

MEETING OF THE DENVER LANGUAGE SCHOOL BOARD OF DIRECTORS
Meeting Minutes
Tuesday, March 24th, 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, Parker Schenken, Faye Caronan

Absent Board Members Susan Hennessy

Non-Board Members Kathy Benzel, Doug Seligman, Robert Newman, Annie
Trujillo, Babette Hudson-Tsao, Katie Evereth, Camilla
Modisett

Meeting Called to Order: 6:05 pm

Public Comment None

PTO Update - Kathy/Babette

Administration and the PTO have been working collaboratively to keep the community engaged and connected.

PTO hosted a laser tag family gathering on 2/29

Looking to host a virtual parent education night

Many DLS community members are wanting/willing to help DLS with transition to remote learning.

PTO/room parent/Administrative collaborative Zoom meeting scheduled for this Thursday, 3/26, at 7pm. Asked that room parents hold on Schoology for right now. Make sure that we are addressing FERPA and equity issues. How do we want to use room parents at this time? Kathy will invite the board.

Approve Minutes

Cater moves to approve the minutes from 02/25/20.
Josh seconds. Lisa abstains. No discussion. All in favor.
Motion carries.

Corelle - Tabling roundtable follow up for next meeting

Administrative Update

Entire DLS team is working tirelessly to create and launch remote learning.

Four Buckets of DLS Instruction and Operations:

1. Communications

Internal plan:

Communicate regularly with staff through Schoology, email, phone and text
is to make sure we are communicating with staff

Create channels of communication through teams (remote learning,
communications and facilities)

Daily morning Zoom meetings

Also using a Google Form. Messages can be left in any language

Communications tracking sheet

Include stakeholders as appropriate

External plan:

Communicate regularly through MailChip and Schoology

Phone line set up to be available if people are not comfortable using other
communication platforms. Messages are listened to daily.

Google Form being checked daily. Kathy, Doug and Robert dividing up
responses.

The focus is on clear, concise information, but also on fostering community
engagement and DLS spirit

Shout out to Camilla and Katie for all of the communications. Team effort
spearheaded by Camilla.

2. Remote Learning Plans:

Received requirements from the district about an hour ago and just distributed to
DLS/staff

Working collaboratively with DPS to identify the best of three remote learning
options for each charter school's unique model

DLS has chosen a Teacher-led Hybrid Instruction model, a combination between live and recorded feed.

Teachers curate and provide materials digitally which students work on individually and submit via Schoology

Student communication through Google Classroom, Schoology, and/or Zoom

DLS Admin met with teacher leads to gather initial feedback and input on our teacher-led hybrid model

Working on initial week one and week two plans and are planning to adjust based on our learning from the first two weeks.

Following DPS/CDE time requirements and supporting teachers through the implementation of these new instruction modalities

Ensuring equitable learning opportunities for all students, English language learners and students with IEPs

Vision for each day: Weeks one two

Teacher teaching lesson on video, followed by student independent learning to reinforce

Following DPS time frame - 30 minutes of instruction followed by Independent working time. Week 1 - starting around 8am with a live meeting and ending around 1:30-2pm. Kinder will be its own program. 8am start will be recorded so can still be accessed at a different times

Virtual classroom - some teachers are actually teaching and recording lessons and sharing video, some are just operating off of recorded lessons

Webinar for teacher professional development all week and on 4/6

Test runs happening now and will continue to happen through launch

Resources also available for charter teachers through DPS (webinars)

Middle School teachers are well equipped to do web-based teaching. A few classes, like phys ed and other hands-on electives will be challenging. Still trying to figure out how to facilitate some of these classes.

Specials teachers are teaching and providing special videos/ sessions throughout the day

Making sure we/teachers are connecting with kids

Building in a lot of mental and physical breaks for students

The plan will continue to evolve and will probably look different from the first days to one or two weeks later.

Plan for tracking attendance has yet to be finalized. Teachers might take attendance in the virtual classroom. Can also track via assignments. CDE is not going to rely on normal attendance taking/requirements in traditional ways.

3. Tech Distribution

Thanks to Robert, Doug and Collista for tracking/organizing/disinfecting all of the technology. All equipment has been sanitized, labeled.

In addition to the DPS survey, DLS submitted our own survey to our own parent community to assess what we have/need

Three day window for passing out tech 25th-27th - DLS chose Thursday/Friday as distribution days. Make up pick up date is 4/6.

Doug and Robert put together tech distribution letter for those in need of devices

Trying to consolidate tech pick up so parents only have to go to one campus if they have students at two campuses or live closer to a particular campus. Create "one stop shopping" opportunity.

Created a map of how to approach school. Gloved staff members to communicate orders via walkie and hand tech through the car window/trunk. Parents will not get out of their cars. A walk-up pick up plan for Gilpin has been created for those taking public transportation. Very similar to how DPS is distributing food to DPS students.

Caleb working on schoology videos to help instruct students and parents

4. HR Staff and Wellness

Trying to find new more efficient ways of working - halting around the clock texting with thoughts/ideas. Respecting personal time.

Prevent burnout and promote good self care

Taking care of staff - pay day on 3/20 normal salary available to all staff members no matter their role

No more dismissal, so adds hours back into the day/schedule

Rachel working on Google form that can be answered in any language

2020-21 employee agreements tracking on time and going out soon

Kathy and Rachel attending HR meetings - almost all with video - highly encouraged as it helps people feel like they are staying connected

Will continue to message community regularly about these four buckets

Carter - Any talk at state level about school in June? Not at this time. Looking like all remote learning if not returning to building.

Dave - anyone tracking expenses for possible reimbursement from the district? Had a finance call on Friday to address this. Had tech funds available that covered about ½ the cost of tech order. Will have some savings in regards to substitute teacher savings and transportation.

Financial Report - Bryan

Standing monthly finance committee on Friday

DLS continues to be really well positioned. That said, DLS will notice revenue loss from a few things like fun clubs and afterschool programs, but the loss is also offset by not paying staff for that programming.

Hit/slightly surpassed our goal on the donation side

No major budgetary impacts in the month or two, but going forward is the biggest question for all of us. Lori said we don't really know a lot yet about PPR, transport, or the economic downturn.

From a timeline standpoint, we will get more info shortly down the road

First draft of 2020-21 budget due in April, final draft in May

Bryan mentioned that we still have the cost of the field project. Kathy said that the project will likely be on hold, whether we like that or not, as the district is not in a position to focus on these kinds of projects.

Facilities Update - Dave and Parker

There is an asbestos issue underlying the Gilpin field so any kind of excavation will not be a likely option. Asbestos is from homes that had been leveled in the past to make way for the school campus. Some leveling can occur, but will be limited.

Corelle suggests bimonthly meetings moving forward for the next few months in order to stay apprised of the current crisis and to continue to get important, time sensitive work done, such as contracts, the Executive Director's evaluation, the budget and clean up issues

Dave offered board help to Kathy. Kathy appreciative, but the situation is moving/developing minute by minute, so it is hard to ID something at this time,

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

Meeting adjourned at 8:07pm

