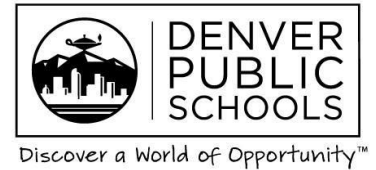


CSC Meeting Minutes

Denver Center for International Studies
DCIS
574 West 6th Avenue
Denver, CO 80204



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

2015-16

Date: 4 May 2016

Time: 4:30pm – 5:45pm

Meeting Location: Melanie Grant Travel Center, Room #104

CSC Members:

Parents:

- Jason Sand (Chair) – jasonpsand@gmail.com - present
- Karen Herbert – herbks@gmail.com - present
- Vivian Masket – vivian_masket@dpsk12.org - present
- Tanya Tribelhorn – tribelhorns@comcast.net - present

Staff Members:

- Theresa McCorquodale (Principal) – theresa_mccorquodale@dpsk12.org - present
- Sonia Burns – sonia_burns@dpsk12.org - present
- Caroline Kerswill – caroline_kerswill@dpsk12.org - present
- Jane Lineman – jane_lineman@dpsk12.org - present
- Adam Reiter – adam_reiter@dpsk12.org - present
- Miguel Urdiales – miguel_urdiales@dpsk12.org - not in attendance

Students:

- Omar Flores – omarfrak@gmail.com - not in attendance
- Camilla Green – campidgeon@me.com - not in attendance
- Gisselle Ortiz - futurodoctor17@gmail.com - present
- Eli Masket – emasket@comcast.net - present

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

4:30-4:30 pm No Public Input - Work Meeting only

- The goal of the protocol is to help the CSC render final input prior to the transition of CSC members at the end of the current academic year. The protocol is intended to help guide the CSC by providing structure to the discussion of our current needs and pending recommendations.
- Reviewed and agreed upon proposed norms. Addition of: 1) be mindful of the various degrees of experience by CSC members; 2) advocate if you need additional information.
- Clarify the Problem = DCIS is currently experiencing ongoing problems with developing a consistent master schedule each year, dedicating funds to an operating budget for the school, balancing staffing with an operational budget, and inconsistencies with scheduling (e.g., the day to day schedule) and programming (e.g, course offerings). The result is inconsistency in scheduling from year to year (e.g., course offerings, programming, staffing), numerous classes that are undersubscribed (i.e., too few students are enrolled), a budget with very little flexibility to address needed upgrades to facilities, equipment, and/or fluctuations in student enrollment, and ensuring sustainability to our school's budget, staffing, and programming.
- Causes
 - Numerous world languages courses - requires extensive staffing, need for concurrent enrolment, yields undersubscribed courses and limited budget flexibility
 - Numerous social studies course - requires extensive staffing, many course options, yields undersubscribed courses and limited budget flexibility
 - Numerous AP courses (i.e., singleton courses) - requires extensive staffing, many course options, yields undersubscribed courses and limited budget flexibility
 - Large student count, requires more staff, requires more course offerings
 - Small student count, leads to undersubscribed courses, requires fewer staff
 - Enrollment goal - =inquiries to finding a balance between our budget and school size
 - Resource allocation - what positions we are funding versus need/benefit from/required to have
 - Middle school to high school retention - impacts language retention of sequence, budget changes that impact staffing
 - Language policies
 - Numerous course options - choice factor that allows numerous options to students
- Consolidation of Causes - revised list (process as a group to narrow focus)
 - Numerous under enrolled courses (combined causes with narrow focus)
 - Enrollment goal
 - Resource allocation
 - Middle school to high school retention
 - Numerous course options
- Summary
 - Lower enrollment with numerous course options (specifically in high school) results in under enrolled courses impacting staffing, budget and programming
- Next Meeting
 - Continue the meeting protocol - starting with a vision to guide next steps

- CSC members are encouraged to come with a statement that starts with, "I want DCIS student to ____."

5:45 pm

Conclusion and Depart

- May 17th
 - 4:30-7:30 pm (extended meeting tentatively planned)
 - Part 2 of the Protocol re: 2016-17 Priorities
 - End of the Year Evaluation for Principal by CSC
 - Share data for college enrollment (Theresa)
- June - No CSC Meeting

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