



RMAE Board of Directors MEETING

Date: 1-09-14 6:30pm

LOCATION: Rocky Mountain Academy of Evergreen, Admin Building, Evergreen, CO

RMAE Vision Statement: RMAE envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that encourages growth in character, academic achievement and the love of learning, resulting in responsible, productive citizens.

RMAE Mission Statement: RMAE inspires each student to pursue personal and academic excellence through an intellectually challenging Core Knowledge™ curriculum within a nurturing environment.

Minutes

Call to Order & Pledge of Allegiance – 6:33 p.m.

Reading of Vision & Mission

Public Comment: None

Document Revision: January 22, 2014

Document Approval: February 6, 2014

Board Members in Attendance:

Ned Parker, President, Parent Representative
Aaron Lessig, Vice President, Parent Representative
Dana Price, Secretary, Parent Representative
Jamie Price, Parent Representative
Dave Hadsell, Parent Representative
Margaret Hogan, Parent Representative
Christine Riedlin, Teacher Representative
Kristin LaJoy, Community Representative
Dan Cohen, Director

Board Members Absent:

Thomas Seybold, Treasurer, Parent Representative

Others in Attendance:

Cheryl Hadsell, Gretchen Hock, Courtney College, Pamela Rohal, Dina Walton, Tim Lane & Lisa Reutenberg

Consideration of Consent Agenda:

Meeting Minutes from December 12, 2013 to be tabled until February 13, 2014 meeting for approval.

Committee Reports:

AAA: Cheryl Hadsell presented.

- Discussion ensued regarding the implementation of Middle School leveling of Math, which in turn has affected other classes. This is not a recommendation that will affect daily Math. Teachers and parents are concerned about how the leveling was implemented not the leveling itself. This has particularly affected the 6th grade on a social/cultural level. This is to go into effect this next semester. Communication to the RMAE community is key regarding this issue & needs to be sent before the beginning of next semester.

Recommendation: We believe the current leveling implementation is ineffective within the current schedule structure and resource constraints of the Middle School. Until schedule structure and resource changes occur, we recommend the following actions:

- Rebalance class students for the next semester, and allow leveling to be done by the teachers.
- Moving forward, revisit class structure, block schedule, and school leveling and resources.

Motion: Margaret motioned to accept the AAA recommendation tonight to continue to restructure and refine Middle School Math & further moves that a communication to the school is prepared on that refinement by AAA subject to the oversight of the Chairman of the Board and Director, Christine seconded.

Approval: 8-0

Abstentions: None

RMAE Foundation: Gretchen Hock & Dana Price (per Kelli Anderson) presented.

- Gretchen has brought forward 9 Grants for RMAE. 3 will be completed by January 2014.
- Gretchen has completed the application for Colorado Gives Day, sponsorship is through First Bank.
- The main goal is to look outside of the RMAE community (families) for sponsorship.
- Gretchen is working in conjunction with Phyllis (Grant Writer) and Tami. Parents will be asked who has banking relationships with specific banks in order to give RMAE an advantage.
- Average Grant amount is difficult to determine.
- Still working on trying to get the update of a list of Grants from Phyllis (Grant Writer).
- Sponsorship project continuing and going very well.
- The BOD & Foundation need to decide how to finish out Annual Giving.
- The Foundation partnered with the Western Stock Show for discounted tickets and \$2 per ticket comes back to RMAE.

Financial: Dina Walton presented.

- Finance Committee information regarding membership sent out just before break. Not very successful in recruiting people. Dave Hadsell volunteered to be on the committee. Will be meeting shortly. District budget needs to be submitted in March.
- Auction, February 21st at MVCC. Looking for Corporate Sponsorships and silent auction items. Forms were sent out in an email blast. Vacation homes are a good item. Elementary & Pre-K Kid Art will be available.
- Contractual signage Matrix provided to the BOD (attached).
- Treasurer's letter for the Dashboard – Needs to be updated.
- Registration letters were not sent in December, but will go out again this month.
- Ned mentioned an email received from JeffCo. It was critiquing us for not coordinating deposits of registration fees and entering them into the People Soft system in a timely manner. Previously, in September of 2013 Mr. Peery had to file an exception because we were late then as well. This needs to be better implemented in the Business Office.

Marketing: Dana Price presented.

- Working on a Strategic Plan for the committee.
- Alumni Program is still in progress.
- 2013 Charter Renewal is online. Clarification needed regarding placing the original Charter and Renewals online. Dina discussed the growth of RMAE and is it necessary to have these online. The BOD previously discussed transparency, the Strategic Plan & SOS meeting where the BOD committed to putting this online. Lisa has been directed to place online as originally requested. What a Charter means, 5-year process, current one is valid, and for historical reference the other documents are available. 2001 Charter was presented from our founding families.
- School National Choice Week. January 26 - February 1, 2014. Ken Witt will be the speaker on Monday, January 27, 2014 at 6:30 p.m. in the Cafetorium to present on the importance of school choice in Colorado. Committee members have contacted the Evergreen Chamber, local newspapers, other JeffCo schools, Nelson Garcia from Channel 9 News, the messenger, etc. for advertising.

PTO: Ned Parker presented.

Kelli Breuer is the new President until the end of the year.

There are still open officer positions available.

BOD members need to plan on attending the Auction, Friday, February 21, 2014.

Preschool: No report

Facilities / Tech: Ned Parker presented.

- Contract authorization matrix provided by Dina. Good start, would like more detail. (Attached).
- Field construction update presented by Tim Lane
- Over Holiday break, the rest of base material was brought in, laser graded and compacted; wood-nailer boards for the perimeter are in place. Synthetic tiger turf is on the premises.
- Delay is the snow on the field; the glue that is used (8 yr installation & manufacture warrantee in our contract) is a two-part compound that needs an air temperature between 45-50 degrees for 10 hours to set properly according to the manufacturer. Temperatures outside of this range will make it take longer for the glue to set. The warrantee is voided if it is not properly installed according to manufacturer specifications. After all of this is completed, the infill will be set as long as the field is dry.
- Existing amount that still needs to be raised is \$4,703.10. Not including the match by the Taylor family.
- We paid \$40k up front to order materials. \$25k is to be delivered when they start installing the turf. The balance of \$34,700 wouldn't be due until March 31, 2014, but there is a provision that they won't be paid until the field is completed and approved by RMAE.
- In general, with more information regarding the failure rate of seams, would the board consider moving forward if it meant voiding the warrantee of the seams? Discussion of options ensued. Tim to revisit with the manufacturer different options. An 8 yr. warrantee is worth too much.

- The greenhouse is staying where it is currently located. The fence to protect it, the split rail fence, fence for west and south side of field & small enclosure for portable bathroom are future items and not covered in the current budget.

Director's Report: Dan Cohen presented.

- Back in November announcement of John Irwin school of excellence award. RMAE along with many other JeffCo schools received the award this year.
- ColoradoSchoolGrades.com is another measuring tool for school success based on academic growth. Two years ago there was a large discrepancy and RMAE did not score very well. Overall performance of the Elementary is rated A- and academic growth for a 3-year trend is upward. This year we are ranked 94 out of 1009 elementary schools. Middle School is rated B and academic growth for a 3-year trend is upward. This year we are ranked 103 out of 503 middle schools.
- Calendar for 2014-2015 Academic year (attached). Very similar to this year's academic calendar; second year where we have no ½ days for teacher in-service; start school 5 days after the District & RMAE student's come back from Holiday break one day earlier than District. Ned discussed small edits & October teacher conferences; they may be too early possibly shifting them out one week. Calendar has not been coordinated with the Preschool in the past, but Dyann will get it to Deb Caruso as a professional courtesy and to coordinate from now on.

Motion: Ned made the motion to accept the calendar but to provide the latitude for the refinement of the parent/teacher conference dates, Aaron seconded.

Approval: 8-0

Abstentions: None

President's Report: Ned Parker presented.

JCLA meeting moved to January 15, 2014 at 5:30-6:30 p.m. at the Montessori School in Golden. 2 members good to go, not 3.

Working session for BOD training, January 21, 2014 at 6:30 p.m. 2 hour BOD 101 presented by Nora Flood.

Old Business

- A. Strategic Plan Progress by Topic and BOD Member – Aaron Lessig presented.
State-of-the-School address at the Firehouse if we can coordinate. Tentative date: February 11, 2014 at 6:30 p.m.
Reiterate the generational ownership, tout progress toward school goals, fundraising, emphasize the school product (branding), etc. Discussed having former students present. Highlight key areas, finance, field progress, etc. Remind people to participate at the Auction. Have other groups present as well i.e. Foundation, PTO, AAA. Alan Schiek to help with the communication.

New Business

- A. Mid-Year Review of Director's Goals: Dan Cohen
All reflects where we are currently. Under Math – new this year will be grades 4 & 7 taking a Social Studies TCAP. This will be a struggle for RMAE because Core Knowledge is unrelated to District curriculum. The teachers in these grades are looking for ways to prep the students. Under Writing – The writing coordinator has begun this year, Emily Smith a Kindergarten teacher. NWEA – all kids 1st-8th grade in the fall took this test. The premise is to give the test in the fall and prepare a plan for those students who have challenges, then give it again in the spring to see if their plans are working. The update on staff compensation, HR committee has not met and there has not been any progress made towards a plan. (Goal's attached).
- B. Begin annual review of Staff Handbook and Parent Handbook: Dan Cohen/Ned Parker
Both need to be reviewed further. Under the parent contract section could there be an expectation of financial support. Under the Staff handbook, the definition of FT is listed as 40 hours, but the new health care act states 30 hours for coverage. Dina to check if it states FT vs. PT status or if it is reflected only in hours. PTO cash out - \$25 is offered for a days work for employees. Margaret will request of her law firm a member to review the Staff Handbook pro bono. Open issues for discussion – dress code, middle school trips, grievance policy. The official handbooks replace the old ones August 1 annually. (Both Handbooks available for review on the RMAE website or the Administrative office).
- C. State of the School Presentation Preparation (see above)
- D. Board Training modules (#6, #18, #16, #20)
#6 Promoting the Vision and Mission, #18 Selecting, Reviewing & Supporting the Administrator
#16 Accountability / Program Assessment, #20 Contract Renewal & Accreditation

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

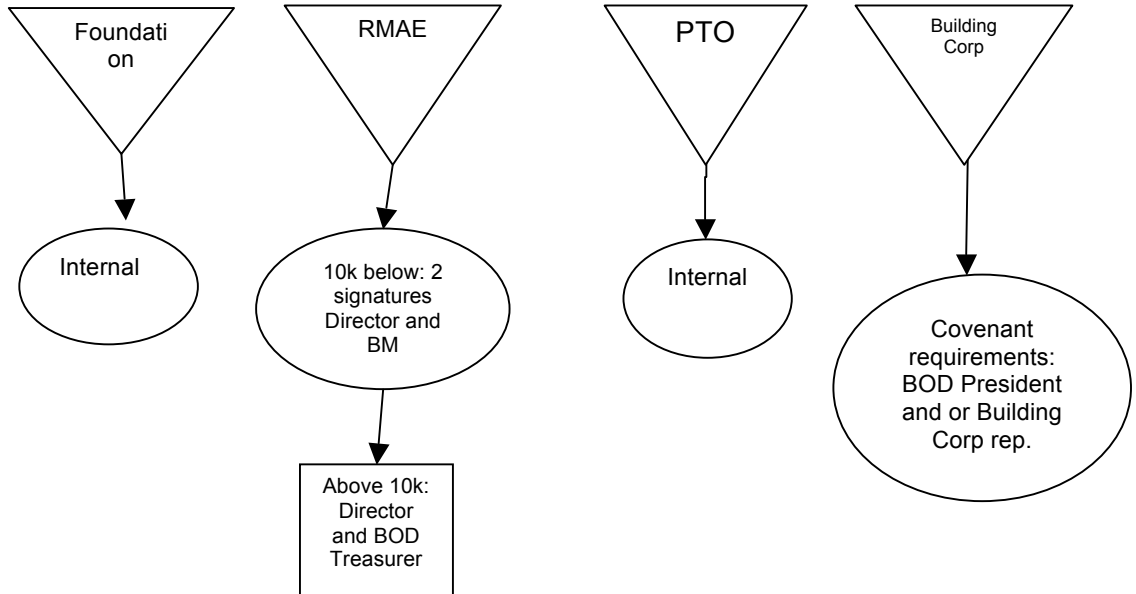
- A. Annual Director's Evaluations distributed to be discussed in March
- B. Board Training modules (#9, #17)
#9 Board Financial Oversight, #17 Sunshine Law

Board Comment: JeffCo Legal training needs to be implemented into BOD training on an annual basis.

Next Meeting – February 13, 2014

Adjournment: 10:04 p.m.

Financial Contractual and Flowchart



JULY 2014						
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AUGUST 2014						
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31						

SEPTEMBER 2014						
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OCTOBER 2014						
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NOVEMBER 2014						
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DECEMBER 2014						
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School Hours

Elementary (K-3) 8:00 am – 3:00 pm
Elementary (4 -5) 8:00 am – 3:15 pm
Middle School (6-8) 7:45 am – 3:15 pm

First Day of School for All Students

- August 25

Last Day of School for All Students

- May 28 (noon dismissal)

Scheduled Breaks (No school)

- Summer Break
- Thanksgiving Break
- Winter Break
- Spring Break

Holiday (No school)

- Labor Day – September 1
- Martin Luther King – January 19
- Presidents' Day – February 16
- Memorial Day – May 25

Parent/Teacher Conferences

- October 2, 2014 (noon dismissal)
- October 3, 2014 (no school for students)
- February 12, 2015 (noon dismissal)
- February 13, 2015 (no school for students)

Teacher In-Service (No school for students)

- November 21, 2014
- January 5, 2015
- March 20, 2015
- April 17, 2015

October count 11 day window: Sept 24 – Oct 8, 2014

Choice Enrollment Round 1: Jan 7 – Jan 23, 2015

Choice Enrollment Round 2: Feb 19 – Aug 28, 2015

Modified Contact Days – Additional Modified Contact Days will be identified on individual school calendars.

Quarters

Quarter 1 ends October 24, 2014
Quarter 2 ends January 16, 2015
Quarter 3 ends March 20, 2015
Quarter 4 ends May 28, 2015

JANUARY 2015						
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FEBRUARY 2015						
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MARCH 2015						
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APRIL 2015						
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MAY 2015						
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JUNE 2015						
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Director's Objectives
Fall 2013-14

Identify areas of instruction where RMAE requires attention:

Math

- *Formalize use of year-end data to drive instruction and possibly grouping.
Navigate the cultural impact of ability-based grouping.
Monitor, per grade, the differences between the 2 main math rooms.*
- *Utilization of Math specialist for advanced 3rd – 5th graders.
Continue to offer above grade level classes (Alg 7th / Geometry 8th).*
- *Continued commitment to purposeful review of district authored grade level skills as preparation for TCAP.*

Writing

- *AAA seeking writing program or process to develop continuity between grades K – 5.
Continue to develop RMAE vertical articulation of writing approach and program, as there will be no addition of a new Writing curriculum.*

Science

- *Bring scientific inquiry (Lab equipment, teacher training) to the teaching of Core Knowledge Science.
Continue to expand the use of hands-on Science.*

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*
- *Monitor per class enrollment if / as we approach max.*

TCAP (CSAP):

- *Look for / prepare to repeat steps taken 2012-13 to improve test performance, especially in the Growth measure (Growth scores significantly higher 11-12 compared to 10-11.)
Committed to last year's preparation.*

Maintain Strong Communication through:

- *Grade level coffees - October 2013 & March 2014*
- *Attending Extra-Curricular events:
Talent Show
4th and 5th Grade Musical November 2013
Band, Choir, Orchestra December 2013
Middle School Musical Spring 2014*
- *Back to School Nights September 2013*

Assessments:

- *Move into 1st year of purposeful and trained use of NWEA Reading, Writing, and Math formative assessments.*

Staff Compensation:

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