

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

**Meeting Minutes**

**Tuesday, October 1st, 2019**

**Location: DLS Whiteman 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, Carter Davidson, Corelle Spettigue, Dave St John-Larkin, Faye Caronan, Parker Schenken, Josh Lin
Absent Board Member	Bryan Snow, Shawna Mounsey, Susan Hennessy
Non-Board Members	Kathy Benzel, Doug Seligman, Babette Hudson-Tsao, Camilla Modisett, Jae Roh

**Meeting Called to Order:** 6:09 pm

**Public Comment** None

**PTO Update - Babette Hudson-Tsao**

- Successful uniform sales at Whiteman over registration
- PTO Potluck Picnic - 15 families attended. Very Casual. Went over core questions about how community can support school.
- Night Market was really well attended
- Coming events:
  - Free dress day for October count
  - Grounds clean up and cart cleaning at Whiteman on 10/12
  - Gilpin cart cleaning 10/1
  - Gilpin grounds clean up 10/26
  - DLS Data Night 10/16
  - Halloween parties and parades at both campuses
- Continued collaboration with kathy, corelle, Josh, Maria and Babette around teacher support

**Approve Minutes**

Parker moves to approve the minutes from 09/03/19.  
Carter seconds. No discussion. All in favor. Motion carries.

Approve Revised Meeting Dates and Locations Josh moves to approve. Lisa seconds.  
No discussion. All in favor. Motion carries.

**Executive Report - Kathy****Strategic Goal #1: Academic Achievement****SPF Results Timeline:**

Currently the data is embargoed (board to review in executive session)  
DPS corrections and finalizing 10/2-10/9  
Staff view only 10/10  
Public view - 10/11  
DLS will host a data night to share with stakeholders on 10/16

**Strategic Goal #2 Long Term Sustainability****Instructional Staff Support: HR Phase II Preview:****Advancement and Development Support:**

Learning/leadership grants  
Workshop/conference opportunities  
Teacher leadership opportunities  
PD  
Testing materials/support  
Equity initiative - grant-funded equity workshops for all staff  
Professional community of teachers

**Wellness Support:**

Moved from 8 to 10 personal days for full-time staff  
Wellness committee- surveys/activities per staff requests  
Campus-wide celebrations for personal and social events  
Ways that we support teachers (especially newcomers to Denver)

- Meet new staff at airport
- Provide temp housing (Many staff and parents have hosted)
- Assist with obtaining drivers license, fingerprinting, docs, etc
- HR support- HR director assists with paperwork

**Daily/Ongoing Support:**

Stipends for extra duty pay  
Visa and immigration support

**Listening Campaign:**

Purpose:

Now in year 10, Kathy wants to get feedback and input from staff on future HR initiatives for Phase II. What is best for students and staff?

Methods:

Faculty advisory committee/round tables/drop-ins talk about anything about benefits, instruction, etc

Lunch and learn

Walk and talk

Informal conversations

Strategic Goal #3: Culture and Equity

Equity Leadership at DLS:

10/22 full day of staff PD - facilitated by Dr. Aaron Griffen

Translated surveys for staff to really assess what they want to see, how they want to continue moving forward. Staff can answer in whatever language they prefer.

Will have Dr. Aaron Griffen come back to work leadership

Development and Advancement:

Startalk grant proposal will be submitted on 10/24 for summer 2020.

Will combine Startalk grant with our Gencyber grant. Both are out of NSA. Will use grants to create STEM framework for DLS. Uncertain about girls only.

Foundation for Sustainable Urban Communities (FUSC) 5K to fund continued work with Dr. Griffen

Diane Janosek is currently the NSA's Deputy Commandant for the National Cryptologic School

Gala and Annual Fund

Gala sold out on 9/18

Auction items needed

Annual Fund is underway

On track to hit our goals for the year

Goals - 75K for Annual Fund, 125K gala

High School Night

19 schools signed up to come. Same night as MacAuliffe

Middle School Fishbowls

Prospective Parent Tours

CELIE: Alumni Engagement

Mandarin Group on Sundays

Advocacy- Charter Forum

School video celebrating 10 year anniversary almost complete

Facilities Updates

New safe doors at Gilpin

## Board Engagement with Stakeholders

-Town Hall date didn't work for October. New date for DLS Town Hall will be 11/5/19 6:30pm - 8pm

Town Hall content:

- speak to role of board/ what we do and don't do
- ways to get involved
- Dave - work through our framework that we worked on during retreat (goals for school both short and long term goals, committees)
- Corelle - somehow capture it on video so those at home can watch. More formal presentation that lives on website, then facilitate break out sessions/likely round tables.
- Josh - come up with focal point to draw interest/attendance - perhaps - Teacher Support and Retention highlight difference btwn what board and what admin do (use general DPS data to compare teacher retention stats)
- Using working session on 10/29 to work on content

February Round Tables

## Facilities Update

Gilpin Campus:

New safe doors have been installed

Gilpin Field:

Contract with consultant has been signed. Total price is \$2K includes written estimate as well as board presentation.

DPS turned us down as First Call Safety Issue/Need. Plan is to document trends and patterns and consider sending to DPS Risk Management.

Dave- 3 simultaneous approaches

- Private consult - Dave found quote for \$200K for sports turf
- DPS - Kathy and Dave to try to connect with Mark Ferandino (DPS COO)
- Curtis Park - possible support for revitalization of grounds

Whiteman Campus:

Doug - Facilities Manager Dee Bethel is retiring 12/20/19. Doug already working with DPS to find a new FM.

-Whiteman Sign for front of building (same as Gilpin campus) - \$2695.00

General Facilities Update: Potential DPS bus "sick out" for tomorrow. Could impact October Count.

## Approve Draft Board Policies - Second Reading

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

P.5(1)(3) risk management concern -

P. 6 (1)(4) Adding financial solvency as part of our fiduciary responsibility

P. 7 (5)(2) "Require" ED reporting at board meetings, rather than respect

P. 7 Deleted #8 bc it is encompassed in #10

### **Board Grievance Policy**

P.15 - (1)(3).Delete language in first purpose paragraph

Step 1 first bring complaint to board chair and if appropriate bring the complaint to the board member at issue.

### **Board Member Resignation**

Typo P. 29

Lori Deacon still working on financial policies section

Leave space for current year org chart since currently being revised. Doesn't have to be actual numbered policy.

Parker - Should our policy be that Kathy is required to provide current org chart.

### **Approval of Board Policies**

Policy # 19-0001 Denver Language School Organizational Structure

Policy # 19-0002 Board Members Responsibilities, Duties and Code of Ethics

Policy # 19-0003 Board Member Conflicts of Interest Policy and Procedure

Policy # 19-0004 Board Grievance Policy

Policy # 19-0005 Stakeholder Inquiries, Concerns and Complaints to the Board

Policy # 19-0006 Board Meeting Public Comment Policy

Policy # 19-0007 Colorado Open Records Act (CORA) Policy

Policy # 19-0008 Political Activities of Board Members

Policy # 19-0009 Media Policy

Policy # 19-0010 New Board Member Background Check

Policy # 19-0011 Board Member Resignation Policy

Policy # 19-0012 Annual Organizational Meeting - Strategic Planning Retreat

Policy # 19-0013 Denver Language School Board Equal Employment Opportunity and Harassment Policy

Policy # 19-0014 School Accountability Committee

Policy # 19-0015 Board Management of the Executive Director

Policy # 19-0016 Creating and Amending Board Policies; Oversight and Review of Administrative Policies

Josh makes a motion to approve the initial slate of policies as amended. Faye seconds. All in favor. No discussion. Motion carries.

Parker moves to enter executive session for the purposes of:

- discussing matters related to the School Performance Framework that are required to be kept confidential by law. See § 24-6-402 (4)(c), C.R.S.
- discussing school matters that may be subject to negotiations. See § 24-6-402 (4)(e), C.R.S.

Dave seconds. All in favor. Motion carries. The Board moves into executive session at 8:18pm.

Executive Session ends at 9:05pm.

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

**Meeting Adjourned: 9:05pm**