragraphs into the purpose section
- Redundancy between provision (3)(v) and (3)(a)
- Does the language as written need to be limited to the Board making a reasonable cause determination. All agreed that it should be the Board and not a committee making a conflicts of interest reasonable cause determination.

#### Stakeholder Inquiries, Concerns, or Complaints to the Board

- Purpose of the policy.

- Dave suggested including language that would make clear that this policy applies to matters relevant to the school, but that fall within the scope of the Board's functions and responsibilities.
- Communications received by other Board members that are considered under this policy are subject to the retention policy, as we determine within the policy.

#### Board Meeting Public Comment Policy

- Regarding public comment by proxy, Corelle's position remains that individuals who wish to provide public comment at a board meeting must provide them in person, or there is no limiting principle to proxy statements. Others felt it may be too restrictive. Upon further discussion, it was determined that proxy statements would not be permitted absent extenuating circumstances.
- Board discussed the provision regarding Board members asking questions during public comment. Dave highlighted the operational problem with determining whether or not its appropriate or necessary. Board agreed and removed the provision.

#### Accounting and Reporting Policy

- Board discussed whether any other organizations should be included in (1)(c), such as DPS
- Board considered Lori Deacon's comments that \$10,000 limit for budgeted expenditures to the ED is too low for a budget of this size. She suggested adding additional language around allowing authority for "routine monthly bills"
- Corelle suggested modifying the language to ensure that any combination of two of the three identified signors would have signing authority
- Modified language pertaining to spouse reimbursement
- Discussed the need for an investment policy
- Parker raised need to have the same limitations that apply to checks also apply to debit card
- Lori reiterated again that financials are not complete until at least the 10th of each month
- Deleted mandatory language regarding annual deadline for review

#### Colorado Open Records Act Policy

- Dave raised issue with term "School Leader." Revised language to clarify which individuals are meant to act on CORA request.
- Dave asks whether we envision any scenario where DPS would make a records request or require third-party request to be responded to with DPS. Board determined policy should still apply.

#### Background Check Policy

- Deleted reference to vendor background checks. Not appropriate for board background check policy.

#### Board Management of Executive Director Policy

- Regarding providing notice, Dave states that even with at-will employment we can ask employees to provide a minimum of two-weeks notice. After discussion, we agreed that it was more appropriate to leave such a provision to the employment contract.

#### Creating and Amending Board Policies; Oversight and Review of Administrative Policies

- Board discussed two-reading requirement for the adoption of policies vs. a one-reading requirement. This change was vetted through the League of Charter Schools. Board agreed that a one-reading process was more appropriate for policies.

#### **New Business:**

Need to move board meeting again to accommodate financial statements and DLS CFO Committee Assignments:

Corelle proposes dedicating 2 board members to documenting ED work/progress for end of year evaluation. Maybe community member and parent combo.

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

**Meeting Adjourned: 9:05pm**