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

**Date: 9/22/2015**

**Location: DLS East**

**Time: 6:00pm to 7:45pm**

**Mission Statement – Achieve academic excellence and intercultural**

**competence through language immersion education**

Minutes of the Meeting

Board In Attendance:

Dan Baack

Kate Blanas

Carter Davidson

Janine Erickson

Beverly Haddon

Kenneth Ho

Camilla Modesitt

Also in Attendance:

Kathy Benzel, Principal  
Lori Deacon, CFO

Absent:  
Kristy Fantz   
Jacob Welp

Janine called meeting to order at 6:09pm  
First order is to stay in order

Approval of the minutes of 8/29 meeting

Kate made a motion to approve, Bev seconded and all present favored.   
  
Board Action Items:   
  
1. Carter will serve as the Secretary and will take minutes   
2. Approve nomination of Carter Davidson as Secretary   
3. Approve nomination of new board member – Josh Lin – Janine asked for volunteers from other board members to meet with him and provide feedback   
4. Jacob is leaving the board in November – he may have someone to replace him   
5. Bev and Camilla will be focusing on development after November

CFO Update: Lori Deacon   
Audit – finished and submitted to DPS   
Highlights: looking at 2 sets of financial statements:   
  
1) Fund

* Audit report – last page: $4.6 M revenue, $4.3 M expenses $326k surplus
* PERA change that went retroactive from Jan 1 could calculate 3% refund
* Employee benefits $84k savings
* Have $1.126 M in reserve – can use as we see fit – need $65k for facilities improvements

2) Gov’t wide

* GASBY change new rule 68 requires all public entities who had pensions to report on “unfunded pension liability” which PERA pays but requires all DPS schools to report on
* DPS #s are going to look worse – everyone’s will look bad – it’s a liability that PERA has to pay not DLS but we have to report it
* PERA has a 1 pager overview- it’s still viewed as an asset

August report is trending to where it needs to be – were conservative on expenses – budget based on 666 students – now we are at 660 student enrollment

Lori will have an updated budget by end of next month

Kenneth’s Transportation Update:

* Implemented a 10 min change to green and purple buses because of the dropping off and picking up of students at DLS East to West
* 325 students riding the bus – currently have a wait list of 30 students
* We haven’t collected on the bus payments from parents yet
* Looking into an app to track students whereabouts and schedules, cost: $5k cost

Kenneth’s Facilities Update:

* Continue to have issues at Calvary with facilities
* Anne is back now and the thought is for her to take a more direct role as an owner’s rep and daily operations to ensure safety
* Elevator has not been progressing, proposed install date Summer 2016
* Requests for meetings with Pastor Barry have been denied, will speak to Bill (attorney) about next steps related to having Anne’s compensation paid for by Calvary
* Playground scheduled to be completed by end of October
* Camilla suggested that we have a separate budget for Calvary, Lori agreed and will work with Kathy to get this set up

Kathy - Principal Update:

* Middle School programming is exciting, sports, semester schedule, electives and enrichment program after school
* Started using Better Immersion Program
* Instructional Staff Development Days on Fridays at each campus
* All coordinators (GT, English Language Development, OSEL) attend monthly DPS meetings – still don’t have a DPS partner assigned yet
* Culture Shift – restorative practices and positive behavior and intervention support continues
* Camilla asked about Kathy’s time spent commuting between 2 schools
* Kathy has not had time to do instructional design & leadership development
* Kathy receives 200+ emails/calls a day and she needs additional support
* Discussed hiring an Assistant Principal for DLS West - Bev requested that we formally add this topic to the agenda
* Conference call scheduled a conference call for Friday, 9/25 to discuss further

Dan moved that we go into Executive Session for the purpose of discussing personnel matters §24-6-402 (4)(f), C.R.S.

Kenneth seconds – all in favor   
Executive Session recorded   
Bev moved, Kate seconded and approved to move out of Executive Session

Bond Application Update from Janine:

* Purpose of application is to get DPS guidance on what we should apply for
* Application will be vetted by Doug Elenowitz (DPS) before draft is shared

Marketing/Development Update from Bev:

* Board of Trustees is an Advisory Committee and will report to the Board – currently have 4 Board of Trustees already
* Discussed the position description for a Director of Development
* Need to move quickly with development – Bev proposes that we post the position and put it on a fast track 4-5 weeks
* Bev and Dan will co-chair the committee – the board will interview and make a decision
* Recommended that the position should report to the board with Kathy’s input
* Bev and Dan will come back with more data about salary - $60k average salary – have $20k for it but would need to go into the reserve to get the rest
* Dan moves to start the job search – Bev seconds – all those in favor “I”

Kate made the motion at 7:45pm to adjourn the meeting. Kenneth seconded. All present favored.