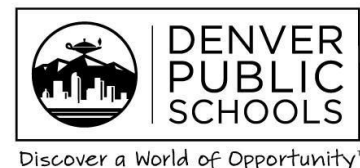


# CSC Meeting Minutes

Denver Center for International Studies  
DCIS  
574 West 6<sup>th</sup> Avenue  
Denver, CO 80204



Committee Members: (Please see the CSC meeting sign-in sheet for the attendee list)

2015-16

Date: 14 January 2016      Time: 4:30pm – 6:30pm

Meeting Location: Melanie Grant Travel Center, Room #104

## DCIS Mission Statement

Denver Center for International Studies prepares students for college by developing multilingual, interculturally competent citizens who are actively involved in our rapidly changing world.

Committee Members: (Please see the CSC meeting sign-in sheet for the attendee list)

## Minutes

4:30 pm                      Call to order, welcome

4:35-4:45 pm              Agenda & action items (previous meeting) review

- 2/2 - follow up re: letter to Board of Education (Tanya)
- 1/14 - follow up re: gym adding credit requirement (Caroline) - Adding gym to our programming will not require an additional diploma option for high school students
- 1/14 - Request breakdown of numbers by world language (Theresa)

Class - MS/HS numbers = (total numbers)

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Italian 1 - 22/13 (35)

italian 2 - 11/5 (16)

Italian 3 - 11/9 (20)

Italian Concurrent Enrollment - 15/10 (25)

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Total = 96

Lakota 1 - 6 (6)  
Lakota 2 - 12 (12)  
Lakota 3 - 6 (6)

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Total = 24

French 1 - 25/4 (29)  
French 2 - 17/6 (23)  
French 3 - 13/3 (16)  
French 4 - 7 (7)  
French 5/AP - 11, 2 (13)

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Total = 88

Japanese 1 - 13/5 (18)  
Japanese 2 - 13/8 (21)  
Japanese 3 - 18/6 (24)  
Japanese 4 - 7 (7)  
Japanese 5/6 -8, 3 (11)

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Total = 81

Spanish 1 - 56/15 (71)  
Spanish 2 - 24/24 (48)  
Spanish 3 - 12/7 (19)  
Spanish 4 - 19 (19)  
Spanish 5/AP - 14, 8 (22)  
Heritage Spanish 1-approx 15  
Heritage Spanish 2-approx 7

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Total = 179+ approx 22 more=201

Chinese 1 - 18, 3 (21)  
Chinese 2 - 9, 6 (15)  
Chinese 3 - 18, 4 (22)  
Chinese 4 - 13 (13)  
Chinese 5 - 9 (9)  
Chinese Concurrent Enrollment - 14 (14)

Total = 94

\*\*\* Concurrent enrollment classes are taught by contract teachers

1/14 - Request a draft of the progress of the scheduling committee for review (Theresa)

- There is a bell schedule that was approved by staff by default of an advisement vote
- Next step is to get the schedule approved by the district with new daily start/end times - pending approval will determine if additional modifications to the current bell schedule submitted
- The long term goal of the district is to push the start time for HS closer to 9 am - in general, starting later is the trend in our district
- Adding 5-min to our instructional day is also welcomed

4:45-5:00 pm Public input

- Clarifying question about APEX money only being used for APEX purposes - yes, same with MILL Levy Money, etc.
- Clarification on PE requirement - see above action items

5:00-6:32 pm Budget discussion (brief review)

- Big picture feedback
  - The % spent on staffing versus % spent on other budgetary needs indicates that a significant amount of our budget is spent on staffing
  - We are expecting a decrease in our previous year's budget that may result in a decrease of FTEs
- General Feedback
  - We don't have a current budget which was previously projected to be available by this meeting (budget document)
  - We are projected to be approx. 16 students under which is a teacher position
  - We have had a teacher retire in a department that is over budget
  - The goal is to rearrange positions to support our needs
  - Concerns about ½ time positions not able to teach full load with advisement, may be beneficial to discontinue those part-time positions to fulfill the teacher load responsibilities by a full-time FTE
  - 3 staff have confirmed retirement at the end of the year, 1 of those teachers will not be replaced to align the dept needs
  - Focus on priorities to sustain long-term progress
  - DR funds are not partially funded by school budget (30%) - a grant has been written to assist with funding - the amount of district funding is expected to decrease over time with schools to take up increasing costs in future
  - Discussed long-term goals of how much we'd like to spend on staff vs. operating budgetary needs - consider best case, status quo, worst case
  - Consideration of targeting our requests for operating budget items - concerns about not meeting projected totals
  - Big picture, it would be good to provide additional summer school support to help decrease academic gaps for our students
- 2016-17 Priorities

- Consensus on not increasing student numbers
- Preferences for position RIBs are presented in order below:
  - AA position (consensus as 1st priority)
  - Restructure librarian position to a Library Clerk (consensus as 2nd priority)
  - Add a gym teacher as it has no impact on our budget (consensus as 3rd priority)
  - Cut concurrent enrollment funding - propose to continue Chinese and Italian classes, discontinue all others that require outside contract positions (consensus as 4th priority)
- Follow Up Items
  - Restructure of math supports to decrease FTE - a position has been confirmed for retirement - CSC refer this item to math dept/admin to clarify structure and staffing options to still assist with improving math scores - revisit at next meeting
  - World Language position - discussion of long-term implications, importance of students continuing in language, questions about restructuring Lakota supports (e.g., change to elective) - funding is only to support the Lakota language not a social studies focused class
  - We currently have 2 social studies/english teachers (dual certified), a Japanese teacher certified to teach gym - possibility of collapsing the Japanese upper levels and phase out Japanese 1 - no consensus, revisit at next meeting

6:32-6:30 pm

#### Agenda Setting & Action Item Review

- Agenda Setting
  - Next Meeting - 2/2/16 (Tuesday) - agenda set and posted
  - 2/18 - CSC to focus on strategic plan for a vision 3-years, 5-years, etc. down the road
- Action Item
  - Clarifying why some classes have low student numbers compared to higher student numbers between fall and spring semesters (e.g., small drama class with 4 students) (Theresa)
  - Communication encourage school community to contact a CSC member to share feedback prior to the 2/2 meeting (Tanya, Camilla)
  - Update on options for restructuring/staffing math dept to determine if a decrease in an FTE is warranted (Theresa)
  - 2/2 - follow up re: letter to Board of Education (Tanya) - postponed until next meeting

6:39 pm

#### Conclusion and Depart

**NOTE:** All agendas are posted publically in a timely fashion on school's website and/or in a highly visible area in the building.