



Meeting Minutes of the Board of Directors
Denver Language School

May 21, 2014

6:00 pm

Location: DLS Cafeteria

Voting board members in attendance:

Ryan Hunter
Kristy Fantz
Beverly Haddon
Dan Baack
Camilla Modesitt
HuiLiang Liu
Kenneth Ho
Jacob Welp

Call to Order:

At 6:10 pm board meeting was called to order in a public session.

Executive Session:

Jacob moved to go into Executive Session to discuss specialized details of an investigation. C.R.S 24-6-402(4)(d). Dan seconded. All members present favored.

The board moved into executive session at 6:11 pm. Doors were closed to the public.

Bev made the motion to move out of executive session regarding matters to discuss specialized details of an investigation. C.R.S 24-6-402(4)(d) Jacob seconded. All members present favored.

The board moved out of executive session at 6:25 pm. Doors were open to the public.

Jacob moved to go into Executive Session for the purposes of conducting discussions regarding the school's positions relative to matters that may be subject to negotiations. C.R.S. 24-6-402(4)(e) Dan seconded. All members present favored.

The board moved into executive session at 6:26 pm. Doors were closed to the public.

Dan moved to come out of Executive Session for the purposes of conducting discussions regarding the school's positions relative to matters that may be subject to negotiations. C.R.S. 24-6-402(4)(e). Jacob seconded. All members present favored.

The board moved out of executive session at 6:47 pm. Doors were open to the public.

Ryan called the public meeting to order at 6:50 pm.

6:55 Board Procedural Votes:

Dan made the motion to approve the April 23 Board Meeting Minutes. Kenneth seconded. All members present favored.

Dan made the motion to approve the April 30 Board Meeting Minutes. Kenneth seconded. All members present favored.

Dan made the motion to approve the May 02 Board Meeting Minutes. HuiLiang seconded. All members present favored.

7:05 Business Manager Report: presented by Jacob Welp

April Financials

- 83% percent through the fiscal year
- 118% percent contingency
- item 3140 ELPA: 22,000 has been collected
- PPR is at 100%
- Kindergarten revenue is stagnate at 65K
- Contributions and donations is blank on revenue: 39550K direct giving; PTA is holding onto the money and will not transfer it to the school. They will give a second check once Eva finishes the book order.
- GT: revenue for GT has not been collected.
- Salary side: low from temp/sub employees.
- Legal fees high: mostly from immigration documentation
- Consultant services higher than planned: CARLA consultant, school leader recruitment fees.
- Spending on IT equipment is higher than planned

2014–2015 Budget Update

- PPR went up 5.2%...big budget boost

- Salaries and employees line up went up
- All mill levy line items went down.
- Sped Ed fees went up
- Besides paying to DPS for Sped Ed. Services, DLS has hired special ed providers in the language of instruction. The board questioned this as it is technically DPS's responsibility to provide special ed services to our students, and we are paying DPS close to 400K for these services.
- Kristy made the comment that the curriculum and materials line items need to be higher next year due to needs identified by the curriculum committee. Especially money to translate Mandarin materials.

Dan made the motion to approve the 2014-15 budget with adding 60K toward curriculum. Bev seconded. All members present favored.

2014-2015 Budget is approved

7:45 School Leadership Report: presented by Kathy Benzel

TCAP scores

- 81 % proficient reading.
- ELL student population is 74% proficient and advanced.

ELL

- Title 3 budget has been sent to DPS.
- Kristy had a conference call with Kathy to bring her up to speed on the ELL deadline requirements. Kathy will follow up with Carol Mehesy from DPS.

Administration Organizational Model

- Restructuring the administration model: *Chinese Program Director/ Spanish Program Director/Student Development Coordinator/ Transition Coordinator*
- Student Development coordinator: Would be like a dean of students but would do more.... classroom management, cultural bridging, interpersonal leader.
- Office Staff Structure: current reduction in staff
- New Office staff structure: *Office Manager, receptionist and communication, admin assistant*
- Reporting structures: The admin team will need to work on communication policy and discipline policy, to update with new reporting structure.
- Leadership positions will be posted in several locations both internally and externally
 - DLS, DPS, CDE, League of Charter Schools, etc.
- Staff will be informed of all postings
- Clear process for hiring: equitable and transparent; external and internal candidates
- Job descriptions will include details about education and experience required for the position

7:55 Development Committee Report: presented by Beverly Haddon

- Capital campaign was put on hold until new leader was in place.
- With regard to facilities, we need something to sell.
- She would like to meet with the new PTA president to define what the PTA vs what the Development committee does
- Development of an annual letter

(Inserted Development Committee Report: written by Erin McClain)

1. Development Committee

- Managed Development Committee activities and meetings between September and December.
- Decided along with Beverly to put the committee activities on hold until we have a better handle on our needs.
- Held DC meeting on 9/13
- Worked closely with members of the DC on the Chinese Investor's visit and schedule in October 2013
- Provided ongoing e-mail updates to DC members

2. Tours & Meetings

- Met with David Greenberg and Beverly on 9/20
- Toured the school and had lunch meeting with Mary Gittings Cronin
- Scheduled two tours in September 2013 for donor prospects and community leaders. Invited personal contacts. We didn't end up holding the group tours but rescheduled people for one-on-one tours instead.
- Toured the school with Kirk Cochran and Gill Cisneros (from Chamber of the Americas) in September 2013 with Beverly and Dr. Sara
- Hosted Lisa Rucker from the Anschutz Foundation on a school tour and got an invitation to apply for funding as a result.
- Developed lists of individual donor prospects and community leaders
- Initiated contact (along with Beverly) to invite individuals to school tours
- Assisted with the planning of and/or attended the following meetings
 - Kelly Brough
 - Bill Vidal and Cheryl Lucero
 - Tom Kaesemeyer
 - Pat Cortez (she no-showed)

3. Grants & Foundations

- Kaiser – Assisted in the preparation of a mini-grant to Kaiser Permanente. Helped write content, design evaluation and outcomes and participated in phone calls with KP employees/DLS parents. \$2,500 grant was awarded but we never received the check due to our 501(c)3 status.
 - Anschutz Foundation – wrote and submitted a \$25K general operating grant request that was declined due to FRL percentage.
 - Daniels Fund – researched possible grant opportunities and contacted Doug Elliot, Education Program Officer. Strategized with Bev on how to best reach out to Doug. Recommended \$30K operating grant request for 2013-14 but was never submitted.
 - Walton Foundation – met with Special Interest liaison to gauge the viability of DLS as an application. After several e-mails and phone calls with Kathy Klomke from Colorado League of Charter Schools, determined that we don't qualify because of FRL percentage.
 - CDE – Charter School expansion grant opportunity was available in October 2013. Because our original charter was for K-8, we did not qualify for the expansion.
 - Carson Foundation – Brooke Brown the foundation president was interviewed for the feasibility study. I requested \$10K from them to fund our marketing project in April 2014. They fund school growth and replication so they're a viable prospect for our capital campaign but they don't fund marketing projects.
 - Colorado Common Grant Application – Researched, wrote and assembled a complete CGA for use in future grants including all attachments.
 - Additional foundation research (see attachment A)
4. Donor Prospects, Individuals, Business & Civic Leaders
- Work with Beverly to continually identify and cultivate individuals on this list (see attachment B)
5. Marketing
- Initiated marketing committee and discussions in May 2013.
 - Met with parent marketing committee in May and November 2013 and February 2014
 - Created temporary marketing packet that we utilized throughout the school year. Wrote content, gathered data and laid-out design in Publisher. Made copies and assembled into folders.
 - Identified marketing consultants for new marketing collateral in March 2014. Had phone conversations with three consultants and collected proposals. Presented proposal at April 2014 board meeting.
6. Feasibility Study
- Met with Ryan and Beverly in August 2013 to determine scope of work for campaign feasibility study

- Researched and vetted three consultants to conduct feasibility study and helped select Ray Merenstein
- Provided Ray with list of interviewees and served as project manager for feasibility study.
- Provided reports and updates to the board
- Made introductions between Ray and interviewees
- Assisted in generating Ray's request letter. Coordinated logistics of having the letter signed by Kenneth and Beverly and ensure its timely delivery.
- Met with Ray at least twice per month between September 2013 and January 2014

7. Miscellaneous Projects

- Face-to-Face meetings with Dr. Sara at least twice a month between August and November. Things dropped off in December.
- Chinese Investors Visit
 - Participated in meetings to create agenda
 - Rented minivan and provided transportation to Sally and her group including picking them up at the airport (on Saturday) and driving them to Red Rocks on Sunday.
 - Picked up the boys from school and "babysat" until later in the day when the adults were finished with meetings.
 - Drove the group to the airport at the end of their visit.
 - Assisted in drafting press release for their visit to get media coverage
 - Assisted in setting up meetings
- Discussed MOU between DLS and PTA with Dr. Sara. I did quite a bit of research on MOUs between schools and PTAs and offered to draft the document.
- Worked with Bev on development goals for DLS strategic plan
- Requested work space at school
- Attempted to set up a brokerage account so we can accept gifts of stock.
- IRS 501(c)3 status - Assisted in ensuring that our 501(c)3 status was up to date and filed with the IRS. Worked with Tammy (from the Stapleton Foundation) over the summer. We were granted status in July but then it was revoked because we had not filed 990s. 990s were completed late in 2013 but were not filed until late-March or early-April 2014. It's likely that we haven't been reinstated as of this date (5/9/2014).
- Attempted to make changes to the process for acknowledging donations. Met with Sara Krauss and Victoria in the office. Requested meeting with Jacob Welp that went unanswered.
- Participated in the staff "Buddy" activity and attend the DLS holiday party in an attempt to get more engaged with the school and be more effective in fundraising.
- Donor Database – Initiated contact with Civicore in summer 2013 to design and implement a donor management system.

- Attended 4 meetings with Civicore to provide input on system design, usage and reporting needs.
- Entered test data (about 10 hours), ran test reports and tested functionality
- Gave feedback to Civicore designers to improve system
- Entered live data (about 15 hours so far)

8. PTA

- Met regularly with Jenny Timm between September and December to discuss intersection of DLS fundraising with PTA fundraising
- Attended prom committee meetings
- Procured auction items (total raised unknown because items were bundled together in packages)
 - Sheraton Hotel Gift Certificate
 - Rockies Baseball
 - Marriott Hotel Gift Certificate
 - Boulder Philharmonic tickets
 - Capital Grille Gift Certificate
 - Glacier Ice Cream, party and tour for 10
 - Lodo's Bar & Grille Gift Certificate

8:05 Secretary Update: Board By-Laws presented by Kristy Fantz

- Final updates to by-laws sent out to the board
- Normally we will read out loud the policies before voting, but the document would take hours to read; 4th opportunity for board to review.
- Bill reviewed the majority of the policies: especially admission policy (currently under review by the district)

Dan made the motion to approve the updated board by-laws. Jacob seconded. All members present favored.

8:10 Vote on Amended Public Comment Policy: presented by Ryan Hunter

- Ryan edited the public comment document to read... the board will not hear a *comment* on school personnel, students or a disciplinary matter vs *complaint*
- Bill reviewed the public comment document and said it could be written either way. It is up to the board.
- Huiliang asked about compliments for personnel.
- Kristy was concerned that it is really hard to police, and it is a public meeting violation and has legal consequences.
- Ryan agreed and said parents have tried to work around the loop hole.

Kenneth made the motion to approve the revised public comment document. Dan seconded. All members present favored.

8:15 Facilities Committee: presented by Kenneth Ho

- Window tinting, replacing the windows, AC units.
- Best...most efficient way to imply the capital. Using the appropriate funds.
- Fundraise in the fall for programmatic needs
- DPS said that we can have a classroom in basement
- Initially, Calvary temple 2014-15 presented a problem... financially risky
- Interim solution....2014-15 since they will now just rent the space we need. Healthy wait list to expand K.
- Kenneth asked the board if we could explore it for 2014-15
- Kristy was concerned about exploring a temporary facility without a long-term plan in place. Not fair to the community.