

Board of Directors Meeting Minutes

Meeting Date: 11 April 2013

Document Revision:

Document Approval: 2 May 2013

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Meeting Location: RMAE Administration School Building- Spanish Classroom

Meeting Called to order at: 6:34

Board members in attendance:

Ned Parker- President

Seth Anderson- Vice President

Kristen LaJoy- Secretary

Kelli Anderson- Treasurer

Bob Fiore, Christine Reidlin Dan Cohen- Director (non-voting), Dina Walton,

Others in attendance: Thomas Seybold, Aaron Lessig, Drew Schneider, Dana Price, Gina Coco, Kirsten Hennessy, Tim Lane, James Price, Ross Fowler, Henri Aiyenero

- 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 3/9/13

Motion: Kelli Anderson made the motion to accept the minutes and Seth seconded it.

Discussion: None

Vote: 6-0 to accept the minutes

Committee Reports:

- **AAA:** See report below. Ned read the report to the BOD:

The teachers are going to give year-end diagnostic tests (from our math program) to the current 5th, 6th and 7th graders the last week of April. The test results will be a part of the body of evidence that the teachers will use to determine the math levels that will need to be taught next year in middle school.

AAA is sending out a letter to all parents about our accomplishments this year: Math -

leveling and math taught every day in MS next year; Writing Program - the program that AAA recommended to the Board was not approved due to spending priorities; the NWEA was selected as the national assessment program the school is going to use. We continue to review the writing program, training and mentoring. This is critical to the school.

Survey: we have made minor changes to the School Survey and will be available to the school community soon. We will get back to you on the results.

We would like to have the Board put in the budget for next year the cost of using 1 bus for the day to bus all 6th and 7th grade girls to GSTEM - Girls Exploring Science, Technology, Engineering and Math. This is sponsored every year by the Society of Women Engineers, Colorado Chapter. This year we were unable to go as a school because the cost of a bus was not in the budget.

Gina Coco discussed the exit surveys for the 8th graders and then the high school seniors. The AAA committee would like to put the survey out electronically on survey monkey. Ned has received several surveys but he was concerned because they had names on them. He would be willing to enter the answers on an excel spreadsheet to keep the anonymity. Dan is concerned with the high school readiness survey because it is a Director strategic plan requirement. Ned thinks it's fine for AAA to conduct the survey and report back. The mentor/stipend program is being discussed in AAA. It will be used to keep continuity with the programs. AAA would like the cost of a bus to be added in the budget for next year so that we may send a group of girls to the GSTEM. Bob would like the Board to support GSTEM. We need to find the money for the program. Dan discussed why girls were not sent this year but would like to see an entire grade of girls go. AAA discussed the identification of GT. Boys are less identified than girls. AAA is discussing different testing.

- **Financial:** See report. Kelli sent out the month to month for February and March. Income still needs to be collected and posted from PTO auction payment and field trips. The PPR is \$6301. That changes the total revenue from PPR from \$2299700 to \$2375409. Dina reported on the S&P meeting. It went well. We don't feel like there will be any changes. Dina updated us on the school finance act. It is NOT charter school friendly. Districts must share levy funds equally is part of the bill that was excluded, which could hurt RMAE. The Bill is also proposing to get rid of the single day count. Look at the charter school league website to keep updated on the updates on the proposed Bill. Dina would like the Board members to keep up to speed. There are some major funding changes to SPED and English as a second language. Kelli A said our charter renewal is up 2015. It needs to be worked on this summer. The Board needs to put together a committee to work on it over the summer. Dina has the soft copy in the office. We will work on that after the BOD election. Contracts went out to teachers, aides go out next week. Due to the new healthcare law, part time employees will be now have hours cut from 35 to 30 hours/week. Jason and Dina will be working on a facilities list for the summer.

- **RMAE Foundation:** None
- **Annual Giving:** None

- **Marketing:** Kelli said the marketing committee is still working on the website. The preschool is using the same website as the main campus. We are looking for corporate sponsors for the website. They are looking at building community presence and sponsorship through the Chamber of Commerce. Marketing is working on social media, i.e. facebook. They are working on the SOS letter to the parents, Kelli passed out a copy. This is not an ask. It is informative. Dina would like to see “purchased services” instead of “fees” on the graph. Seth would like to see the donations put on the graph. Bob agrees with adding donations to the graph. Christine R thinks this graph might scare parents. Dan would like to **not** have an ask after this goes out. It is simply informative. Mail/friday folder, both?
- **PTO:** See report. No final auction numbers yet. Leslee Pardo wants the money raised at the auction for debt reduction to go directly to pay off the principle, not interest. Dina would like her to call to get it going. The PTO meeting was rescheduled due to the snow day. There are no surplus funds in PTO, all requests are being tuned down at this point due to lack of funds. The PTO website is being worked on to be compatible with the main school. PTO positions available. Movie night 5/10.
- **Preschool:** No report.
- **Facilities/Tech:** Ned discussed how the Board should designate the soccer field group. The board recognizes them as a sub-committee of Facilities/Tech.
 - The **Field Committee** is now recognized as a task force, under Facilities/Tech.
 - Field Committee Update: Tim Lane and Drew Schneider presented at BOD Meeting April 11th and covered the following: (see hard copy powerpoint)

Please note: The RMAE site development plan, approved by JeffCo, allows for a soccer field.

Complete description of Project Phases and details of work within each phase (see hard copy of powerpoint)

- Phase 1A = Grading to prep site for turf, landscaping and fence.(U10 field)
- Phase 1B = Turf installation and final finishing of area.(drainage)
- Review of cost estimates for each Phase.
- Presentation of available contractor bids (provided as they arrive)
- Review of funding to pay for the project (see hard copy)
- Current funds on hand to date (see hard copy)
- Expected Funds pending BOD action or action by others.
- Potential Funds via Grants, other sources.
- The Field committee has also proposed several alternatives to mitigate traffic and parking impact on Royale Elk Way.

The Field Committee has drafted a letter to be sent to interested donors to firm up financial commitments. This has been reviewed by the Field Committee and the Foundation, but is of interest to the BOD and school administration.

Summary/selected comments:

The foundation holds the same position as the board, and does not directly support fund raising for the fields. We will act as bankers.

The foundation board would not want this letter to be from or signed by the foundation.

The BOD is concerned that we are asking parents for soccer field money when the school has many other expenses to cover (overhead, salaries, etc.). An SOS (Save our School) letter to parents is being prepared and will be sent within the next few weeks

RMAE BOD also has concerns about unauthorized after-hour use of any such field. Also discussed:

Potential positives of this fundraising effort: Getting families engaged or re-engaged in the school and used to opening their wallets again MAY encourage some of them to give to the school going forward. Other upsides include proof of the ability to raise money for matching funds projects going forward for our grant writer. Yet another large scale project successfully managed and completed by the school again good for our grant writer. If they get a large matching grant from the soccer people or from EPRD that will show community support and grant stuff for our grant writer.

PTO has earmarked money which must be used for a field. Bob feels that we have to take advantage of the money we have. The money can not be used for anything else, so we should proceed. Seth would like to make sure everything is place before we give approval.

So, money was donated specifically for this project and the completion is planned in phases. If there isn't enough money to finish both phases, shouldn't the soccer committee secure grants, outside donors, etc. before proceeding?

This project shows the need to coordinate between PTO- the board- school admin- and the foundation in a way which has not been happening.

Motion: Ned made a motion to approve phase 1A. The Board is giving it's commitment to support the field in 2 phases, and has giving its authorization to collect bids and permits towards the execution on phase 1A with the contract to be signed at a future date, after Board examination and approval. Bob seconded it.

Discussion: none.

Vote: 6-0

Upon the motion for Board support on phase 1A, Henri A, acting as an agent for an anonymous donor, gave a written intention for \$50,000.00 toward the field project.

- **Director: See report.** April 29-May 3 is Registration week. Dan wants the Board to look at SB10-191. It's the bill that mandates public schools incorporate a certain amount into their teacher evaluations that's based on some standardized assessment.(NWEA for us next year) This will be used in the charter renewal document.
- **President:** See report.

Old Business:

- **Annual review of Staff Handbook and Parent Handbook-** Please look at the family handbook draft. Dan will have this at next month's meeting. HR committee will review it first. Dan would like the Board to review the cyberbullying policy. Ned questioned the tuck/no tuck shirt policy. The policy decision was explained.
- **BOD Election committee report on time-line per by-laws.** - Seth has 6 candidates, all candidates will be part of the BOD (Jamie Price, Tom Seybold, Aaron Lessig, Dana Price, Drew Schneider, Ned Parker) Can a parent be a community rep? See letters of intent submitted. BOD members that will be leaving: Jon Tesseo, Kelli Anderson, Kristen LaJoy, Christine Reidlin, Dianne Sudmalis

Motion: Ned made a motion to revoke Christina from the Board due to poor attendance, Seth seconded it.

Discussion: none

Vote: 7-0 approval

Motion: Ned made the motion to appoint four parents in 2 year year terms, one parent to a 1 year term to replace Christina, and one parent to a 1 year interim community rep. position, with the understanding that if RMAE found a community rep that Seth would step down and the parent would step into his role Bob seconded it.

Discussion: None

Vote: 7-0, approval

New Business:

- **Distribute Annual Board Self evaluations, to be discussed in May-**Must be done 4/26/13
- **Distribute Annual Director Evaluations to be discussed in May-** Must be done by 4/26/13
- **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**

- **#17 Board Training module Professional Development & Training**
- **#18 Board Training module Strategic Planning**

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

- **Board Training Modules (#7,#8)**
- **Final approval of Staff and Parent Handbook for following school year**
- **Complete Board and Director Evaluations**

Board Comment: none

Next Meeting - May 2, 2013

Adjournment- 9:36