SUMMARY

Pro-bono review of the Garden Place Academy (GPA) website began in Spring 2021 and took place throughout the summer and fall.

Below are observations and recommendations. Observations are indicated with an arrow symbol and recommended actions are shown with a checkbox.

We have 51 separate pages on the website as of October 2021. While content is abundant, it is also overwhelming and can make it difficult for families to find the information they are seeking.

Overall Notes
- ➔ Site is mobile responsive
- ➔ Site is a modern design with updated logo, colors, and most images are current
- ➔ Site contains many tabs, pages, and subpages, including duplicate information
- ➔ Site can be simplified, with pages eliminated or consolidated
- ➔ A decision matrix can be used to determine when future tabs, pages, and subpages are needed

OUR GOALS
- ➔ Website is easy to navigate in Spanish and English
- ➔ Website makes it easy to find whatever user is looking for
- ➔ Website looks, sounds and reflects who GPA is and what GPA does
- ➔ Website acts as a passive form of digital marketing for student recruitment

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CONFIDENTIAL

GLOBAL SECTIONS

Navigation

➔ On mobile and some Chrome desktop browsers, NavBar sometimes exists via hamburger menu; users click lines to see drop-down only menu
➔ On desktop, NavBar exists across top of page; hamburger menu appears if screen is collapsed

➔ On mobile and some desktop Chrome browsers, page is sometimes a single column
➔ On desktop, page is three columns and collapses to a single column/mobile view as screen size is adjusted down
  ◆ Differences in view options are a function of user's browser choice and settings

Footer

➔ Images in the global footer for Denver Public Schools and Parent Portal are linked images
➔ Images do not open in new tabs so users go directly to those websites and away from the GPA website; general best practices is that all external links should open in a new tab

Suggested Changes

☑ ~~Remove Matt Johnson from global footer~~
☑ ~~Discuss whether we want linked images at the bottom of the page and other external links (meaning any link that leaves the GPA website) to open in a new tab~~ Required by DPS

HOME
News
- ➔ News items are currently set at 7 items; users have to scroll to get to calendar and contact info
- ➔ Old posts are still marked as "sticky," forcing them to the top of the page
  - ◆ "Welcome Back, Registration, School Supply List 21-22, Join our Garden Place Family, and Supply Lists 2020-21 are all set to "sticky"

NEWS

Welcome Back!

Registration 2021-22
Welcome New and Returning Garden Place Families! We will be holding our registration days on Wednesday August 11th and Thursday August 12th. Please see the flyer below for more details. We will be helping families complete their online registration and their lunch applications. Please call us to make an appointment. Maria Castro-Alvarez- 720-424-7221 & Veronica **READ MORE...**

School Supply List 21-22
Kinder: Mrs. Antolak, Ms. Román 2 Tissue Box 2 Clorox Wipes 1 Hand Sanitizer 1 Lysol Spray 1 Headphones 1 Pack of large dry erase markers 3 Package of thin black dry erase markers 1 Box of #2 pencils 1 Box of crayons 1 Box of markers 1 Large pink eraser 1 backpack 1 water **READ MORE...**

Join our Garden Place Family
Check out our amazing promotional VIDEO, made possible by our friend Brad Conner of Lumenatí! ¡Miren a nuestro asombroso VIDEO, hecho por nuestro amigo Brad Conner de Lumenatí!

Supply Lists 2020-21
Please click on the links below to see the supply lists for every grade level. Haga clic en los enlaces debajo para ver la lista de útiles de cada grado

September 10
Please click the images below to view documents in Friday Folders this week. Por favor seleccione las imágenes debajo para ver los documentos en las carpetas del viernes esta semana.

August 27
Please click the images below to view documents in Friday Folders this week. Por favor seleccione las imágenes debajo para ver los documentos en las carpetas del viernes esta semana. Tigres Unidos Link:https://stand-org.zoom.us/j/87409428367? pwd=Rk0rQUcvSDZiNXVsa2ppSDJiKy9OZzz09 passcode: tigres

More News

- ➔ A shortened version of News appears as a global footer on all pages but view is different from home page

NEWS & ANNOUNCEMENTS
- October 14
- October 8
- October 1
- September 24
- Back to School Night

Suggested Changes
- ☐ Consider shortening the number of "News" items posted to the home page to 4-5 posts
- ☐ When new "News" items are posted, uncheck "sticky" on outdated posts

Calendar
- ➔ Calendar widget shows longer view with more calendar events (10-11 events) on Home page and condensed view (1-2 events) on other pages

EVENTS

GPA Website
Today ◀ ▶ **Friday, October 22** ▾   🖨Print Week Month **Agenda** ▾

Wednesday, October 27
Picture Day

Thursday, October 28

Events shown in time zone: Mountain Time - Denver   ➕ Google Calendar
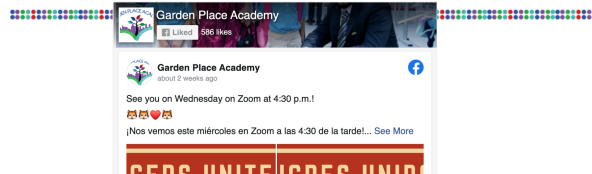
Suggested Changes
- ☐ Check widget settings if Home and all other pages should look the same

Facebook
➔ Facebook widget extends its container when browsers are set to larger windows; this blocks page design elements and moves section heading to underneath the Facebook widget

FOLLOW US
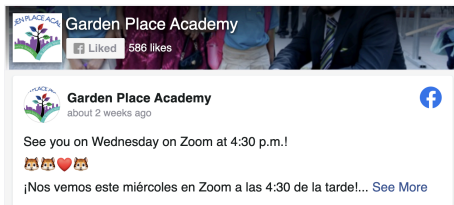
Suggested Changes
☐ Check widget settings and update widget to most recent version

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ABOUT
➔ There are 10 pages in the About section

History
➔ Image is smaller and not the best of the historic images available
➔ Image is a different size that other pages; other pages use an image that is 1024 x 465 px

Suggested Changes
☐ Update text

☐ Add additional compelling photos so this page view matches the others
☐ Page could be consolidated to an About page with Mission & Vision, Values, and History as sections on the new About page

Message From the Principal

➔ Photo of Andrea resizes from mobile to desktop view (good!) but cuts off her head (bad!)

➔ Letter is outdated and is from Andrea's last year as Vice Principal

Suggested Changes

☐ Check photo settings or re-crop/replace image
☐ Update message annually or make more general
☐ Consider making this a general message and combining with Our Team > School Leaders page

Program Options

➔ Image shows old uniforms
➔ Page refers to 2017-2018 school year and hasn't been updated since
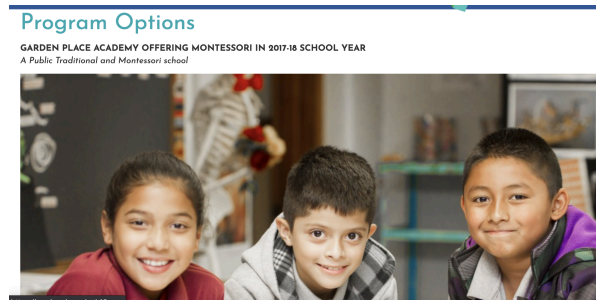
Suggested Changes

☐ Update image
☐ Rewrite text to explain different programs/tracks: Traditional, Montessori, and TNLI
☐ Consider combining with About > Enrollment & Registration

Mission & Vision

Suggested Changes
- ☐ Consider combining with About > Our Values

Our Values

Suggested Changes
- ☐ Consider combining with About > Mission & Vision

Enrollment & Registration
- ➔ Image does not use page header size
- ➔ Outbound links do not open in new tab
- ➔ Google Forms can be embedded into webpages if desired

Suggested Changes
- ☐ Discuss if want images to be the same size/orientation across all pages
- ☐ Consider making all external links (meaning any link that leaves the GPA website) to open in a new tab
- ☐ Do we need to add any information about Round 2 SchoolChoice?
- ☐ Should this page combine with Program Options?

Future Middle School Students
- ➔ Outbound links do not open in new tab
- ➔ This page is probably better suited for Family Resources section

➔ Subsections in differing colors separates the page content nicely

Click on the link to FIND, APPLY, and REGISTER: https://schoolchoice.dpsk12.or

Link to McAuliffe Manual Info Nights: HTTPS://TINYURL.COM/MMMSZOOM

Bruce Randolph: http://randolph.dpsk12.org/about-our-school/

DSST Cole Middle School: https://www.dsstpublicschools.org/cole-middle-school/c

➔ The embedded videos add context for families but also break up the page in a way that may confuse/not enable viewers to see more is below; this also makes the page very long on mobile

Suggested Changes
☐ Move page from About to Family Resources section
☐ Consider using the alternating colors design element used on this page on other pages that contain multiple links
☐ Decide how we feel about including embedded videos that aren't about/by Garden Place

Bell Schedule 2021-22
➔ Should this be its own page or a section of a different page?
◆ We can look at analytics to see which pages are the most accessed and, if they're a bunch of short items, make an FAQ or Fast Facts page that combines these items
➔ If non-mobile browsers are maxed in size, design elements overlap text

School day

8:15 a.m. to 3:40 p.m.

- School starts at 8:15 a.m.
- Tardy bell is 8:25 a.m.
- End of day bell 3:40 p.m.

Thursday is early release day

- End of day bell 12:00 pm
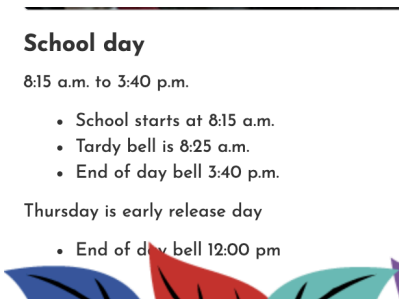
Suggested Changes
☐ Decide if this information should be combined into another page

Uniforms
➔ No notes for this page unless you want to make the form exist online

School Performance
➔ Information is presented without context in the form of clickable images

School Performance
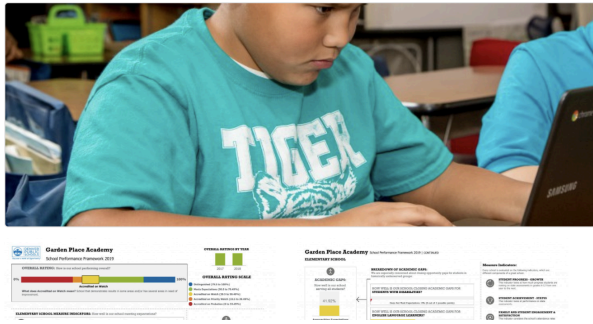
For more information on the School Performance Framework, visit spf.dpsk12.org.

Suggested Changes

☐ Add one sentence of text explaining what the SPF is, that it was suspended for 2020-2021 and 2021-2022, and move the "For more information text" to above the images

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OUR TEAM

➔ There are 19 pages under the Our Team section
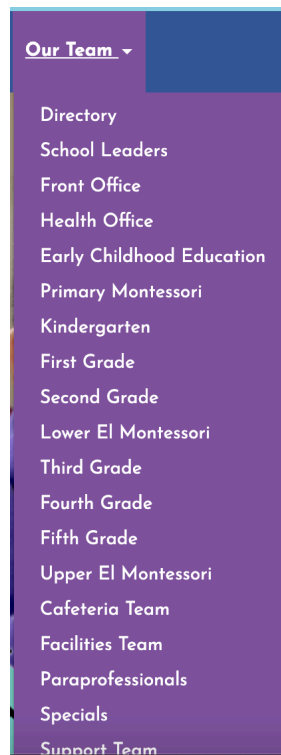
Directory

➔ Table is sorted alphabetically by last name and includes staff member title, department, and DPS email address

➔ Name is clickable and goes to an individual bio page; bio pages are not listed elsewhere on the website
➔ Department is clickable and goes to one of 18 Our Team > [Department Name] subpages

Directory

Name	Title	Department	Email
Antolak, Camille	ELA-E Teacher	Kindergarten	camille_antolak@dpsk12.org
Bañuelos, Paula	Montessori Coordinator	Front Office	Paula_Banuelos@dpsk12.org
Baca, Karen	Cafeteria Team	Cafeteria Team	karen_baca@dpsk12.org
Balderas, Brenda	Paraprofessional	Paraprofessional	brenda_balderas@dpsk12.org
Bassett, Lauren	Art Teacher	Specials	lauren_bassett@dpsk12.org

Questions
❖ How often is this page reviewed for necessary updates?
❖ How often are the corresponding bio pages with photos reviewed for updates?
❖ If we decide to eliminate many of the sub-pages for each grade level, can/should this table be re-sorted by Department instead?
❖ How crazymaking are these pages for the Front Office staff, who keeps them updated?

School Leaders
➔ This page is "School Leaders" on the menu but "School Leadership" on the page itself
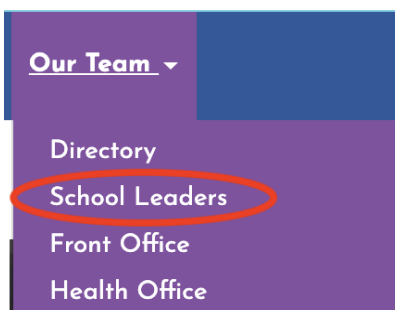
➔ Only Andrea appears and to see her bio, users must click a second time to get to her bio page

School Leadership

Andrea Renteria
Principal
Andrea_Renteria@dpsk12.org

Andrea Renteria
Principal

Welcome to our website! My name is Andrea Renteria and I have the honor and the privilege of representing Garden Place Academy as principal. I am a proud graduate of the Denver Public Schools and my expectation is that each of our students graduates to say the same some years down the road. As a Denver native I graduated from John F. Kennedy high school in Southwest Denver. I received my undergraduate degree from the University of Northern Colorado in Mexican-American Studies and Teaching English as a Second Language. When my passion drew me back towards education I returned to school at the University of Denver where I received my Master's degree in Educational Leadership and endorsements in both Special Education and Culturally and Linguistically Diverse Education. After falling in love with teaching at various schools in DPS I decided to join the Ritchie principal preparation program to become a school leader which led me to my position here at Garden Place Academy. I come here everyday with all of my heart and determination to lead, to learn and to grow with each and every one of our students, staff and community members as we work towards growth and achievement for all of our students.

Email:

Suggested Changes
☐ Change NavBar from School Leaders to School Leadership

☐ Move the content on About > Message From the Principal to this page and/or make this page and Andrea's bio page the same content

Front Office
➔ Includes the two secretaries and Montessori Coordinator
➔ Each person's name is a hyperlink to an individual bio page

Front Office

Maria Castro-Alvarez
Secretary II
maria_castroalvarez@dpsk12.org
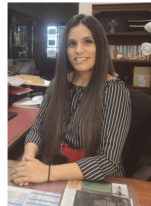
Veronica Montenegro
Secretary II
Veronica_Montenegro@dpsk12.org
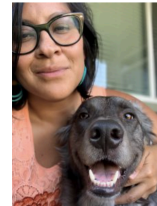
Paula Bañuelos
Montessori Coordinator
Paula_Banuelos@dpsk12.org

Suggested Changes
☐ Consider combining this with another page; could Front Office become Office or Office & Health?

Health Office
➔ Photo and bio for new nurse is absent

Health Office

Thea Johnson-Khrapovitski
School Nurse
THEODORA_JOHNSON-KHRAPOVITSKI@dpsk12.org

Karla Nava
Health Tech. Paraprofessional
karla_nava@dpsk12.org

Suggested Changes
☐ Consider combining this with another page; could Health Office merge with Front Office?

Early Childhood Education
➔ Photo and bio for Ms. Judit is missing

Early Childhood Education

Judit Cruz
ELA-E/S Teacher
judit_cruz@dpsk12.org

Veronica Castillo
ELA-S Teacher
veronica_castillo@dpsk12.org

Dolores Maes
ELA-E Teacher
dolores_maes@dpsk12.org

Primary Montessori
- ➜ Photo and bio for Ms. Claudia is missing

Primary Montessori

Kaitlyn Hyland
Primary Montessori Teacher
kaitlyn_hyland@dpsk12.org

Claudia Gonzales
Primary Montessori Teacher
claudia_gonzales@dpsk12.org

Suggested Changes
- ☐ Consider combining all Montessori teachers into one page called Montessori
- ☐ Discuss whether is makes sense to mark the Montessori paraprofessionals as "Montessori" in the data table so they appear on this page as well

Kindergarten
Suggested Changes
- ☐ Consider combining all non-Montessori lower elementary teachers into a single page called K-2 or Kindergarten-Second Grade

First Grade
Suggested Changes
- ☐ Consider combining all non-Montessori lower elementary teachers into a single page called K-2 or Kindergarten-Second Grade

Second Grade
Suggested Changes
- ☐ Consider combining all non-Montessori lower elementary teachers into a single page called K-2 or Kindergarten-Second Grade

Lower El Montessori
Suggested Changes
- ☐ Consider combining all Montessori teachers into one page called Montessori

Third Grade
Suggested Changes
- ☐ Consider combining all non-Montessori upper elementary teachers into a single page called 3-5 or Third-Fifth Grade

Fourth Grade
Suggested Changes
- ☐ Consider combining all non-Montessori upper elementary teachers into a single page called 3-5 or Third-Fifth Grade

Fifth Grade

Suggested Changes

☐ Consider combining all non-Montessori upper elementary teachers into a single page called 3-5 or Third-Fifth Grade

Upper El Montessori

Suggested Changes

☐ Consider combining all Montessori teachers into one page called Montessori

Cafeteria Team

➜ Only one staff member has a photo; two have email addresses; none have bios

Cafeteria Team

Hope Fresquez
Cafeteria Team

Angie Gonzales
Cafeteria Team

Flor Perez
Cafeteria Manager
Florencia_Perezgonzalez@dpsk12.org

Karen Baca
Cafeteria Team
karen_baca@dpsk12.org

Suggested Changes

☐ Consider combining all Cafeteria staff into a single page called Cafeteria & Facilities

Facilities Team

Suggested Changes

☐ Consider combining all Facilities staff into a single page called Cafeteria & Facilities

Paraprofessionals

➜ This page is listed in the NavBar as "Paraprofessionals" but on the page as "Paraprofessional"

Paraprofessional

Maria Cardenas
Montessori Paraprofessional

Jazmin Ceniceros
ECE Paraprofessional

Maria Garcia
Paraprofessional
Maria_Garcia@dpsk12.org

Suggested Changes

☐ Change text heading on page to "Paraprofessionals" to match NavBar heading
☐ Consider moving paras with their grade levels when/if it makes sense to do so

Specials

➜ Photos and bios are missing for most new specials teachers

Support Team
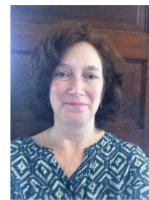- ➔ Natalie's photo is a different size/orientation from the others

Support Team

Tara Krueger
Intervention Teacher
Tara_Krueger@dpsk12.org

Natalie Madrid-Chacon
Gifted & Talented Teacher
Natalie_Madrid-chacon@dpsk12.org

Katie Scott
Speech
Kathryn_Scott@dpsk12.org

PROGRAMS
- ➔ Only two programs are listed, which makes it seem like we don't offer much when in reality these are just the programs from our *external partners*

Suggested Changes
- ☐ Consider folding pages in elsewhere and removing Programs *OR* moving pages to this section

YMCA
- ➔ Images are individual images and not a page header image so on mobile view, images are large and have to be scrolled past before getting to content
- ➔ Link listed on page is not a hyperlink

CARE, HONESTY, RESPECT and R

The YMCA prides itself in providing after school programs t
will offer a minimum of two hours per day, five days per wee
relationships, and belonging. Each enrichment program is do
youth will learn something new about themselves, new life sk
discover their interest for their future.

To apply to the YMCA go to EZchildtrack.com/denverymca/parent/

Suggested Changes
- ☐ Consider swapping link text for hyperlink that opens to a new tab/page

El Sistema
- ➔ External page links do not open in a new tab

Suggested Changes
- ☐ Consider making external links open in a new tab/page

FAMILY RESOURCES
Suggested Changes
- ☐ Consider changing to For Families since pages cover a broader swath than resources

Collaborative School Committee
- ➔ Page was recently updated (since previous review) because our people are AWESOME
- ➔ Link is missing in "Click on here to connect"

    create and implement a plan to promote high achievement and a strong school culture.
    Our Collaborative School Committee meetings are open to everyone. We welcome parents, staff, and community
    members to attend. CSC meetings are held the 1st Monday of every month from 04:30-5:30 pm. Meetings are
    virtual. Click on here to connect.

- ➔ Date gap looks as though CSC didn't meet for the remainder of the 2018-2019 school year or any part of SY 2019-2020, which isn't true

Suggested Changes
- ☐ Add meeting agendas or notes from missing years
- ☐ Rearrange page so oldest items are at the bottom and newest items are at the top
- ☐ Consider posting meeting notes instead of agendas?

Parent Teacher Leadership Team
- ➔ May want to update text to differentiate how this is different from CSC as they both seem to be concerned with ensuring student success
- ➔ May also want to update text to include 501(c)3 status

Suggested Changes
- ☐ Add/update text on this page

Community Garden
- ➔ Page is lacking info on what the garden actually is, who is eligible to use it, how to sign up for a plot, etc.

Suggested Changes
- ☐ Add/update text on this page
- ☐ Consider moving to Programs section?

Garden Place Academy Advocacy Committee
- ➔ Page contains out of date information, links, and video
- ➔ Page could be converted to a "News" post and backdated so the information and video embed are not lost

Suggested Changes
- ☐ Remove page

Breakfast & Lunch Menu
➔ Page goes to an external link

Suggested Changes
☐ Consider making external links open in a new tab/page
☐ Consider folding into "Parent Links" page

School Handbook
➔ Page contains old handbooks with the subheading of "Parent Handbooks"
➔ Last posted handbook is from 2019-2020

School Handbook

Parent Handbook
- Parent-Student Handbook 2019-20

Suggested Changes
☐ Post newest handbook
☐ Consider removing old/outdated handbook links
☐ Consider folding into "Parent Links" page

Parent Links
➔ All links open in a new tab/page

Parent Links

Parents:
- **Denver Public Schools Parent Portal**
- Spanish Web Resources (Very helpful website in Spanish a
- PBS Parents

Bilingual Resources
- http://www.colorincolorado.org/web_resources/
- http://www.colorincolorado.org/recursosweb/ (en Español)

Suggested Changes
☐ Consider adding other parent info, like the lunch menu, DPS parent portal, information about uniforms, etc., to this page

Student Links

Student Links

Website	Subject	Grade Level
SpellingCity	Language Arts	1-6
Starfall	Language Arts	K-5

Suggested Changes
- ☐ Make external links open in a new tab/page
- ☐ Consider changing page name to Education Resources

Teacher Links
- ➔ Links don't clearly look like hyperlinks; page doesn't match the view of the other links pages

Teacher Links

Have Fun Teaching

First- eighth grade reading worksheets, flashcards, s⌀
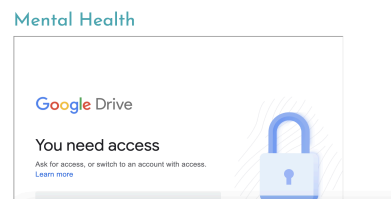
Literacy Leader

Join Jodi and Jane as they've learned from Debbie D

Suggested Changes
- ☐ Update link text to make hyperlinks obvious

Mental Health
- ➔ Whatever was embedded on this page is no longer accessible

Mental Health

Google Drive

You need access

Ask for access, or switch to an account with access.
Learn more

Message (optional)

- ➔ Does this need to be its own page or should these links and video be added to Parent Links and Teacher Links?

Suggested Changes
- ☐ Remove or replace inaccessible content
- ☐ Consider consolidating this onto other pages within the Family Resources section

PHOTOS & PROJECTS

Literacy Night
Suggested Changes
- ☐ We could consider consolidating onto a "Photo" page or using an image carousel

Around the World Night
Suggested Changes
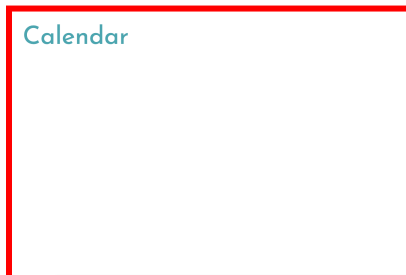- ☐ We could consider consolidating onto a "Photo" page or using an image carousel

News
- ➔ No notes for this page

Events
- ➔ Nothing loads on this page; red border added by me for visibility

Calendar

Suggested Changes
- ☐ Remove this page as a calendar widget exists on every page already

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FRIDAY FOLDERS

Friday
Folders ▾

Thursday Folders 2017-2018
Thursday Folders 2018-2019
Friday Folders 2019-2020
Friday Folders 2020-2021
Friday Folders 2021-2022

Suggested Changes
- ☐ Reorder in reverse chronological order, with newest items at the top
- ☐ Decide how long we want to keep old Friday Folders on the website