

## Board of Directors Meeting Minutes

Meeting Date: 6 February 2013

Document Revision:

Document Approval: 7 March 2013

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**Meeting Date:** 6 February 2013

**Meeting Location:** RMAE Administration School Building- Spanish Classroom

**Meeting Called to order at:** 6:37pm

### **Board members in attendance:**

Ned Parker- President

Kristen LaJoy- Secretary

Kelli Anderson- Treasurer

Bob Fiore, Diane Sudmalis, Christina Griggs (6:50),Christine Reidlin (725)

Dan Cohen- Director (non-voting)

**Others in attendance:** Dina Walton

- A Quorum was reached with those present.
- Meeting notification requirements were met.
- The Pledge of Allegiance was recited by all in attendance.
- The RMAE Vision and Mission Statements were read aloud.

### **Public Comment:**

- None

### **Consent Agenda:**

- Consideration of Board of Directors (BOD) meeting minutes from 1/15/2013  
**Motion:** Diane Sudmalis made a motion to approve the minutes and Bob Fiore seconded it.  
**Discussion:** None  
**Vote:** 2 abstained 3 for approval

### **Committee Reports:**

- **AAA:** Diane Sudmalis reported that AAA voted on 3 items and they recommend that math is taught everyday, math will be leveled based on testing and RMAE will make HS math recommendation based on testing and performance, and that there will be testing of all middle school students in math in August. The BOD is comfortable with the recommendations. Ned asked what are the financial repercussions of the recommendations? Diane replied that there could be some staffing but RMAE won't truly know until fall. Bob would like to see more of a formal procedure when coming to the BOD with AAA. The BOD would like to see more documentation besides BOD minutes for AAA. Diane will follow up with Marcie Taylor and bring the request to AAA.

**Motion:** Ned made a motion for RMAE to implement the AAA recommendations for Middle School math in the 2013-14 school year. Bob Fiore seconded it.

**Discussion:** None.

**Vote:** 7-0 approved

- **Financial:** Dina Walton said there are facilities issues coming up, directly related to finance. Jason will walk 2x week and look for trash to appease neighbors. He will log his walks. We need a stronger facilities committee so that we can better use volunteers and lessen the financial burden. Can we post jobs on the Growl? It is an option that Dina will look into. The Auction paddle raise will be for the enrichment of PE. Kelli and Dina will put together charts/graphs for the auction to show where the deficit comes from so more people understand. Bingo needs volunteers. We are trying to re-finance bond B with a family in the school. We have not heard back from the family about the refinance choices we presented. The budget will be voted on in March.
- **RMAE Foundation:** See report for annual giving. Christina Griggs would like to see financials.
- **Annual Giving:** George Pardo. See report.
- **Marketing:** Kelli Anderson/Dan Cohen- Website is done. Main school and preschool are working together now and marketing for each other. Our open houses were not well attended. Open enrollment ended. 413 students for next year already. The Wilson “founding” family got an award for leadership from the Colorado League of Charter School.
- **PTO:** See report. Auction is February 22, 2013. Kid Art preview on February 19. Snack shack is *still* controversial, which is the middle school fundraiser. Re-visit in April which is what the school rules/regulations state.
- **Preschool:** No report
- **Facilities/Tech:** Aaron Hansen/Ned Parker- Can Middle School help with the walking/cleaning the Campus? Dan says yes!
- **Director:** Dan Cohen- See Middle School Trip Program report. BOD likes/approves the document. RMAE won the John Erwin award again this year, and our grade went up! Staff update- contracts go out before spring break. Bond B- see report. 2/11/13 is the health care reform meeting for Jeffco. Dan will attend and one board member should attend. Dan has requested the BOD to go over and update RMAE’s internet responsibility guidelines ASAP. The BOD agrees that any type of threat needs to be immediately reported to the sheriff.
- **Presidents Report:** See report. JCLA has drafted a letter to the state inquiring about the discrepancy between the \$100 PPR that we are being offered from 3A and the \$400 that we are calculating. Are charter schools included in the 3A money for a secure entry? Dan says no.

#### Old Business:

- **Annual review of Staff Handbook and Parent Handbook:** BOD will review on their own and earmark dislikes.

#### New Business:

- **Presentation of School debt at Auction**
- **Review of Jeffco district policies on Nutritional Food Choices:** The Board declines to comment. It is a PTO issue.
- **BOD Election committee creation:** Seth will head election committee. We have 3 positions potentially open.
- **Board Training Modules (9,10, 11, 12, 3, 4)** See comments.

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

- **Board Training Modules 14,16**
- **Review, discuss and update strat plan**
- **Review, Discuss committee report time-line per by laws**
- **Schedule BOD election “meet the candidates” for April meeting**

**Board Comment:None**

**Next Meeting - March 7, 2013**

**Adjournment: 8:53**

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### **RMAE Middle School Trip Program**

RMAE values the one of a kind experience middle school students can have through a comprehensive trip program. Whether their focus is academic, physical challenge, or camaraderie, trips offer students access to personal growth and academic understanding that a classroom cannot provide.

The Middle School Trip Program will traditionally be:

#### **Grades 6 - 8 Fall Retreat**

*When:* First week of school / 3 days, 2 nights

*Where:* 100 Elk Outdoor Center, Buena Vista, CO

*Why:* Begin each year with community building, ropes course challenges, and a bevy activities in a beautiful outdoor setting. Portions of the day are spent within grade level for grade specific activities and themes. Other activities are mixed grade level.

*Cost:* Approximately \$150

#### **Grade 7 Sea Camp**

*When:* 2nd week of May / 6 days, 5 nights

*Where:* Sea Camp, San Diego, CA

*Why:* Utilizes the country's eminent marine science outdoor education program to bring to life the Core Knowledge science program.

*Cost:* Approximately \$1,250

#### **Grade 8 Spring Trip**

*When:* 2nd week of May / 5 days, 4 nights

*Where:* The 8th grade trip is determined the spring before 8th grade. Each 3rd Quarter there will be a Trip Elective offered to 7th grade students. They will spend quarter 3, with a faculty sponsor, researching, planning, and preparing presentations for at least two 8th grade trip options for the following spring. The trip elective will present these options at the end of the quarter to students and parents. Students will eventually vote for the best option, having had time to discuss the options with classmates and families.

*Why:* Celebration of 8th grade culmination and end of middle school. Academic integration (where possible). Trip planning skills.

*Cost:* Not to exceed \$750

### **Trip Fundraising**

RMAE recognizes the inherent costs of offering a vital trip program. Several fund raising programs are made available (pizza sales, snack sales, etc.) to take place during school days / hours. These programs are designated for specific grades (such as 7th grade hosting pizza due to the revenue it generates and the cost of their trip). The PTO provides assistance in organizing some of these fundraisers. *RMAE cannot offer enough fundraising to cover the entire cost of trips and encourages families to consider their own measures of fundraising for their student as well.*

### Marketing Report

- Open houses were not well attended
- Working to integrate PS and Main - goal is to market each other. Debbie and Kate plan to attend each other's tours.
- Kate looking into RMAE sign for Hwy. 74
- January - PS and Main had an ad in Courier
- January - PS had an article in Courier

### PTO

- Report to be presented

### Preschool

- No report

### Facilities / Tech

- There are a number of small repairs to be made around the school -- bathroom faucets, door closers. Will try to organize a parent work day to address these issues.

### Community Liaison

- No report

### Director's Report

- Middle School Trips (attachment: RMAE Middle School Trip Program.docx)
- John Irwin Award / Colorado School Grades update (won the Irwin for 2012 - Grade from CO School Grades up from C to B-)
- Staff Update 13-14
- Bond B / Drainage Work update (The Process as described by Jeffco):
  - Jeffco assigns RMAE a Project Mgr (not done yet)
  - Proj Mgr will validate scope of the project
  - August 2013 / Sept 2013 - Proj Mgr does Walk Through w/ RMAE to determine project
  - Proj Mgr / Jeffco assigns Civil Engineers / Construction to develop Project Design
  - Bids are then sought by RMAE.
  - Work commences Summer 2014

### President's Report

- JCLA concerned about parity of 3A funds awarded to Charter schools
  - \$39 million mill levy divided in to current enrollment (85,938) is \$453.82 per student, not the \$100

promised to Charter schools.

- In the Jeffco Public Schools Chalk Talk ñ Safety First article on January 29th (due to the tragedy at Newtown) one of the bullet points in the article was the following:

- "Thanks to operational funds from the passage of ballot measure 3A, every Jeffco elementary and middle school will have a secure front entry system installed over the 15 to 18 months."

<http://yourhub.denverpost.com/arvada/jeffco-public-schools-tighten-security/kyYp1ChD4kfd508HfnrsaO-story>

- JCLA concerned that 3A funds have thus been "earmarked" or that Charters will not get the enhanced security

- JCLA would like to state these concerns at the next JeffCo School Board Meeting, 2-7-13.

#### Old Business

Annual review of Staff Handbook and Parent Handbook

- We need to review handbooks, target any additions or revisions needed, begin the process of individual policy revision, prepare for initial reading next meeting. We will have a blanket final approval vote of all revisions in May.

#### New Business:

Presentation of school debt at Auction

- Continue discussion of effective presentation to importance of debt reduction, to be used at "Hot Topics" table at PTO Auction

Review of JeffCo district policies on Nutritional Food Choices

- PTO's Middle School fund raiser, 8th Grade Snack Shack, is creating a stir by offering candy/sugar to students during the lunch period. This is currently a PTO decision.

- JeffCo has policies on "Nutritional Food Choices," but RMAE is not bound by these as we do not participate in the JeffCo food program and specifically the Free and Reduced lunch program.

- I recommend no action by the BOD at this time.

BOD Election Committee creation

- Need volunteer to head Election Committee -- someone who is not up for re-election who can lead the recruitment of candidates, publication of candidates and letters of interest, and election and/or appointment of new members.

- BOD members ending their terms in June 2013:

Ned Parker  
Kelli Anderson  
Kristen LaJoy  
Jon Tesseo  
Diane Sudmalis  
Christine Riedlin

Board Training modules (summary of Nora's comments from last year)

- #9 Board Financial Oversight

- Most schools do not have Financial Committees. In these cases, the Board Treasurer and Business Manager keep close tabs on financial planning and accountability.

- RMAE is as solvent as we are because we have always had an active and concerned Financial Committee and conservative Business Manager.
- Kelli Anderson asked for clarification on purchase of insurance. Board needs to monitor rather than actively perform such tasks.

- #10 Sunshine Law

- Transparency of discussion, information, and procedures such that all Board activities are open and follow protocol.
- Sunshine list is open to all community members that would like to be informed of meeting agendas, minutes, handbooks, and bylaws. This list is a means to automate the dissemination of information.

- #11 Productive Board Meetings

- Board meetings need to include more written submissions with longer lead times.
- Reduce time of issue review and discussion during the meeting.
- Least productive when we spin our wheels with round-about discussions.

- #12 Effective Committees

- RMAE has more than most, good broad-based view

- #3 Promoting the Vision and Mission

- Suggested that RMAE needs to bring the vision and mission more to the forefront of decision making
- GT/Enrichment is a great example of implementing both Vision and Mission statement. The Mission promises to "inspire each student to pursue personal and academic excellence through an intellectually challenging" environment.
- Dan suggested honing the Vision and Mission statements to distinguish RMAE from other schools.

- #4 Selecting, Reviewing & Supporting the Administrator

- BODs traditionally watch as the Director tries to achieve goals. Nora suggested that the BOD could work with the Director to set goals and then help provide tools to achieve those goals.
- Analogy to business strategic and resource planning
- UIP as a means to force schools to do similar planning
- BOD should give tools and responsibilities to achieve goals, push goals down to subcommittees
- Focus on a convergence of Mission, goals, strategic plan, and UIP

The food services program shall be operated under the general supervision of the superintendent's designee. As a participant in the National School Lunch Program and the School Breakfast Program, the district is entitled to receive reimbursement and commodities donated by the United States Department of Agriculture.

The Food Services Fund shall be managed as an enterprise fund and shall be operated on a self-supporting basis.

The district shall provide free and reduced price meals to qualified students under the guidelines provided by

the Child Nutrition Unit of the Colorado Department of Education and the United States Department of Agriculture.

The district shall comply with the rules and regulations established by the Colorado State Board of Education and the United States Department of Agriculture relating to competitive food services.

A la carte service shall be available for all staff members. A la carte selections shall be of such variety that the nutritional values contained in the school lunch meal pattern will be available.

The district shall provide the opportunity for eligible senior citizens to eat a noon meal at school on days when schools are in session.

Competitive food service shall not operate for one-half hour before and until one-half hour after the regularly scheduled lunch and/or breakfast programs without the express written approval of the director of food services. Competitive food service is any food or beverage service that is separate and apart from the nonprofit federal/state reimbursed food service program and includes fundraising activities by the students, PTA, or booster clubs.

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Book District Policies - Jefferson County School District R-1  
Section E: Support Services  
Title Free and Reduced Price Food Services  
Number EFC  
Status Active  
Legal 42 U.S.C. 1751 et seq. National School Lunch Act  
42 U.S.C. 1771 et seq. Child Nutrition Act  
C.R.S. 22-32-120  
Adopted June 26, 1997  
Last Revised January 22, 2002

Jefferson County Public Schools shall participate in the School Breakfast, School Lunch, and Commodity Distribution Programs and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction.

The administration shall establish regulations to comply with the guidelines established by the Child Nutrition Unit of the Colorado Department of Education for determining eligibility for free and reduced price meals in all participating schools.

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Book District Policies - Jefferson County School District R-1  
Section E: Support Services  
Title Nutritional Food Choices  
Number EFEA  
Status Adopted  
Legal  
Adopted May 11, 2009  
Last Revised May 11, 2009  
Last Reviewed May 11, 2009

## Nutritious Food Choices

At every possible eating occasion, students will have opportunities to practice what they are taught in nutrition education and choose nutritious snacks that are low in fat, sodium and added sugars.

Schools are encouraged to take steps to ensure:  
• nutritious foods are always available as an affordable option whenever food is served or sold;  
• students have limited opportunities to eat snacks high in fat, sodium and added sugars; and,  
• competition with nutritious meals served by the school food service program is minimized.

The emphasis on healthy choices applies to:  
• à la carte items (separate food choices) offered by the food service program;  
• noncompetitive foods which are snacks and beverages sold from vending machines, school stores, and fundraising activities that compete with the food service program; and,  
• refreshments available at school parties, celebrations and meetings.

Each beverage offered for sale to students from any source, including the school cafeteria, vending machines, school stores and fundraising activities conducted on school grounds shall meet minimum nutritional standards for beverages adopted by the State Board of Education. This applies to beverages sold on campus during the regular school day and time spent by students on campus after the school's regular hours of operation for any purpose, including participation in after school activities, clubs, childcare/latchkey programs.

School-related events where parents and other adults are a significant part of an audience are exempted from these rules.

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Book District Policies - Jefferson County School District R-1  
Section A: Foundations and Basic Commitments  
Title School Wellness  
Number ADF  
Status Active  
Legal 1 CCR 301-79 (State Board of Education-Healthy Beverages Rules)  
C.R.S. 22-32-136.5(3)(A) and (B) (Physical Activity Requirement)  
C.R.S. 22-32-136 (Policies to Improve Children's Nutrition and Wellness)  
C.R.S. 22-32-134.5 (Healthy Beverages Requirement)  
Section 204 of P.L. 111-296/108-265 (Healthy, Hunger-Free Kids Act)  
Adopted August 31, 2006  
Last Revised January 9, 2012  
Last Reviewed January 9, 2012

The Jefferson County Public School District recognizes that schools contribute to the basic health status of students and healthy students are better learners; therefore, the district promotes healthy schools through a coordinated approach that supports student wellness, good nutrition, regular physical activity and an environment that supports a culture of health and wellness as part of the total learning environment.

The district will establish and maintain a District Health Advisory Council. The purposes of the council shall



be to monitor the implementation of this policy, evaluate the district's progress on this policy's goals, serve as a resource to schools (i.e., provide lists of healthy incentives, snacks, etc.) and recommend revisions to this policy as the council deems necessary and/or appropriate.

To further the Board of Education's beliefs stated above, the Board adopts the following goals:

1. Future Policy Goals. The district adopts the following goals for nutrition-education, physical activity, and other school-based-activities designed to promote student wellness:

a. Jefferson County School District will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The classroom and school environment will positively influence a student's understanding, beliefs and habits as they relate to good nutrition, physical activity, and lifelong health and wellness. The school and classroom environment will promote student access to health education resources and tools to support positive and informed decisions regarding healthy eating habits, physical activity and lifelong health.

b. Jefferson County School District will support and promote healthy dietary habits contributing to students' health and academic performance.

Foods and beverages provided during the school day shall promote a school environment that encourages and models nutritious eating habits. Healthy food choices will be consistent with the accepted 2005 United States Department of Agriculture (USDA) Dietary Guidelines for Americans. Schools participating in the School Breakfast and/or National Lunch Program shall comply with related state and federal regulations as defined by the USDA.

c. Jefferson County School District will provide opportunities for students to engage in physical activity.

A quality K-12 physical education program is an essential component for all students to learn about and participate in physical activity. The school environment will promote regular curricular as well as co-curricular activities for student participation.

Responsibility for the implementation and monitoring of the student wellness policy shall be supported by the principal and a district Health Advisory Council.

## 2. Nutrition Guidelines

a. Purpose. The purpose of these nutrition guidelines is to promote student health and to reduce childhood obesity.

b. Applicability. These guidelines apply to all foods that the district provides and makes available to students on school grounds during the school day.

c. Guidelines. The district will meet or exceed all current federal nutrition guidelines and State and local health-department guidelines.

3. Assurance. All district guidelines for reimbursable school meals will be at least as restrictive as applicable regulations and guidance issued by the Secretary of Agriculture under the Child Nutrition Act and

National School Lunch Act.

4. Plan for Measuring Implementation. The superintendent's designee will have operational responsibility for ensuring that each school in the district meets the requirements of this policy.

5. Community Involvement. Parents, students, representatives of the district's Food and Nutrition Services department, the Board of Education, school administrators, and the public have been involved in the development of this policy.

Annual Giving		
# of families who donated	Total Donated	Given Monthly/year
104	\$57,267	\$7,990
"Beargram" Campaign		
# of bears	Total Donated	
19	\$1,025	

Let me know if you would like any additional information on the "Beargram" campaign.

Re: Mill Levy funding for Jefferson County R-1 Charter Schools.

Ladies and Gentlemen:

The undersigned are several of the charter schools authorized by Jefferson County School District R-1 (the "District"). We are submitting this letter to you to voice grave concerns we have regarding the security of District charter school students and the inequitable funding for charter students of the District.

It has come to our attention, through recent publicity in the media, that the District plans to spend \$750,000 to install security doors and cameras at District schools to improve security for District students. The articles, including one

by Superintendent Stevenson in the District monthly newsletter, Chalk Talk, indicate “Thanks to operational funds from the passage of ballot measure 3A, every District elementary and middle school will have a secure front entry system installed over the next 15 to 18 months....,” and additionally that, “an estimated 106 schools will receive the new entryways, which feature a locked front door and a video surveillance and buzzer system tied to the school’s front office.” However, the information being published is misleading at best, as these plans for increased security do not include any of the District’s 14 charter schools.

Additionally, the priority items for the bond election were to provide “warm, safe, and dry” schools for students of the District. One of the specific items listed in the ballot language was: However, when the District performed assessments on the area charter school sites along with all other District school sites, to determine needs that fit within those parameters, 69 neighborhood schools were deemed to need improvements to security, but only one of the 14 charter school sites was actually identified as needing any security items for the scope and funding list for the bond. However, there are at least \_\_\_\_ charter schools that do not have security systems, security cameras, or security doors.

Now the District is expending \$750,000 to provide additional security to quote a local newspaper, “to all district schools.” The failure to include charter school facilities and students in the increased security measures is not simply inequitable, but unconscionable.

The District’s charter schools serve District students. Do these students not deserve a secure and safe educational environment? Moreover, the vast majority of District charter school students and parents live within the District boundaries, and these parents pay mill levy taxes on their real property. Why are they not getting the benefit of the taxes that are being levied upon them, in the same manner as other residents of this District?

Moreover, the fact is that the amount being raised by the \$39,000,000 in mill levy funds, if divided on a per student basis for the approximately 85,000 District students, including charter school students, equates to \$453.82 per student for this mill levy alone. However, District charter schools students are only receiving \$100 per student of mill levy funds. The undersigned schools ask you, if the District and the Board of Education believe that such a level of funding for District charter school students provides a thorough and uniform system of education, as is required by Colorado law as mandated by the Lobato case?

We respectfully request, that at a minimum, the charter school students in this District be considered valuable enough, like their peers at other schools within the District, to warrant the expenditure of funds by this District to provide them with security doors and surveillance cameras and a buzzer system at their schools, if their facilities lack such equipment. We request that this matter be placed on your agenda for your upcoming board meeting and that representatives of the District charter schools be provided time to address this with the Board of Education.

Sincerely,

\_\_\_\_\_ -

cc: Mr. John Peery (via email)