

# Board of Directors Meeting Minutes

Meeting Date: June 20, 2013

Document Revision: July 8, 2013

Document Approval: July 11, 2013

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**Meeting Date: June 20, 2013**

**Meeting Location:** The LaJoys, 29191 Hidden Village Dr., Evergreen, CO

**Meeting Called to order at:** 6:53

**Board members in attendance:**

Ned Parker- President

Kristen LaJoy- Secretary

Kelli Anderson- Treasurer

Dan Cohen- Director (non-voting),

**Others in attendance:** Aaron Lessig, Tom Seybold, Bob Fiore, Diane Sudmalis, Dana Price, Jaime Price, Christine Reidlin (7:05)

- 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 May 2, 2013  
**Motion:** Ned made the motion to accept the minutes, Bob seconded it.  
**Discussion:** None  
**Vote:** 5-0, approval

**Committee Reports:**

- **AAA:** No report. Marcie Taylor has moved from Co-Chair to the Community Rep. position since both her children will no longer be attending RMAE. Nancy Fiore will be continuing on as Chair until AAA holds elections in October.
- **Financial:** See attachments. There are lots of gaps in the April/May financials. Kelli said the June financials will be more complete due to the bond numbers that will be reconciled and the payroll numbers that will be complete. The finance committee sent out a survey comparing salaries to other charters our size, not just the district. We come in low, about

\$3,000 less than other charters. This survey was done due to numerous complaints about salary. See attached document. Previous comparisons have been made using other surveys, each with their own strengths, weaknesses, sample sizes, and voluntary responses. The conclusions have been consistent though the magnitude of pay discrepancy may vary. The recurring question the BOD faces is, how can RMAE keep quality teachers with such low pay??

- **RMAE Foundation:** No Report. The Foundation will start coming to the BOD meetings, along with the grant writer.
- **Annual Giving:** No report.
- **Marketing:** Kelli reported that Dana Price will head up the Marketing committee. They discussed Alum and contacting them. AAA updated the exit survey, through Survey Monkey, which will directly affect the Alumni committee. Dana wanted to know what happens with the exit survey. Ned has started to classify the answers in a spreadsheet. Kelli said that we need a database for the school, so Tammy from the Foundation will start putting together a solid database. During the last meeting, Dan went over the Tech positions for next year. There will be 2 people. One for teaching and one for administration. The website is being turned over to the administration instead of a parent. Bob suggested a similar dashboard for all committees during the website update. Kelli said they are setting up an event calendar to get our name out into the community. One of the goals for marketing is to get all the committees to attend the board meeting so as not to overlap and create more meetings. Dana explained the new Mentor program to start the new year. Older families in the school will be assigned to new families to guide them through the process. BOD brainstormed on how to get more families to volunteer and pay fees.
- **PTO:** Anita Hanson will be taking over as PTO president starting July 1, 2013. VP of fundraising and VP of membership positions are still open. There is 13K in the PTO treasury earmarked for debt reduction. The bondholder (Bond B) will only take payments in increments of \$5,000. All information in the current volunteer hours database has been lost and cannot be recovered. Tonje Williams, our VP of Volunteers, is working to get another system setup. BINGO is on hiatus. A survey has been created to send out to our parents later this summer to determine whether there is enough interest and commitment to continue BINGO. Bob pointed out that BINGO is one of the only fundraisers that doesn't draw money from the RMAE community. He also pointed out there is well documented information published and available to run an excellent volunteer program. RMAE doesn't have to invent one. Our students logged 3,460 volunteer hours working on more than 23 projects with over 20 organizations on Community Service Day.
- **Preschool:** No report.
- **Facilities/Tech:** A son of one of our staff is pursuing his Eagle Scout badge and would like to support RMAE with his community service project. The Facilities group brainstormed several project ideas to help direct this effort. Leading candidates are a shield/ surround for the dumpster and tables to be placed outside near the cafeteria.

- **Director:** See reports. Enrollment, New Staff, CDE Title II Application Process.
- **President:** Some board positions are open, we are still looking for a community rep. Seth is looking to possibly be replaced.

#### **Old Business:**

- **Field Committee Update-** We received our first round of comments from the County. The bulk of the concerns were grading within the Buffer along the west lot line, and drainage with respect to our existing drainage improvements. Interestingly, the County is focusing mainly on the original plat for the buffer, not our Site Development Plan which shows buffer on the west and north lot lines.

A small TF group met to discuss the field sizing, turf brand and field sizing. We have a brand of turf selected that does not show the rubber infill, drains very well, is well suited for a soccer field, and has a very good installed price.

We met with the County to discuss our redlines, and everything seems workable. I think we have a good plan to narrow the field and shift all grading out of the west buffer.

We have a backhoe and Geotech Engineer scheduled for Monday (6-17-13) to review the soil profile and provide a report on steepness of native cuts, soil compaction requirements and drainage classification, etc.

We plan on having comments back to John Tompkins this week to revise the plan, and create a reply to the County to their comments.

Following obtaining the revised plans back late this week or next which will be resubmitted to the County, we will obtain new earthwork bids for the Board to review.

We are working on a \$10,000 State grant due in June for use of recycled infill rubber.

It seems that if all goes well, we should have a permit secured, and bids ready for review by the July meeting.

- **Final Approval of Staff and Parent Handbooks for Following School Year-**
  - **Motion:** Kelli made the motion to approve to the handbook, Bob seconded it.
  - **Discussion:** none
  - **Vote:** 5-0, approval

#### **Board Evaluations-**

##### **Summary of 2012-13 Board Self-Assessment**

##### **The Board response was consistently negative for these topics:**

- 3. Board members understand the vision and mission and can articulate how the vision and mission are implemented throughout the school and curriculum program.
- 11. The Board dashboard is effective and contains sufficient information for the board to monitor progress on school goals and areas for improvement.
- 17. The Board has a plan for tracking legislative changes and informing stakeholders

about changes.

- 28. The Board has developed a hiring process (or succession plans) to guide the search and hire of a school administrator.
- 36. The Board networks with external stakeholders for improvement, opportunity, and advancement of the school.
- **The Board response was generally negative, but with a high diversity of opinion for these topics:**
- 26. The Board uses data for decision-making and when monitoring progress toward accomplishing goals.
- 35. The Board evaluates the effectiveness of committees and improvements are made.
- 37. The Board establishes strong, positive relationships with administration, staff, faculty, parents and students.
- **The Board response showed a high diversity of opinion for these topics:**
- 13. Board policies are readily available to the public.
- 15. The Board has a policy review schedule that is reflected in the Board's annual calendar.
- 18. The Board engages in needs assessment to determine Board training and professional development.
- 25. The Board shares written program evaluation results with stakeholders.
- 33. The Board has created job descriptions, goals, and reporting structures for all established committees.
- 34. The Board regularly receives written committee reports in advance of board meetings.
- 40. There exists a plan to provide for ongoing funding for programming.
- Bob suggested a similar dashboard for all committees

#### **New Business:**

- **End of Year Review: Director's Goals-** At the July meeting, the objectives will be voted on.

### **Directors Objectives 12-13/ 13-14**

#### **Identify areas of instruction where RMAE requires improvement:**

##### **Math**

- *Formalize use of year end data to drive instruction and possibly grouping.*
- *Utilization of Math specialist for advanced 3rd-5th graders.*

- *Continued commitment to purposeful review of district authored grade level skills as prepared for CSAP.*
- *Formalize use of year end data to drive instruction and possibly grouping.*

#### **Writing**

- *AAA seeking writing program on process to develop continuity between grades K-5.*
- *Continues work led by Rachel Smith, middle school English, in developing/using common approach and language in writing instruction 4th-8th.*

#### **Science**

- *Bring scientific inquiry (Lab equipment, teacher training) to the teaching of Core Knowledge Science- Staff development November 26, 2012.*

### **13-4**

#### **Math**

- *Schedule MS math for 5 days per week.*
- *Place MS students into classes that most match their level/ability*
- *Continue to generate math data (NWEA, etc..)*

#### **Writing**

- *Establishment of Writing Coordinator (k-5) and a common approach to writing.*

### **Enrollment:**

- *Continued progress in building Middle School program to retain current 5th,6th,& 7th grade students.*
- *Continued focus on 5th grade retention through Middle School Transition Night & Communication updates*
- *Advancing Pre-K students through Pre-k to K enrollment meetings*

### **13-14**

- *Manage the enrollment per grade as the number approaches capacity (420).*

### **TCAP(CSAP):**

- *Look for/prepare the repeat steps taken in 2011-2012 to improve test performance, especially in the Growth Measure (Growth scores significantly higher 11-12 compared to 10-11)*

### **13-14:**

- *Awaiting 12-13 data.*

### **Maintain Strong Communication Through:**

- *Directors take in Grizzly Growl*
- *Grade level coffees - October 2012 & March 2013*
- *Attending Extra-Curricular events*
  - *Talent Show*
  - *4th & 5th Grade Musical*
  - *Band, Choir, Orchestra*
  - *Middle School Musical*
  - *Year End Music Shows*
- *Back to School Nights*
  - *K-5 September 2012*

- 6-8 September 2012

**13-14:**

- Focus on efficient, well maintained (by school staff) website

**Assessments:**

- *Work with AAA in determining best choices for standardized assessments for RMAE. (Current: BEAR, DRA2, DIBELS-reading, & TCAP)*

**13-14:**

- Return to NWEA twice/three times per year testing. Train all staff.

**Staff Compensation:**

- *Help HR Committee to solidify compensation/ salary scheme.*

**13-14:**

- Same as 12-13
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- **Board Training Modules (#23,#24)- Tabled**

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

- **Orientation for New Board Members 30 Minutes before Regular Board Meeting**
- **New Board Officers are Elected at Meeting**
- **Update Committees with New Board Members**
- **Obtain Updated Council Directory**
- **Each Board Member Execute Conflict of Interest Policy**
- **Review RMAE BOD Calendar**

**Board Comment:** None

**Next Meeting - July 11, 2013**

**Adjournment-** 9:28

## **Title II Application Process**

CDE has revamped their Consolidated Application process. We now no longer need to turn in “narrative” applications with a needs assessment, measurable objectives, associated budget, etc. Instead, they are asking us to simply complete the budget and put our items under one of the following categories:

- A. **Tiered Instruction and Support**
- B. **Leadership & Educational Effectiveness**
- C. **Continuum of Services**

The purpose of Title II is still the same: To increase academic achievement by improving teacher and principal quality. Therefore, please study the category details below and let us know:

- 1) **Which Category** (See above)
- 2) **Your strategy** (See sample under each category)
- 3) **Your Action Step** (See sample under each category)
- 4) **How much this action step will cost/Budget**
  - Salary
    - i. Teacher (spell out Math, English, etc.)
    - ii. Interventionist (ditto)
    - iii. Instructional Coach (ditto)
  - Benefits
  - Purchased Services
  - Travel Training Registration (we will consider out-of-state travel ONLY if there is nothing on-line or in-state)
  - Supplies
  - Books and Periodicals
  - Other (Please specify)

Remember,

All professional development must meet the NCLB definition of high-quality PD:

- Sustained, classroom-focused PD that is not 1-day or short-term workshops; the PD must be long-term.
- Out-of-state PD/travel will only be considered if it is clarified that there is nothing else on-line or in-state that meets your strategy.

**A. Tiered Instruction and Support** – Supporting the delivery of multi-tiered instructional services.

<b>Allowable Activities</b>	<b>Not Allowable Activities</b>
<ul style="list-style-type: none"> <li>· Hiring an instructional coach to support teachers in math and reading</li> </ul>	<ul style="list-style-type: none"> <li>· Hiring a content specialist to provide instructional services to students</li> </ul>
<ul style="list-style-type: none"> <li>· Consultant fees for year-long, focused training for high school math</li> </ul>	<ul style="list-style-type: none"> <li>· Registration and travel fees to send math teachers to 1-day conference</li> </ul>

teachers	
· Books for teachers for a content-focused book study	· Books for a teacher’s classroom library
· Training for teachers on using data tools to inform instruction	· Data management software or license fee
· Professional learning for teachers and principals on new state standards	· Stipends for content specialists to align curriculum
· Training on new curriculum	· Curriculum mapping software
· Training on using assessment data to guide instruction	· Developing /creating assessments or curriculum

**RMAE**

**Category:** Tiered Instruction and Support

**Strategy:** Provide mandated educational training for professional learning for teachers on new state standards regarding the Colorado READ Act (HB \_\_\_\_).

**Action Step:** Assign summer and on-going training for Kindergarten teachers on new state requirements for the TS Gold Readiness Program. Bring effective reading instruction and progress monitoring to Kindergarten teachers.

**Budget:**

Stipend for summer and on-going TS Gold training for 2 K teachers @ \$800.00 (Requesting \$800)

**Category:** Tiered Instruction and Support

**Strategy:** Provide educational supports for staff conducting NWEA MAP assessment. Provide professional development, contract services and coaching for teachers as determined by needs assessment. Availability is all year training modules and 2 teacher trainers.

**Action Step:** Full day onsite training with a NWEA trainer. Instructional coaches to provide coaching for elementary and middle school teachers on an ongoing basis and to assist with implementation of assessments to students twice a year, assistance on reading data and engaging new methods. Coaches will meet with teachers during professional development days as well as be in classrooms monthly to model best practices; observe and provide feedback; collaborate on lesson planning.

**Budget:**

Stipend for NWEA coaches @ \$1000.00  
(Requesting \$1,000)

All day NWEA training for all staff @\$5000.00  
(Requesting \$1,367)

**Total Request: \$3,167**

**Rocky Mountain Academy of Evergreen Staff Salary Bandings**

Note: Not all staff positions are exempt  
2011-2012

<b>Position</b>	<b>Base Salary Range</b>
<b>Director</b>	<b>\$60,000 to \$120,000</b>
<b>Director Preschool</b>	<b>\$40,000 to \$60,000</b>
<b>Business Manager/HR</b>	<b>\$30,000 to \$75,000</b>
<b>Office staff</b>	<b>\$25,000 to \$40,000</b>
<b>Facilities</b>	<b>\$25,000 to \$40,000</b>
<b>Teacher</b>	<b>\$27,000 to \$60,000</b>
<b>Aides</b>	<b>\$10.00 to \$15.00</b>
<b>Specials services</b>	<b>\$27,000 to \$50,000</b>

**Newt Staff 13-14**

**Lisa Rutenberg will be our new Technology Director. Lisa comes to RMAE with a variety of IT experience, including time with Harvard University Health Services**

and Jones and Bartlett Publishers. In both cases she was an IT Consultant and Manager. Lisa brings a wealth of knowledge to the school. She also has two kids in the Pre-K!

Mary Gordon will be one of the new 4<sup>th</sup> grade teachers. She comes to RMAE from West Jefferson Elementary. Mary previously did her student teaching at Bergen Valley and Green Mountain Elementary. She has a daughter in the RMAE middle school!

Betsy Bartelt will be the other new 4<sup>th</sup> grade teacher. Betsy brings over twenty years of teaching and working with kids to our 4<sup>th</sup> grade. She has worked at several mountain area schools, as well as Aurora and Cheery Creek schools.

Emily Johnson will be the new 7<sup>th</sup> & 8<sup>th</sup> grade History teacher next year. Emily comes to RMAE from the Noel Community Arts School, a turnaround school in Denver. Emily twice had the opportunity to study abroad in Brazil and Turkey!

Laura Benninger will be the new 6<sup>th</sup> grade Math & Science teacher next year. Laura has over ten years of experience working with middle school and upper elementary, including Aurora Hills Middle School. Of note is Laura's graduate work in the Improving Middle School Mathematics Consortium at the College of William and Mary.

Dwight Koch will be the new 7<sup>th</sup> & 8<sup>th</sup> grade Math teacher. Dwight has more than ten years working with middle school students in a variety of modes including teaching Math & Science and coaching girls' and boys' sports. Dwight spent some of his time in Montessori schools, as well as the Denver School for the Arts, a DPS school.

*Fielded a reference call Friday for another K-5 teacher...*

Grade	2012-13	9-May	2-Aug	5-Sep	2013-14	1-Jun
K	40	45	48	44	44	38
1	44	42	47	43	44	48
2	33	36	40	36	43	48
3	50	50	49	50	38	40
4	50	50	50	50	50	50

<b>5</b>	<b>42</b>	<b>45</b>	<b>48</b>	<b>46</b>	<b>50</b>	<b>50</b>
<b>6</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>48</b>	<b>48</b>	<b>48</b>
<b>7</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>48</b>	<b>47</b>
<b>8</b>	<b>30</b>	<b>31</b>	<b>31</b>	<b>34</b>	<b>50</b>	<b>48</b>
<b>TOTAL</b>	<b>389</b>	<b>399</b>	<b>413</b>	<b>401</b>	<b>415</b>	<b>417</b>
<b>FTE</b>	<b>369</b>	<b>376.5</b>	<b>389</b>	<b>379</b>	<b>393</b>	<b>398</b>