



## **RMAE Board of Directors MEETING**

**Date: 2-06-14 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.*

### **Meeting Minutes**

**Document Revision:** 2-8-14

**Document Approval:** 3-13-14

**Call to Order & Pledge of Allegiance at 6:35 p.m.**

**Reading of Vision & Mission**

**Public Comment:** None

#### **Consideration of Consent Agenda:**

- Correction to the December Minutes regarding the Budgeted FTE count vs. the actual FTE count in the financial report.

Motion: Ned made the motion to approve the December 12, 2013 minutes, Tom seconded.

Approval: 4-0. Quorum achieved.

Abstentions: Dave Hadsell

Motion: Jamie made the motion to approve the January 9, 2014 minutes, Dave seconded.

Approval: 4-0. Quorum achieved.

Abstentions: Tom Seybold

#### **BOD Members in Attendance:**

Ned Parker, President, Parent Representative

Thomas Seybold, Treasurer, Parent Representative

Dana Price, Secretary, Parent Representative

Jamie Price, Parent Representative

Dave Hadsell, Parent Representative

Margaret Hogan, Parent Representative (arrival 8:27 p.m.)

Dan Cohen, Director

#### **BOD Members Absent:**

Aaron Lessig, Vice President, Parent Representative

Christine Riedlin, Teacher Representative

Kristen LaJoy, Community Representative

**Others in Attendance:** Dina Walton and Tim Lane

#### **Committee Reports**

*AAA:* No report

*Financial:* Dina Walton and Tom Seybold presented.

- Dan just received at the Principal's meeting next year's budget planning worksheets, which are due April.
- We estimated a PPR of \$6400, JeffCo is estimating a PPR of \$6699 for 2014-2015 academic year.
- No real changes on purchase services i.e. ELL, SPED, Health Care Services, etc.
- 5% that the District is allowed to charge: 2.2% towards administrative overhead - 2.8% towards purchase services.
- Annual Renewal Contract will come to the next BOD meeting to be signed. No information from the state yet regarding our 5-year Charter renewal.
- Discussion in Finance committee meeting included finding some increase for salary/benefits for 2014-2015. Beyond the 50% participation rate for AG, therefore ahead in dollars. Depending on how the Auction does, this could then become a more viable option.

- Budget
  - Includes increase of 3% on this current year's salaries.
  - Conservatively forecasting a breakeven budget; the goal is to eventually build back up the reserves not to tap into reserves.
  - Fees were budgeted for \$92,000, actual collected is \$110,000 YTD; keep the system of sending letters throughout the year.
  - Based on the total donations of \$150,000 of which we have approximately \$80,000 we may or may not have surplus depending on fundraising.
  - \$6418 was the actual PPR received for this current year, Dina budgeted for \$6300. Shortfall is not as extensive as originally predicted.
  - Continue over the next 5½ years until we can refinance with a breakeven budget.
  - Currently have \$450,000-\$500,000 in reserves.
  - Dina will update the 5-year budget and email to Jamie/Tom for SOS meeting.
  - Jamie requested the Financial Committee develop 3 alternatives for adjusting the budget (cost reduction) to have a net zero deficit for 2014-15, assuming no change in PPR, as a sensitivity analysis. This will serve as a worstcase scenario if additional funding for 2014-15 is not provided through charitable giving, auction, or increased PPR. It is understood the cost-cutting scenarios may be implemented only in part or not at all should the Board decide to use reserves for next year. We would like to review the 3 scenarios in March, after the auction.
- Ahead of Annual Giving from last year, \$80,000 pledged, \$60,000 collected, 96 families have participated.
- Annual Auction:
  - No paddle raise
  - Red hot ticket items – facilities based with costs associated to each item
  - Silent Auction items
  - Time with teachers
  - “Last man standing” – big prize package (parking spot is included)

*RMAE Foundation:* No report

*Marketing:* Dana Price presented.

- Ken Witt presentation went well. Article in the Canyon Courier.
- Alumni Program Plan in progress.
- Virtual Bulletin Board in progress.
- Stakeholder draft in progress.
- Annual Auction – flyers will be passed out in pick up line, on website, on PTO board in front of school, etc. Information included on the flyers on how the auction will be run this year.
- Messenger went out for SOS meeting, PTO sign & school calendar. Will continue to send messages. Flyers?
- Foundation is following up Annual Giving with thank you letters and reminder letters containing corporate matching. SOS meeting information included.

*PTO:* Dina presented.

- Bingo difficulty in getting volunteers. Not losing money on any sessions as of now. Just received the quarterlies. Will look at a full quarter of income and decide whether or not Bingo will continue.

*Preschool:* Debbie Caruso submitted a written report.

- Currently there are 20 FTE's for 2014-2015 school year. That is typical at this time of the year. Our total FTE's are 44. We are looking good.
- Preschool is entering another beautiful "bear" painting for the auction from local artist and co-owner of Zuni Signs, Vicki Renfro. The children have already worked with her and we are excitedly waiting to see the finished product.
- Since January we have enrolled 5 new students that started in January and February. We are at 42 FTE's. Best ever enrollment numbers.
- We continue to give tours. Stephanie makes call backs to parents who visited in December and January to check on their interest status.
- Lisa Rutenberg is very helpful to the Preschool staff regarding updates, trainings, etc. on website or school computers. She continues to do a great job for us.
- Dina made the decision for K-8 AND Preschool to not support CBE's 40th anniversary by purchasing an ad for \$40-\$45, using "public funds." If the K-8 school does not sponsor them, that is fine. But I do feel strongly that the Preschool should support them. For many reasons: Rabbi Jamie entertains the children with songs 2 times a month - sometimes more frequently, CBE has not raised our rent in I believe the past 2 years, and I think it's asking very little to continue to show support to our landlord and keep our relationship positive. Dina commented that we couldn't use state funds to pay for this type of advertising. Ned would recommend that if PTO or someone under the RMAE umbrella can pay for the Ad, we do so.
- Thank you. I am hoping we have not missed this opportunity to show our support. Please let me know your thoughts.
- We are holding registration in May and August.

*Facilities / Tech:* Jamie Price presented.

- Emails sent out regarding monthly facility committee meeting to bring back in place. Jamie to Chair committee. Aaron Hansen to help.

- Dina asked to have Jason Romero involved to keep everyone aligned. Dina needs to be informed for financial purposes especially for repair/replacement, maintenance, etc. Facility long-term/short-term plans. She also requests help in planning for summer maintenance.
- Focus on three objectives:
  - Overall management of the asset
  - Operations & Management of running the school
  - Special projects
- Discussion needs to happen regarding what items should be in the budget vs. those items we can't afford. A timely input to the budgeting process needs to take place. Historically there was a line item in the budget for facilities improvement/maintenance for about \$15,000. It has been used elsewhere previously, but needs to be returned.
- Tom commented on Programs through CO Energy office for energy efficiency upgrades where there are attractive subsidies for schools. Our buildings are classified as temporary therefore not sure these will apply.
- Dave Hadsell signed up for the committee as well. If there are more than 2 BOD members, the agendas will need to be posted.

*Field Committee report:* Tim Lane presented.

- New pledges have covered the \$7,000 shortfall.
- \$20,000 check will be cut to Academy with the completion of field leaving a balance of \$14,750, which will be held until a walk through of the field can be completed.
- Steve Campbell made an offer to lease the field.
- Field maintenance will need to be included in the Facilities budget line item.
- Stingers Soccer Club is interested in bringing their U9 & U10 program.
- Proposed Joint Use Agreement (JUA) between RMAE and Stingers Soccer Club:
  - 3-year agreement beginning March 1, 2014 and ending March 1, 2017.
  - Stingers to pay \$5000 per year due March 1<sup>st</sup>. The cost determined the payment (\$750/quarterly - grooming the field, \$100/mth - portable bathrooms, trash removal (included already), snow removal (provider for snow removal still needed and unaware of cost at this time)). Is \$5000 market value for renting the field for the year? EPRD charges a per participant charge of \$35
  - Review period in February of each year to determine if agreement will extend in one-year increments, and if any adjustment to yearly JUA costs is to be implemented.
    - Stingers have option to request extension or not, knowing the new cost (if any).
    - RMAE has option to accept or defer request for extension.

**During the period of the JUA, Responsibilities of Stingers Soccer Club are:**

- Provide RMAE with suitable liability/indemnification provisions as called for by Jeffco Public Schools, and name RMAE as "Also Insured" on the Colorado Youth Soccer Insurance carried by Stingers. Insurance limits to be set by Jeffco Public Schools minimum requirements.
- Picking up trash in the Field area, and placing it in the RMAE provided receptacles.
- Providing all soccer equipment and goals needed for Stingers programs on the Field. Stingers may remove nets or equipment as necessary and at its discretion, but acknowledges that RMAE may utilize any goals or equipment left on the Field, for RMAE's PE program and/or during recess hours.
- Provide RMAE with a regularly updated schedule of planned usage times.

**During the period of the JUA, RMAE will be responsible for:**

- Maintaining the Field according the recommendations and warranty provisions of Academy Sports Turf.
- Providing and servicing a portable restroom facility located near the Field.
- Trash removal from RMAE provided receptacle(s) located near the Field
- During the regular Stingers seasons (including playoffs) RMAE will remove snow up to 4 inches in depth, or notify Stingers when the Field has to be closed due to excessive snow depth or abnormal circumstances, which reasonable prevent RMAE from removing snow.
- Provide Stingers with at least 30-day notice of upcoming RMAE events occurring after normal school hours, which would preclude use the Field during that event. (Back to School nights, Trunk or Treat, Spring Concerts, scheduled field maintenance, etc.).

**Other provisions:**

- Hours of use during the School Year for Stingers is limited to 4:00-8:00 pm Mon-Fri, and 9:00am-5:00pm Sat Sunday.
- Summer hours limited to 8:00am-6:00pm Mon-Sun
- RMAE has a pre-existing commitment for limited Field usage with MAMFA during their 2014 season, and will work with both Stingers and MAMFA to arrange mutually acceptable scheduling.
- Outside the regular Stingers seasons (including play-offs), RMAE reserves the right to allow usage of the field by other community groups, provided that use does not conflict with any previously scheduled Stingers usage.

Dina's concerns:

- Building Corp/RMAE administration was not involved with any of the negotiations.
- Completed research on software for management of the field internally.
- Other community groups have contacted the school looking for whom to contact to rent the field.
- Dina needs to be involved in some capacity because of the risk management.

Jamie commented regarding the school taking responsibility for the O&M of the field. Consider the value of the field before we sign a deal to just cover the O&M.

Tim commented: The field has about a 15-year lifespan. Warrantee for seams is 8-10 years. Significant amount of money will be needed to replace the field at that time. The field is an asset for the school and can generate revenue. Over time a fund needs to be generated to cover the costs of the field.

Dave asked Tim to negotiate a one-year contract with Stingers and they could have right of first refusal. The new Director of Stingers doesn't feel that a one-year contract would work when previously discussed with them. Renegotiate set rate of \$5k after one year instead of 3 years as currently stated in contract. The price for the field should be based on the market value not on our cost for maintenance.

Tom is concerned about RMAE managing the field internally due to the shortage of staff. He believes the Stinger contract for one year would be ideal.

Final comments:

- Have Stingers produce a schedule and let RMAE fill in the holes with other organizations. There are no holes during their seasons, which is about six months a year.
- BOD will set guidelines and then turn it over to RMAE administration.
- The times provided in original contract need to be reviewed as well because of traffic issues.
- Keep the management of the field internal. There is a current staff person who can learn the software and take on the responsibility of field management.
- Ultimately we need to have our own equipment to maintain the field.
- Keep the three-year contract with the exception of renegotiating the fee after one-year.
- Possibility of adding a field maintenance fee to schedule. Dina is reviewing JeffCo policy regarding this issue and will follow up with an email to BOD.
- Acknowledge Stingers as the main organization to utilize the field.
- There needs to be a right for annual review. If either organization goes under the contract is null and void.

*Director's Report:* Dan Cohen

- Enrollment
  - Parents should have received a registration intent letter to be returned by February 21, 2014.
- Registration
  - Moved up to the first week of May. If students aren't registered by the 2<sup>nd</sup> week of May spot will be given away to those on the waitlist.
  - FTE for 2014 will be a conservative number.
  - No special treatment to be given to those families that have left, but are planning to return.
- Collegiate Academy has been struggling the last 2 years. They received a loan from the JeffCo BOD to help with funding. This is just an FYI. Collegiate was about to default, so there shouldn't be an expectation that the JeffCo BOD is handing out free money. Our loan is not eligible.
- Current changes within the JeffCo District: Cindy Stevenson, John Peery and Alan Taggart have all resigned.
- JeffCo BOD took the direction away from InBloom for student records data.
- Kindergarten Read Act is being removed per the District BOD. TSGold was what the District purchased. There is nothing official in place.
- Effectiveness Leadership Team was developed through the JeffCo District and seems to be crumbling. One of these members will take over the Charter Liaison position until John Peery is replaced.
- Last week a staff member (not a licensed teacher) responded to a discipline situation with excessive force in the removal of student from the classroom. Discussed with the school leadership team. Referred to employee relations unit within the district. Student's behavior warranted suspension because the student injured another student & was attempting to destroy school equipment. Staff member felt the student was a threat to self and others therefore removed the student. JeffCo Sheriff was called a few days after incident. Sheriff declared incident not a criminal act. Clarified non-licensed staff member behavior is an internal management issue not JeffCo District. Held a conference with the staff member and there is a report in employee's file. Incident affected staff members who witnessed. Staff and employee were gathered for discussion (internal relations). Judgment has been dealt with by HR and administration. Parent of the student is comfortable with how administration handled the situation, but feels the situation could have been avoided. Margaret commented on a communication piece to the parent's of the other students who witnessed the situation utilizing the resources we have at JeffCo. Jamie concerned about the future behavior of this student.

*President's Report:* Ned Parker presented.

Dan & Ned attended the JCLA (JeffCo Charter Leadership Association) meeting last night. Change in name JCSC - Jefferson County School Coalition is now the official title. As a first point of contention drafted a letter to the JeffCo BOD regarding: Charters need a seat within the JeffCo BOD governance; Charters receive an equal share of the new Mil Levy's and should also get an equal share of previous Mil Levy's; JeffCo BOD should ensure the District is recognizing best practices as a charter school authorizer (parity

between charter and non charter). Letter will be sent from JCSC to the JeffCo BOD with 90% of the leadership of the charter schools in agreement. 4 members of JCSC will be signing the letter. This is an opportunity for charters to get in front of the JeffCo BOD.

### **Old Business**

- A. Annual review of Staff Handbook and Parent Handbook - Dan Cohen/Ned Parker  
Family Handbook:

- MS Staff requested if we would consider exceptions for the MS kids to be able to wear more of the 5 acceptable colors for skirts/dresses. They would also like to wear khaki sweaters as well. This should extend through the Elementary as well.
- Grievance policy needs to be expanded on. BOD members should look at grievance policy before next meeting.
- These handbooks need to be finalized by June. Reading and vote in May.

- B. State of the School Presentation Preparation - Ned Parker

### **New Business**

- A. Annual Director's Evaluations distributed and discussed in March - Ned Parker  
BOD members to fill out and get to Ned by next BOD meeting, March 13, 2014.
- B. Form Board Election Subcommittee, begin election process - Ned Parker  
Subcommittee consists of BOD Rep, Dan & Jamie. There is a set of 5-8 Grizzly Growls to reach out to the community. Information needs to be distributed and letters of intent collected. There are 4 members up for reelection. Define the calendar of the election, which we are bound by our bylaws. The goal is to have an equal or greater number of candidates.
- C. Board Training modules (#9, #17) - Ned Parker  
#9 Board Financial Oversight, #17 Sunshine Law

\*Dave requested Dan send a thank you letter to Nora Flood for her time.

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

- A. Review, Discuss and Update Strategic Plan
- B. Ensure Board election process is proceeding according to By-laws & schedule public meeting for mid-April
- C. Board Training modules (#10, #23)  
#10 Charter School Finance, # 23 Charter Schools Act

**Board Comment:** None

**Next Meeting** – March 13, 2014

**Adjournment at 9:24 p.m.**

**BOD entered a Working Session for State of the School Preparation.**