



RMAE Board of Directors MEETING

Date: 11-13-14 6:30pm

LOCATION: Rocky Mountain Academy of Evergreen, Admin Building, Evergreen, CO

RMAE Vision Statement: RMAE envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that encourages growth in character, academic achievement and the love of learning, resulting in responsible, productive citizens.

RMAE Mission Statement: RMAE inspires each student to pursue personal and academic excellence through an intellectually challenging Core Knowledge™ curriculum within a nurturing environment.

Meeting Agenda

Call to Order & Pledge of Allegiance (6:30 – 6:40)
Reading of Vision & Mission
Public Comment

Consideration of Consent Agenda (6:40 – 6:45)
Meeting Minutes, Director Goals

Committee Reports (6:45 – 8:00)

<u>Committee:</u>	<u>Report Expected:</u>	<u>Presenter(s):</u>
AAA	x	Egan / Harrell
Financial	x	Tom Seybold
Human Resources		Dave Hadsell
RMAE Foundation	x	Tesseo / Kittelsen
Marketing	x	Alan Scheik
PTO		Kelly Breuer
Preschool	x	Debbie Caruso
Facilities / Tech		Jamie Price
Director's Report	x	Roberta Harrell
President's Report	x	Dave Hadsell

Old Business (8:00 – 8:30)

- A. Teacher Compensation
- B. Bylaws and Policy Review

New Business (8:30 – 8:45)

- A. Board Member Contract – Board approval necessary

Action Items (to be completed at the next Board meeting):

Executive Session (if needed)

Next Meeting – December 11, 2014

Adjournment

Public comment is for persons wanting to speak to the Board for up to 3 minutes on any matter related to the school, whether it is on that Meeting's Agenda or not. The chair may permit presentations or comments beyond 3 minutes. During the regular meeting, comment by members other than Board Members and presenting parties is at the discretion of the chair. The consent agenda is for matters of a routine nature that are voted on and approved in one motion. An individual member of the Board may strike an item from the consent agenda and request a roll call vote.



RMAE Board of Directors MEETING

November 13, 2014

Date: 6:30pm

LOCATION: Rocky Mountain Academy of Evergreen, Admin Building, Evergreen, CO

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Document Revision: November 13, 2014

Document Approval: December 11, 2014

BOD Members in Attendance:

Dave Hadsell, President, Parent Representative
Alan Scheik, Vice President, Parent Representative
Thomas Seybold, Treasurer, Parent Representative
Ned Parker, Parent Representative
Jamie Price, Parent Representative
Cherie Mazurek, Teacher Representative
Doug Kittelsen, Community Representative
Brad Giles, Parent Representative
Kelli Anderson, Secretary, Parent Representative
Roberta Harrell, Director (non-voting)

BOD Members on Conference Call: None

BOD Members Absent: None

Others in Attendance: Stephanie Woodward (Business Manager), Jon Tesseo, Kim Egan

Call to Order & Pledge of Allegiance: 6:33pm

Reading of Vision & Mission

Public Comment: None

Consideration of Consent Agenda:

Approval of Minutes:

Motion: Brad made a motion to approve October 9, 2014 minutes. Ned seconded.

Discussion: None

Vote: Approved

Approval of Executive Director Evaluation:

Motion: Dave made a motion to approve Executive Director Evaluation document. Brad seconded.

Discussion: Discussion of updated document. Is there a way to measure discipline - qualitatively, not quantitatively? Should Educational Success and Staff Management have a higher percentage? Once enrollment

stabilizes, less time (percentage) will be needed for Public Relations. Changes in percentages should be assessed and reallocated on an annual basis. All agreed three key areas for this year: Public Relations, Financial Stability and Educational Success.

Vote: Approved

Committee Reports:

AAA:

- Kim Egan reported.
- UIP in process. RMAE ranks within the highest performance rating. AAA has the ability to use the plan to improve the school. Because we perform high, Jeffco won't be critical of the plan.
- Data summaries will be used for action planning. Draft will be presented to board by December 4, 2014. Final plan needs to be approved on December 11, 2014. Results will help AAA compile 2015 survey. Dave asked if there are major issues, can we discuss on December 11 and will the committee have time to adjust if necessary? Yes, edits can be compiled prior to submittal.

Financial:

- Tom Seybold and Stephanie Woodward reported. Stephanie and Roberta are working on the budget. In the past, the reporting system used at Jeffco, didn't tie directly to our budget. Accounts and amounts were not appropriated correctly. Stephanie is sorting through purchases made in July and trying to decide how to post transactions. As accounts are sorted out, Roberta and Stephanie would like to present adjustments to the board. Stephanie continues training at Jeffco. Tom reported budget has been adjusted appropriately. Moving forward, subaccounts (more detail) will be available.

Motion: Jamie made a motion to pass the budget for Jeffco. Brad seconded.

Discussion: None

Vote: Approved.

- Financial Dashboard presented and explained by Tom.

RMAE Foundation:

- Jon Tesseo reported. Jon has resigned and Angie O'Keefe will be serving as the new President. Tami Courtney has also resigned, but will work through November and handle Annual Giving on a voluntary basis. Foundation plans to hire a new administrator. Kim Canon will be the new treasurer.
- 2013 taxes completed.
- Annual Giving needs to be supported by the entire board. No update on current funds raised.

Marketing:

- Alan presented a written update to the board. See attached.

PTO: No report.

Preschool: No report.

Facilities/Tech:

- Jamie presented written update to the board. See attached. Two shed kits purchased from Home Depot. Shed construction is now a MS elective and is a "Shed competition", girls vs boys.
- New janitor, Richard Koch is amazing.

Director:

- Roberta reported.
- CMAS results presented. See attached. Delay in results is due to technology. Overall RMAE scored well. At times, Core Knowledge doesn't always align with the testing.
- 4th grade rated "Strong and Distinguished = Proficient/Advanced" at 15%. Tests have more inference and critical thinking questions as opposed to fact. Is our staff presenting information to facilitate these skills? Sample tests will be available to teachers for reference. Tom asked if the district lays out testing

guidelines? Cherie reported Jeffco provides only a general idea of test skills necessary. Online testing (no written) will be mandatory in the future.

- 8th grade Science “Strong and Distinguished=Proficient/Advanced” at 49%.
- 5th grade Science “Strong and Distinguished=Proficient/Advanced” at 35%
- 7th grade Social Studies “Strong and Distinguished=Proficient/Advanced” at 14%.
- Attached document details all results.

President:

- Dave reported.
- Musical competition at HS was incredible. Musical performance at MS Auction was terrific. Auction alone raised over \$12,000. Encourage members to attend all RMAE events.
- STEAM is a new popular acronym: Science, technology, engineering, art and math. Acronym fits well with RMAE.
- Dave wondered if Board members should wear name tags at events. Should Board members be introduced at events? Last survey indicated the RMAE community would like the Board to be more assessable. Should teachers also wear tags at events? Supports a culture of volunteerism. Board members plan to attend Coffee Talks.
- Dave and Cheryl Hadsell are going to host a holiday party for staff and Board members. Tentative date is December 5.

Old Business:

- Teacher Compensation: Cherie reported.
- Cherie reported there is no official RMAE pay scale in place. Longer teaching and more education usually equal higher salaries. Teachers currently receive a set 3% per year raise. Dave recommends the Board oversee the budget, assess the ability to pay higher salaries and review on a macro vision level. Roberta needs to oversee the compensation plan on a micro vision level. Cherie worries that RMAE will not keep quality teachers without appropriate compensation. Roberta explains charter schools have the ability to pay teachers based on objective criteria, without a salaries chart. A rubric can be used for salary and bonus structures. RMAE is not locked into a set Jeffco-type pay scale, but we need to define criteria. In the past, a merit based pay schedule was compiled. Ned explained a flexible, charter merit based pay scale has been used most recently. Brad asked if differences in pay will cause unrest with teachers. Can we tie enrollment to pay? Cherie explained other charter schools have higher salaries and Jeffco and DPS are currently hiring. Jamie asked if we should define the benefits of working at a charter school - smaller classes, more educational freedom, core knowledge curriculum, etc. Ned wondered if we could use the Jeffco base for starting teachers and then build a flexible, charter scale. Brad wondered if salary increases be based upon base revenue or PPR? Tom suggested we produce a sensitivity study on the current RMAE salaries vs Jeffco salaries. Roberta will assist. For example, how many students do we need to pay current salaries? How many students are necessary to afford raises? What do the next 5 years look like? Stephanie reminded the board that preschool trending and enrollment carries over to main school.
- By Laws and Policy Review:
- Ned reported formatting and refreshing is necessary. Board should review to edit and strengthen. Suggested comparing RMAE By-Laws to other charter schools. Currently deficient in 4-6 policies. May 2015 is the goal for final revision. Many policies stem from 2001. As Ned reviewed, a Board Contract does exist, but only as an addendum to By-Laws. Contract includes basic conduct, roles and discipline. Brad will assist in a revision to present to board in December.

New Business:

Agenda item for January: Roberta would like assistance in reviewing staff contracts.

Action Items (to be completed at the next Board meeting):

Board Comment: None

Executive Session:

Motion: Dave made a motion to move into Executive Session to discuss a general personnel matter.
Jamie Seconded.

Discussion: Pursuant to section 24-6-402(4)(f), the Board is going into executive session at 8:30 pm for discussion of personnel matters. Pursuant to section 24-6-402(4)(f), the Board terminated the executive session at 9 pm.

Vote: Approved.

Motion:

Next Meeting: December 11, 2014. 6:30pm

Adjournment: 9pm

Submitted by: Kelli Anderson

A handwritten signature in blue ink, appearing to read "K Anderson", is written below the typed name.



Technology Committee Update: 13 November, 2014

We continue to improve and build upon our stable and secure IT environment with the installation of multiple workstations, projectors, and servers. All items have been funded and were previously approved by the foundation at previous board meetings. Our next step is to procure a back-up solution for our new core RMAE servers. We are currently awaiting pricing from two vendors for A/C to be installed in the Tech class room.

A big thank-you to the foundation for their collaboration with the IT Committee

Additionally, Dr. Harrell has hired a new IT coordinator to teach tech class and to be the IT liaison between the teachers and our IT vendor.

New Workstations - 5

- Three for the front office
- One Teacher replacement
- One New Teacher computer

New Elmo Projectors for the Classroom – 4

New Core RMAE Servers – 2 with new cabinet

- Installed in Tech Classroom to alleviate cooling issues

iPAD Carts

- Now fully loaded with working iPAD's, battery chargers and in working order – Funded by the Foundation



Marketing Committee Update: 13 November, 2014

Continued focus on word-of-mouth marketing taking advantage of press opportunities for activities at our school positioned in area communications vehicles.

New Students Increase since October 1st (+12)

New Student Tours Week of October 13th (+5)

PRESS

Story in Canyon Courier about our Random Acts of Kindness collecting books for our sister school. (Free)

AWARENESS

Serenity Ad -- 1/4 page ad advertising our upcoming meetings/open house for prospective parents:

Dec. 9, Open Houses for K-8 students (8:30 and 1:30)

Dec. 11, Parent Meeting for Kindergarten parents for next year. This will be held at the Pre-School.

Announcements for these meetings are also sent to free calendars/ community announcements in local publications and Jeffco.

COMMUNITY

Veteran's Day Celebration -- Open to the community to honor vets. Partnered with the Evergreen American Legion. Will send pictures and article to Canyon Courier and Jeffco for media coverage after the event.

BRANDING

Getting prices for a new, wood sign for the outside of admin building



Facilities Committee Update: 13 November, 2014

General -

The Facilities Committee is continuing to look for a better time to meet (biweekly) that accommodates the schedules of key staff members and parent-volunteers. Next meetings may be held Tuesday mornings, first thing. And we continue to look for new parent-volunteers to join the facilities committee.

Day to Day –

We are currently experiencing a huge turn-around in the quality of our day to day maintenance at the school. The grounds and facilities are now being maintained by our *new staff member, Richard Koch*. Richard is doing a terrific job in taking care of the day to day handy-fix it needs, cleaning, and helping with the grounds maintenance including snow and ice.

Request of the Board: *We ask the Board members to please say hello to Richard at your next opportunity when you are at the school during the day, and let him know we appreciate the good job he is doing.*

Current Projects -

- Sheds – Two Shed ‘kits’ were purchased this month for assembly by students participating in elective classes. One shed is identified for athletics, the other for theater storage. (We hope to be able to relocate off-site storage items back to the school as soon as the sheds are completed.) A third shed has been ordered (Tuff-Shed) for maintenance and facility needs.
- Field issues – Staff is continuing to explore best options for planned maintenance of the field (twice a year minimum per manufacturer recommendations.) Staff is also exploring best way to use volleyball equipment on field without damaging surface/voiding warranty.
- Snow removal – The school has purchased a (2-stage) snow-blower for our use in areas not plowed by contractor. We are also exploring the use of a sand/salt mix for sidewalks during very cold days.