

Board of Directors Meeting Minutes

Meeting Date: 11 July 2013

Document Revision: 16 July 2013

Document Approval:

Meeting Location: RMAE Admin Bldg, Cafeteria

Meeting called to order at: 6:43 PM

Board Members in Attendance:

Ned Parker, President
Seth Anderson, Vice President
Christine Riedlin, Teacher Representative
Bob Fiore, Parent Representative
Aaron Lessig, Parent Representative
Dana Price, Parent Representative
Jamie Price, Parent Representative
Thomas Seybold, Parent Representative

Others in Attendance:

Gina Coco, Nancy Fiore, Kristin LaJoy & Tim Lane

- A Quorum was reached with those present.
- Meeting notification requirements were met.
- Call to order & Pledge of Allegiance was recited.
- The RMAE Vision & Mission Statements were read aloud.

Public Comment:

None

Consideration of Consent Agenda:

- Board of Directors (BOD) meeting Minutes from 20 June 2013
Motion: Bob Fiore made the motion to accept the minutes, Christine Riedlin seconded.
Discussion: None
Vote: 8-0 approval

Committee Reports:

AAA: Nancy Fiore and Gina Coco reported on the findings from the RMAE 2013 Annual Survey Results. Survey results consisted of the Parent Survey, Staff Survey & Student Survey (split by Elementary & Middle School students). 45% of parents participated in survey.

Parent main issues:

- 1) Discipline of students needs improvement, better implementation
- 2) Communication/No follow through (Accountability)
- 3) Staff doesn't follow through effectively on Parent Portal

- 4) Parents receive too many emails
- 5) Fundraising (too much asking of parents)
- 6) Out of the 45% of parents who filled out the Survey, over 90% of parents attend Fall & Spring Parent/Teacher conferences
- 7) Pick up is still difficult. Add a third staggered time. Parents need to tell children to be at the curb & ready
- 8) Not enough time for lunch
- 9) MS Electives are terrible & parents were not informed of what they were, no chance to review their student's selection
- 10) Curriculum maps that are supposed to be distributed by staff to parents are not completed or gone over with parents

Staff main issues (19 staff members completed survey):

- 1) Salaries
- 2) Benefits
- 3) Development & Training
- 4) Fairness of job distribution/Accountability
- 5) 50% of staff say not everyone is held accountable for job requirements
- 6) Director doesn't do evaluations in a timely manner to help teachers improve
- 7) Not enough communication from BOD

Elementary Students main issues (3rd-5th graders minus one of the 4th grade classes):

- 1) 50% don't have enough time for lunch
- 2) 30% feel they are bullied by other students (ongoing bullying problems)
- 3) 1/3 feel bored/unchallenged in Core subjects
- 4) Teacher favoritism
- 5) Want more Technology
- 6) School is not clean
- 7) Happy with Specials

MS Students main issues (6th & 8th grade took it, but only 20 out of 44 7th graders):

- 1) 1/3 bullied verbally/physically; 70% were cyber bullied by another RMAE student
- 2) Discipline not applied fairly or enforced
- 3) Want better after school activities
- 4) Not enough time for lunch
- 5) 71% of students said Advise Period is a waste of time; not conducted properly
- 6) Electives are terrible – bad topics, devolves into social time within weeks
- 7) Teachers are not aware when students are in distress
- 8) No coordination of homework & tests
- 9) Would like a school Counselor for personal problems. **Make students aware of Melanie Killroy and walk-in hours
- 10) Students not treated fairly by teachers
- 11) Math leveling is working
- 12) 1/3 said Technology is lacking; 70% of 8th graders feel they are not prepared for HS

- 13) 1/3 are not satisfied with Specials
- 14) Too many movies in certain classes

**The BOD feels that the information distilled from these Surveys needs to be presented by the Director to the individual teachers in a constructive manner and used in Teacher's Performance evaluations to set improvement goals.

**BOD will request an Action Plan from Dan in regards to the Survey information and how it will be implemented, i.e. Performance Evaluations.

Issues from the Survey will be included by the BOD into the Strategic Plan for the upcoming school year.

There is concern regarding discipline and accountability for the upcoming school year in regards to the Director, Teachers & the BOD.

**BOD will request from Dan, in his Director's report, information on any disciplinary problems that currently exist. Generalized information can be reviewed in open session, but Executive Session will be used, as needed, if specific details are to be discussed.

Gina and Nancy departed after report.

Financial: No report

RMAE Foundation: Jon Tesseo sent in a written report. Officer elections were held at their June meeting. Jon Tesseo is President, Jackie Mohr is Vice President, Kelli Anderson is Treasurer, Marie Lynch is Secretary. They have met with the Grant Writer twice. Grant Writer seems very together and willing to help. She has done some research into which Grants we should apply for. Some deadlines however have already passed. Others have rolling deadlines.

RMAE will not be volunteering for the Triple Bypass this year. To no one's surprise there is expected to be a lack of fundraising going forward.

Marketing: No report

PTO: No official report. A few positions are still available. Please refer to Anita Hanson, President.

Preschool: No report

Facilities/Technology: Paul Grubb has submitted a proposal for his Eagle Scout badge community service project to create a gravel patio area and three benches near the cafeteria. This should allow three tables currently resting on the grass between the building and the lower parking lot to be better used during lunch. The benches will provide additional seating and delineation at the edge of the patio area. The patio is estimated to be complete before the start of school. Benches will be added as possible, hopefully before mid-September. Paul needs to raise funds. The BOD should consider donating and/or endorsing this project to the RMAE community. Between Home Depot and Kiwanis, Paul is about half way to his objective for funding.

Director's Report: No report

President's Report: No report

Old Business:

A.) Field Committee Update:

- Facilities representatives met w/ Jeffco Planning & Zoning on June 14th to discuss issues/revisions to be addressed on Notice of Intent (NOI) to Grade application. Primary issues were grading/slope disturbance within buffer zone, adequacy of existing retention and drainage system to handle field run-off, and a few minor technical issues with the drawings/notes on the submitted plans.

- Test pits and soils analysis was conducted on site June 17th, and report was provided for purposes of:
 - o Addressing questions on soil type (related to its porosity & permeability) and size of existing drainage/retention systems in regard to drainage off field area.

 - o Determine soil competency and/or whether blasting may be required in southwest corner of the field area where the cut is the greatest. This information will aid in further revision and accuracy of grading bid proposals and design of slopes and or retaining walls along field's western and southern ends.

- Jeffco wanted a reaffirmation from the Fire Marshall in regards to the fire road. Drew is working with the Fire Marshall.

- The field itself has been slightly altered and is not going to be a true U10 field.

- High Point Engineering (approved by Jeffco School Dist) will have revised plans completed this week for re-submittal to Planning and Zoning, and refining grading bids.

- Current fund balance is \$93,700 (excluding costs of Soil Testing, Engineering Plans, and NOI Permit costs to date). \$16,000 still needed to achieve full \$50,000 Matching Gift, which will bring us to \$159,700. Still estimating approx. \$200,000 total for completed project costs. Tim met with the Director of EPRD. They are not writing a Grant for this year and are willing to support us in getting a GoCo Grant. We are trying to determine how much to ask for, \$350,000 is the maximum. You have to show that you have 1/3 of that in order to go for the full amount. We would be utilizing their Grant Writer. Either Mark Footer, personally, or EPRD would fund the cost of her writing the Grant. Tim is asking for BOD approval for himself and a BOD Member to negotiate a contract with EPRD and specifically what they want for writing the Grant. We have already stated we would be controlling the use of the field. There needs to be some sort of community usage. Deadline is August 20th. Bob Fiore volunteered his time, however his

available hours didn't match with Tim and Mark. Jamie Price then volunteered to negotiate along with Tim. There is discussion within the Facilities Committee as to how much we should ask for in the Grant.

- The Field Committee may need to ask for a Special Session meeting near the end of July or 1st week of August, assuming we have our revised grading bids and NOI Permit in hand. Special meeting would be to get Board approval to start work, sign selected contractor bid/contract, and sign turf bid/contract if we have one. Our goal is still to have grading completed before school starts Aug 26th.

Motion: Aaron Lessig nominated Jamie Price as the Facility Committee Chair. Ned Parker seconded.

Discussion: None

Approved: 8-0

B.) Distribution of BOD Member books: Ned distributed CD's to all incoming BOD Members; Aaron Lessig, Dana Price, Jamie Price & Thomas Seybold

C.) RMAE BOD new officer elections:

General discussion of officer positions, job duties, personal talents of the current and incoming members.

Motion: Bob Fiore made the motion to nominate the following slate of officers for the 2013-2014 Board, Christine Riedlin seconded.

Ned Parker – President

Aaron Lessig – Vice President

Thomas Seybold – Treasurer

Dana Price – Secretary

Discussion: None

Approved: 8-0

Jamie suggested a Change Committee to the BOD to address the issues currently facing RMAE for this upcoming school year. The BOD agreed not to implement another committee, however it was agreed upon that the BOD as a whole will address the issues in a Strategic Plan. A working meeting was agreed upon for August 1.

Christine Riedlin nominated Kristin LaJoy as the Community Representative for the BOD.

Motion: Jamie Price made the motion to accept and Aaron Lessig seconded

Discussion: None

Approved: 8-0

D.) RMAE BOD Committee Representatives selection:

Thomas Seybold – Financial Committee

Dana Price – Marketing Committee

Jamie Price – Facilities Committee

Committee Representatives needs to be revisited at the August meeting to verify all committees are covered and all BOD members are involved.

E.) Verify/Obtain updated BOD Directory: Dana to complete updated BOD directory and distribute to BOD Members for corrections/approval.

F.) Each BOD Member to Execute "Conflict of Interest" Policy: Seth Anderson and Bob Fiore turned in policy to Secretary for filing. Other BOD Members to have signed Policy's at next meeting.

G.) BOD Calendar: Ned presented the 2013-2014 BOD calendar of Events. Meetings will continue to be held on the second Thursday of each month at 6:30 PM at RMAE unless otherwise noted. Calendar on file.

New Business:

A.) Board Training Modules:

- a. #23 – Board Assessment: RMAE BOD conducts their own self assessment based on those business elements unique to Charter School. This self assessment could be revisited within the upcoming year. The AAA survey included questions as an external assessment by Parents and Staff. The BOD needs to embrace these forms of feed back and learn from them.
- b. #24 – School Improvement Plans & Needs Assessment: Dovetails into our Strategic Planning. Somewhat stabilized facilities and student population. Now we need to sustain effort from parents/community. Sustained financing and stabilize staff.

B.) Board Training Modules Overview:

Under training is a spreadsheet of 30 modules prepared by the League of Charter Schools. We have normally hit the A priority modules first and then moved to B and C. Modules handout on file.

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

- 1) Board Training Modules #1 & #2; Purpose and objective of the Board; New members need to go to website and set up an account. A way to self-check on these subjects. *Someone should volunteer to lead the training.*
- 2) State of the School meeting preparation: 2nd or 3rd week of September. Tom would like to see a reprioritization of fundraising. Get a schedule from PTO and Foundation. The BOD needs to set the priorities. There is concern that the PTO and Foundation have not been present at any of the BOD meetings since October 2012. PTO defaulted on their \$50k for various reasons this past year. There needs to be a shift in how these organizations fundraise.
- 3) Staff Appreciation dinner – not discussed.

Board Comment:

Do we want to create a Change Committee? Each member to read through surveys again and put forth to members 3 items that they feel should be addressed immediately.

Committees need to have Action Items and then report at each meeting to the BOD. Set expectations & get a reporting format back. Measureables.

Jamie pointed out again, we need to develop a Strategic Plan.

Ned suggested a working session later in July.

Jamie and Aaron to outline a Strategic Plan. The other BOD members will submit ideas/suggestions at working session.

The State of the School needs to be at the Fire House. Dana to look into reserving the space. Get the information out to parents. Speak to Dan to see if this would work for the school and when he thinks parents will be open to it.

Aaron suggests contacting the PTO President and Foundation President regarding a financial plan for the upcoming school year. Make the fundraising predictable for parents. MS needs to change fundraising for their trips. What grades raise money for what things?

Working Session: *1 August 2013; 6:30 PM; RMAE Admin Bldg, Spanish Rm.*

Next Meeting: *8 August 2013; 6:30 PM; RMAE Admin Bldg, Spanish Rm.*

Adjournment: 10:00 PM