

Board of Directors Meeting Minutes

Meeting Date: 7 March 2013

Document Revision: 9 April 2013

Document Approval: 11 April 2013

Meeting Date: 7 March 2013

Meeting Location: RMAE Administration School Building- Spanish Classroom

Meeting Called to order at: 6:35

Board members in attendance:

Ned Parker- President

Seth Anderson- Vice President

Kristen LaJoy- Secretary

Kelli Anderson- Treasurer

Bob Fiore, Christine Griggs, Jon Tesseo, Christine Reidlin (7:20)

Dan Cohen- Director (non-voting)

Others in attendance: Thomas Seybold, Aaron Lessig, Drew Schneider, James Price

- 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 2/6/13
Motion:Kelli Anderson made the motion to accept the minutes and Bob Fiore seconded it.
Discussion: None
Vote: 6-0 to accept the minutes, Seth abstained.

Committee Reports:

- **AAA:** none
- **Financial: See proposed budget.** Jeffco Budget needs approval by the first week of April . There was approval for 2% teacher salary raise and nothing else. Tech budget was denied due to possibility of a grant. AAA \$7000 writing program not approved in budget due to possibility of also getting a grant. Health care reform now states the minimum we need to contribute per employee who works more than 30 hours is \$329. This money now goes directly to the district. Senator Johnston put together the new school finance act, which the League for Charter Schools felt was unfair to charter schools. The Bill is being updated with some of the League's requests and will hopefully be more charter friendly. Jean and Dave Wilson were presented with a Friends of Charter School award. Finance committee is compiling a report to the parents about the budget and the financial direction of the school. This will help educate the parents about our schools financial future. Kelli discussed the Excel refinance. Excel would like this signed by the end of the year. Do

we want to add a prepayment/ penalty clause to the document? The BOD agrees not to rework the document. The anonymous family who may be helping RMAE refinance the Excel payment is not willing to do a longer payment schedule. The Preschool lease payment has remained the same since 07, they agreed that it would remain the same with a \$3,000 payment for repair/per year. They would like a 3 year commitment.

Motion: Jon made a motion to approve the budget/healthcare contract, Kelli seconded it.

Discussion: Bob wants us to investigate our insurance options. Dina believes that RMAE should take the Jeffco insurance this year.

Vote: 7-0, approved.

Motion: Christina G made a motion to approve the Preschool lease, Seth seconded it.

Discussion: None

Vote:7-0 approved.

- **RMAE Foundation:** No report
- **Annual Giving:** No report
- **Marketing:** Next meeting April 8, 1:30 about social media. They will have a report next month. They are also working on a parent SOS message for the board to review.
- **PTO:** 170 people attended the auction. PE paddle raise was 49.4K, 12k was raised for close the gap, intended use on principle not interest. PTO looking for members for the executive committee, please contact Anita Hansen.
- **Preschool:**See attached report.
- **Facilities/Tech:** See report. Several small repairs were made around the school- the outside sign, teachers lounge dishwasher. The committee will try to organize a parent work day to address other open issues. Drew Schneider talked about the field task force that he has put together, about 15 members. Requests made from the task force, 1) moral support from the BOD for a two-tiered, phased field construction plan 2) request for a ruling on sign acknowledgement for large financial contributors versus naming rights for the largest donation. The BOD unanimously gives its moral support. The Board feels that RMAE can acknowledge large financial contributors. Rocky Mountain Academy Community U10 Field can be used and paid for by community. Community field opens up insurance and parking issues. Projected field cost- grading- \$45,000. \$126,000 for the turf. A family has said they will commit \$40,000 to turf. The committee is looking for additional funding for the grading first. The BOD wants to make sure the funding is there BEFORE any work is done.
- **Director: See report.** The board reviewed hiring a grant writer and ok'd the \$1000 deposit for her work.
- **President:** JCLA drafted a letter to the Jeffco School Board about the apparent discrepancy in distribution of 3A funds and exclusion of Charter Schools in the secure front entry system funding. RMAE endorsed the letter. JCLA was scheduled to present this letter at the Jeffco School Board Meeting, 3/6/13.

Old Business:

- **Annual review of Staff Handbook and Parent Handbook-** see cyberbullying outline from Jeffco. May/June will be the final vote on the Handbook. Dan will have the first copy for the April meeting with highlighted areas of importance for the BOD to review.
- **BOD Election committee report on time-line per by-laws.** Seth has found several candidates who are willing to run. There are 6 available positions, including teacher rep.
- **Review, Discuss, and Update One Year Strategic Plan-** Table the discussion. Our goal is to

have a 3 year strat plan, right now we have the 18 month strat plan.

New Business:

- **Discuss and Approve 2012-13 Calendar-** All in-service days have been changed to full days instead of half days, so there are now 4 full days instead of 8 1/2 days. RMAE starts a week after district, August 26th instead of the 19th. Parent conferences will be 3 weeks before report cards come out. BOD would like to move the conferences next year to jibe with Presidents weekend.

Motion: Seth made a motion to accept the calendar with the exception of the winter conferences, Kelli seconded it.

Discussion: None.

Vote: 7-0 approved.

- **Board Training Modules-** tabled until April due to time constraints.
 - **#14 Board training module legal and policy issues**
 - **#16 Board Training module Board Officer Roles and Responsibilities**

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

- **Board Training Modules (#14,16)**
- **BOD election committee report on time-line per by-laws**
- **Schedule BOD election “Meet the Candidates” for April meeting**

Board Comment: Christina Griggs wanted the BOD to know that she was embarrassed to serve on the Board because she felt not enough was done for people who can't afford the auction. Several members on the Board strongly disagreed, argument ensued.

Next Meeting - April 11, 2013

Adjournment-9:27pm

Financial Report

Rocky Mtn Academy of Evergreen one day count Notes
 Monthly Cash Flow Analysis 390.0
 2013-2014
 Budgeted Annual Total

CA020 Student Activity Fund

REVENUES

CARRY FORWARD FOR 12-13 450,000

restricted grant monies (15,000) Paid into US bank

Bond reserve

TABOR (85,434) (85,434)

Construction Finance Reimbursemet 0 0

401000 Commissions/Profits

401300 Vending Machines 0 0

409000 Sales-Fund Raising ??? 0 0

419000 Other Revenue 0 0
 433000 State Revenue - Capital Construction 31,200 Not solid number
 450000 Transfers - PPR Used \$6300.00 2,457,000 Current estimation is \$6400.00
 Mill Levy override \$247.00 96,330
 Capital Reserve/Insurance reserve
 450000 Special Ed Revenue Count 30 @ 1250 37,500 State is saying \$2138.06 per identified
 ECEA Funding
 TIER B additionally 0 Not showing on district form
 451000 Fees/Dues 95,000
 455000 Tuition from Individuals 235,000
 456000 Tuition-Extended Day Kdgn 24 @ \$380.00 x 9 82,080
 474000 Transportation/Field Trips 50,000
 481000 Concession Revenue
 482000 Resale Revenue
 498000 Donations 0 See bottom of page
 498100 Sponsorship Revenue 2,000
 499000 Miscellaneous - RMAE 2,000
 499000 Miscellaneous - Preschool 500
 950500 Mandatory Transfers (33,836)
 TOTAL REVENUE 3,404,339
 Expenses:
 Salaries 1,609,995 2% increase from 12-13
 Benefits 392,544
 Substitutes/stipends 22,000
 TOTAL SALARY/BENEFITS 2,024,539 0

CA020 Student Activity Fund
 701000 Mileage And Travel 1,400
 702000 Employee Training & Conf 0 PTO 12000
 704000 Orientaion/ inserv-wksp 0 PTO 500
 708000 Verification/Finger prints 250
 710000 Meals/Refreshments 0 PTO 1000
 713000 Student Transportation 50,000
 721000 Legal Fees 700
 723000 Printing 300
 731000 Contracted Services 50,000
 741000 Refuse & Dump Fees
 742000 Building Rental
 Excel Academy Payment: 6/30/2015 60,000
 Free Horizon Payment: 6/30/2011 0
 Preschool Rent 30,000
 Deaf School: 6/30/2010 0
 Other Building Rental 2,400
 Total
 Bond A 418,474 Principal and interest
 Bond B 65,000
 743000 Equipment Rental 250
 745000 Contract Maint/Eq Repair 1,000

745500 Technology Services Tech request submitted total \$8805.00
 747000 Software Purch/Lease 0
 752000 Marketing - Advertising 500
 760000 Telephone/Pagers/Modems 0
 761000 Propane 0
 764000 Electricity/Gas 17,000
 765000 Voice Communication Line 12,000
 766000 Water & Sanitation - 5,000
 768000 Postage 1,500
 769000 Permits/Licenses/Fees 10,800 Audit \$5000.00, Std & Poor \$3000.00, CLCS \$1800.00, misc \$1500.00
 770000 Risk Management Charges 12,000
 770800 Unemployment Comp in 5,000
 781000 Principal paid:
 785000 Interest paid:
 950000 Transfers - One day count 343,200 showing no change from 12-13
 Central Admin 54,054 \$142.69 (2.2%)
 Purchase Services 68,796 \$181.70 (2.8%)
 Risk/Liability
 Special Ed \$370 per student 144,300
 English 2nd language 115.00 per student 44,850
 Student health 80 per student 31,200

PURCHASE SERVICES 1,086,774

804000 Fund Raising 0
 805000 Materials/Supplies-Other 0
 806000 Materials and Resale Supplies
 810000 Office Material/Supplies 5,000
 812000 Clinic Supplies/Material 300
 814000 Custodial Supplies 4,000
 820000 Instructional Material/S 0 \$32000 from PTO the writing program that was requested of \$7000 was declined.
 822000 Textbooks 0
 Library 0
 Consumables 0
 Specials 0
 823000 Copier Usage 12x815.00 20,000
 826000 Graduation 0 PTO 500
 852000 Fuel Expense (not to be use for personal use) 0
 880000 Purchased Food
 885000 Miscellaneous Expense 2,250
 889000 Consumable Supplies 0
 885000 Reserve Exp - Gift From the Heart
 885000 Reserve Exp - Silent Auction
 MATERIALS AND SUPPLIES 31,550

930000 Building Improvements

CAPITAL OUTLAY 0
TOTAL REVENUES 3,404,339
TOTAL EXPENSES (3,142,863) This is what needs to be lowered.
CUMMULATIVE CASH FLOW 261,477
Add TABOR and Reserve back in (85,434)
TOTAL 346,911
Need to meet covennts 235,715
Donations 150,000 \$50K PTO Auction, \$50k Foundation \$50K annual giving
amount short/over 111,196 This is not showing roll over money.

RMAE Field Task Force Meeting Minutes

Members Present: Aaron Hansen, Tim Lane, Christine Schoen, Dan Cohen, Dina Walton, Drew Schneider, Henry Aiyenero, Janet Gibson, Mark Footer, Mark Petri, Ross Fowler, Sean Frey, Steve Campbell, Bernie Weingardt, Marie Lynch, Jackie Mohr, Tami Courtney

Discussed the desire to have a multi use field for the school –

- PE program usage
- Recreational and club sport usage such as soccer, lacrosse, baseball, football
- Potential income from outside organization within the Evergreen area
- Some would really like to see grading and/or field starting Spring Break, Many would like to have grading and/or turf field by beginning of next school year

Discussed potential push back from some parents/teachers with expected budget shortfalls, desire to focus resources on academic areas of school (see notes below under Money Raised and Fund Raising)

Discussed field options –

- All agreed that artificial turf was goal, not real turf (maintenance and care expenses).
- Most preferred that infill free artificial turf be used (to avoid rubber fill being tracked into school, home, etc. and reduced maintenance costs of artificial turf)
- Prior input was for a U10 (40 yard x 60 yard) field, with 5' border which would allow most usage for largest size that would fit on site
- Discussed ensuring field location, size, access, etc. was congruent with site plan and long term master plan
- Discussed briefly thought of future field house over field for year round usage – will revisit following initial attempt to secure grant for turf field

Discussed costs –

- Typical artificial turf costs for new (\$1.50 - \$3.00/sq ft), used (\$0.75/sq ft)
- Preliminary plans have been bid and turf ready grading (including earth moving, compaction, proper slope for drainage, 6" crusher fines cap over field surface, and erosion control measures) costs are at \$45,000.
- Preliminary bids for turf requiring infill were \$106,000 (June 2012), and \$78,000 (Feb 2013).
- Preliminary bid for infill free turf \$126,000 (Feb 2013)
- All turf bids were for permanent Soccer/Lacrosse stripping, hot melt glue seaming, metal roll-

top edging, installation labor.

- Turf maintenance costs include periodic brooming with machine (\$5k to \$7k costs) or may be able to subcontract or rent as necessary (less important with infill free field)
- Not Discussed – completed grading plan costs for field \$1,500
- Discussed need for fencing at field ends to contain balls
- Discussed field accessories such as goals, benches, possible storage unit – included in paddle raise proceeds for equipment

Discussed money raised –

- RMAE paddle raise total unavailable still. Unofficial total at approximately \$46,000

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RMAE Field Task Force Meeting Minutes

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RMAE paddle raise was specifically ear-marked for Athletic equipment/PE supplies and Athletic field (typical for paddle raise proceeds)

RMAE paddle raise expected to be split between equipment and field

Discussed private donation from Steve Campbell and family for “field turf” - \$40,000

Discussed possible other private donations, possibly contingent on naming rights or simple acknowledgement? (See comments under Action Item #5)

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Discussed possible grants –

- Most grants apply to new fields only
- Great Outdoor Colorado? – GOCO grant, March 7th and August 26th deadline cycles for larger amount - \$300k, offer smaller grant opportunities as well
- Colorado Youth Soccer Association - \$25k
- US Soccer Federation - \$25k
- Rapids - \$10-\$15k
- Other clubs and associations should be researched
- Discussed prior failed grant submittals
- Having matching funds is critical – such as 30% total including in-kind, 10% cash
- Having professional association or special district (such as ERPD) sponsorship is critical
- Our current paddle raise cash and private donation huge boost for grant potential

Discussed grant sponsorship –

- ERPD district would most likely be willing to sponsor field project, but would require board review and vote

Discussed fund raising –

- Discussed fund raising such as buying one square foot or one square yard for associated cost
- Discussed putting fund raising proceeds toward paying off debt, teacher salaries, or other needs if possible
- Discussed saving fund raising as an option if grants or private donations fail to meet total required amount for turf field

Discussed next steps

- Option 1 – Apply for grants immediately, look to secure final funding for turf ready field grading, initiate grading, install turf upon receipt of grant
- Option 2 – Apply for grants immediately, look to secure final funding for turf ready field grading, initiate grading, use dirt field until fund comes available for turf, continue to apply for grants
- Option 3 – Apply for grants immediately, unable to secure additional field grading funding, proceed with partial field grading with proceeds from paddle raise, continue to apply for grants and/or look to additional private donations to complete grading for turf ready field

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RMAE Field Task Force Meeting Minutes

ACTION ITEMS:

1. Janet Gibson to review GOCO grant application and feasibility of meeting March 7th deadline with assistance from Mark Footer, Jackie Mohr, Tami Courtney. Will send out requests for items as needed if feasible.
2. Janet Gibson to look into other grant opportunities with assistance from Ross Fowler, Henry Aiyenero, Mark Footer, Jackie Mohr, and Tami Courtney
3. Mark Footer to solicit input on letter of support from EPRD
4. Drew Schneider to coordinate finalizing field grading plan for grant submission and permit submission with assistance from Aaron Hansen, Sean Frey, Mark Petri, and field design review by Ross Fowler, Henry Aiyenero, and Steve Campbell
5. Dina Walton and Dan Cohen to approach RMAE board during next board meeting March 7th on official ruling of naming rights versus acknowledging sponsorship of field or other school facilities

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cyber bullying

- f. Statistics on teenage use of the Internet. Id. at 951.
- g. "I believe the majority has unwisely tipped the balance struck by Tinker, Fraser, Kuhlmez'er, and Morse, thereby jeopardizing schools' ability to maintain an orderly learning environment While

protecting teachers and school officials against harmful attacks.”
la’. at 952.

f/

VII. @Mí Statutes On Bullying Include “Cyberbullying”

2011 Amendment to “Safe School Plan” added language on “cyberbullying”

1. “Bullying’ means any Written or Verbal expression, or physical or O

electronic act or gesture, or a pattern thereof, that is intended to coerce, d
intimidate, or cause any physical, mental, or emotional harm to any student.” C.R.S. § 22-32-109.l(l)(b)
(emphasis added).

any right guaranteed to any person by the amendment to the United

States constitution or to prevent the expression of any religious, political,
or philosophical Views.” Id.

Bullying Prevention and Education Is Mandatory for All Charter Schools

I. C.R.S. § 16 (bullying policies required for district charter

schools)

2. C.R.S. § 22-30.5521 (same for CSI charter schools)

VIII. Suggested Policy Language

@II

Bullying is prohibited against any student for any reason. Bullying means any
Written or Verbal expression, or physical or electronic act or gesture, or a pattern
thereof, that is intended to coerce, intimidate, or cause any physical, mental, or
emotional harm to any student. Bullying is prohibited on school property, at
school-sanctioned events, When students are being _transported to or from school
or a school-sanctioned event, and off-campus when it is reasonably foreseeable
that the bullying Conduct may cause a substantial disruption in the educational
mission of the school or interfere With the ability of other school students to learn
or be secure.

2013 Colorado Charter Schools Conference

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This Contract for Services (the "Contract") is entered into by Rocky Mountain Academy of Evergreen (hereinafter "RMAE"), and Phyllis Adams, P.O. Box 1271, Idaho Springs, CO 80452 (hereinafter "Contractor"), in Evergreen, Colorado on the date specified below.

Whereas, RMAE desires to identify sources of grant funding for a variety of purposes; and

Whereas, RMAE desires to apply for and receive funding from said sources; and

Whereas, Contractor has the necessary skills and experience to assist RMAE in those endeavors;
and

Whereas, Contractor has submitted a proposal to provide such services.

Now, therefore, in consideration of the following promises, terms and conditions, RMAE and Contractor agree as follows:

1. RMAE does retain the Contractor, and Contractor does agree to undertake and perform services as outlined in this Contract.
2. The scope of work and functions to be performed by the Contractor are as follows:
 - a. Investigate and identify potential grant sources for the benefit of RMAE;
 - b. Submit grant applications as appropriate according to funders' deadlines on behalf of RMAE;
 - c. Serve as grant contact/grant administrator for all grants awarded;
 - d. Complete and timely submit all required reports for grants awarded; and
 - e. Maintain contact with designated RMAE staff.
3. The term of this Contract shall begin on the date of endorsement, and continue until terminated as provided below.
4. Contractor will perform the services in cooperation with RMAE, under the general direction of the School Administrator.
5. RMAE shall pay Contractor a one-time fee of \$1,000 within 60 days of Contract endorsement in compensation for Contractor's initial efforts in preparation to complete the work and services provided by this Contract.
6. Thereafter, RMAE shall pay Contractor for all work and services provided by Contractor under this Contract at the rate of 5% of each grant award within 30 days a receipt of awarded funds. However, there shall be a minimum payment of \$100 paid to Contractor for each grant award. These rates shall not change without written modification of this Contract executed by both parties.
7. There is no limit to the number of grant applications Contractor may prepare and submit on behalf of RMAE and, therefore, no limit to the number of grant awards for which Contractor may receive payment.
8. Contractor shall submit no application without the prior consent of RMAE.
9. Contractor shall maintain contemporaneous and complete documentation of all tasks performed.
10. RMAE will provide all necessary assistance, information and/or documentation to Contractor as Contractor may require in the course of completion of the work.
11. All reports, materials, drafts and other products produced or obtained by Contractor while performing work under this Contract shall become and be the property of RMAE upon grant closure and receipt of payment by Contractor.
12. Contractor shall use her best efforts to perform all work in a timely and professional manner and will use that level of care and skill ordinarily exercised by persons performing similar functions.
13. This Contract is not assignable.
14. The scope of services to be provided by Contractor under this Contract shall not be expanded absent a

written modification of this Contract executed by both parties. RMAE shall at all times have the authority to make minor changes in the work not involving extra time or cost, and not inconsistent with the purpose of the work.

15. It is expressly acknowledged and understood by the parties that nothing contained in this Contract shall result in or be construed as establishing an employer-employee relationship. The relationship created hereby is strictly that of client-independent contractor for all purposes. Contractor is not entitled to workers compensation benefits or any other personnel benefit, and shall pay all federal and state income tax due on any payments under this Contract.

16. Contractor hereby acknowledges and assumes all risks in the operation of its business and shall defend and hold RMAE harmless from any and all claims that may arise from the acts, errors or omissions of Contractor in performing under this Contract.

17. Contractor certifies that she shall comply with the provisions of CRS 8-17.5-101 *et seq.*, as may be amended from time to time. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract or enter into a contract with a subcontractor that fails to certify to Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor represents, warrants and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, and (ii) otherwise shall comply with the requirements of CRS 8-17.5-102 by the Colorado Department of Labor and Employment. Failure to comply with any requirement of this provision or CRS 8-17.5-101 *et seq.* shall be cause for termination for breach and Contractor shall be liable for actual and consequential damages.

18. Contractor, a natural person eighteen (18) years of age or older, hereby swears or affirms under penalty of perjury that she (i) is a citizen or otherwise lawfully present in the United States pursuant to federal, and (ii) shall comply with the provisions of CRS 24-76.5-101 *et seq.*, and (iii) shall produce one form of identification required by CRS 24-76.5-103 prior to the effective date of this Contract.

19. Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. 8-17.5-102(5)(a) to ensure that Contractor is complying with the terms of this Agreement

20. Either party may terminate this Contract within its sole discretion upon written notice to the other, which notice shall be effective upon mailing. In such event, RMAE and Contractor may negotiate partial payment to Contractor for all services performed and work products delivered through the date of termination.

21. Acceptance by Contractor of payment under this Contract for an individual grant award shall constitute full and complete satisfaction of RMAE's payment obligation for that grant award and shall fully release RMAE from any and all claims Contractor has, or may have against RMAE arising from Contractor's performance under this Contract with respect to that grant award.

22. Notices required under this Contract shall be in writing and shall be deemed to have been given when personally delivered or when deposited in the United States Postal Service, certified, return receipt requested, postage prepaid, to each party at the following address:

RMAE

Rocky Mountain Academy of Evergreen
Dan Cohen, Administrator
2959 Royale Elk Way
Evergreen CO 80439

CONTRACTOR

Phyllis Adams
PO Box 1271
Idaho Springs CO 80452

21. This Contract represents the complete agreement between the parties.

By authorized signatures below, the parties accept and agree to the terms and conditions set forth

above.

ROCKY MOUNTAIN ACADEMY
OF EVERGREEN

CONTRACTOR

By: _____

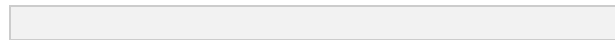
By: _____

Date: _____

Date: _____

Phyllis Adams
Post Office Box 1271

Idaho Springs, CO 80452-1271



February 27, 2013

Dan Cohen, Administrator
Rocky Mountain Academy of Evergreen
2959 Royale Elk Way
Evergreen CO 80439

Dan,

As requested, I am providing a sort of combination resume/proposal with a view to taking on the challenge of writing grant applications for RMAE. I am also providing a draft of my standard contract for consideration.

I have never written a grant application for a school but I have found the basics of this type of writing varies little from one applicant to another. One key to composing an effective grant application is to be passionate about the request. To that end, I will want to become immersed in RMAE and understand its culture, its mission and its challenges.

The initial period of time I will have to spend gathering information about RMAE and putting together the basic information required in all grant applications will be significant as I will begin with only the most rudimentary level of understanding. Therefore, I will need to be reimbursed for my time. The one-time fee will be \$1,000.

Thereafter, I propose my fee to be 5% of any grant award. Since foundations and other funding agencies all have some sort of reporting and management requirement, it is both expected and customary that such fees

be included in the budget that is also part of each application.

Your Board of Directors may wish to know a little more about my background. I have lived in Colorado since 1981, always in Idaho Springs. My professional background is diverse but is primarily in municipal government; I have served as City Clerk in Idaho Springs and as Town Clerk in Georgetown. I am currently a member of the Idaho Springs City Council. I and am involved with the Upper Clear Creek Watershed Association, sit on the Board of the Clear Creek Economic Development Corporation, chair the Idaho Springs Historic Sites and Facilities Committee and am a member of Project Support and the Historical Society of Idaho Springs. I planned and organized the year-long Idaho Springs celebration of the 150th Gold Rush Anniversary in 2009. I am currently under contract to the Clear Creek County Library District, managing the interior restoration of our 1904 Carnegie Library in Idaho Springs, a \$1.3 million project for which I obtained several grants. I am also an aspiring author.

For the Board's further information in considering this proposal, I have had success in obtaining grant funding from the State Historic Fund, Gates Family Foundation, Boettcher Foundation, Edmund T. and Eleanor Quick Foundation, El Pomar and the Freeport MacMoRan Foundation. These successes helped fund the 2010 exterior restoration of the Idaho Springs Public Library, the 2012 restoration of the Bryan Hose House in Idaho Springs and the current interior renovation of the Idaho Springs Public Library. Funding has also been obtained for the structural assessment of Project Support Senior Center in Idaho Springs, Idaho Springs City Hall, two other city-owned properties and the John Tomay Memorial Library in Georgetown.

I enjoy my work with grants and believe my skills and experience can benefit RMAE. Grant application writing is not difficult but it requires attention to detail and a touch of creativity. It may seem unreasonable to hire someone to do what appears to be a simple task but the work calls for a specific skill set that not everyone has. I do.

I look forward to hearing from you after the next Board of Directors meeting.

Thank you for your interest and consideration.

Phyllis Adams

draft contract attached

The Preschool at RMAE Monthly Update to the RMAE BOD

For the month of February 2013

By: Debbie Caruso

1 – How many families have enrolled in the preschool for the 2013-2014 school year?

To date, 44 families have enrolled their child/children in the preschool. Currently we have 30.2 FTE's. 44 FTE's will be 100% enrollment. This is approximately \$202,189.00 revenue. In addition, approximately \$3,000.00 has been collected for enrollment application fees.

2 – How many families have visited the preschool since enrollment began in January?

We have given approximately 25 tours since January. Most families said they learned about the preschool from a google search, and Kate has sent several families who enrolled their child at RMAE. Our website has played a big role in advertising the preschool. You may also see an occasional red sign around town advertising the preschool.

3 – Special Events at the Preschool

1. The Butterfly Pavilion will be visiting the preschool on March 12th and March 13th. The children will listen to a story about Miss Muffet and get to hold Rosie the tarantula, and the second visit will teach the children about all the different insects that roam our earth.
2. Mrs. Moritz has invited the preschool children to come on the 21st of March to watch a pre-show of the 4th-5th graders performance of "We Haz Jazz."

4 - What are some improvements made at the preschool?

In an effort to improve on communication throughout our preschool community, the preschool is using the website to send updates, classroom news, and everyone is using one calendar. The teachers have all been trained and have been doing a great job with their part. Our parents have done an amazing job with going to the website for updates and general information. Each teacher has been given responsibility for their classroom, and Stephanie and I manage the preschool updates and preschool and staff calendars. Our efforts have been received very positively!

5 – Preschool Contract

Dina and I met with Alan Rubin and Carrie Urban last Wednesday to negotiate the new contract. Dina will go over the results with you at this meeting.

Sincerely,

Debbie Caruso

Director's Report

- I would like guidance / advice regarding the following 2 timely items:
 - Donor Recognition - Naming We have 2 opportunities to receive gifts totaling 65K toward a soccer / multi field. Both seek some form of recognition - naming. As a school, we need to consider this practice immediately, for reasons beyond the field, such as building names, fence signs, flags, rooms (tech / art / music), etc.
 - Professional Grant Writer We have the opportunity to enroll a grant writer who would take a negotiable percentage and charge a negotiable start-up / research fee. I remind all that, as a school, we have an absolutely spotless record when it comes to winning grants - as in not a one. Resume and draft contract attached.

Attached:

1. Proposed Grant Writer's proposal and resume

President's Report

- JCLA drafted a letter to the JeffCo School Board about the apparent discrepancy in distribution of 3A

funds and exclusion of Charter Schools in secure front entry system funding. RMAE endorsed this letter.
JCLA was scheduled to present this letter at the the JeffCo School Board Meeting, 3-6-13.