



RMAE Board of Directors MEETING

Date: 3-13-14 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: April 7, 2014

Document Approval: April 10, 2014

Call to Order & Pledge of Allegiance 6:36 p.m.

Reading of Vision & Mission

Public Comment: Jamie asked if an email regarding a donation for the auction he received from a parent should be discussed at this point or later under New Business. Ned stated it should be discussed during the PTO report.

Consideration of Consent Agenda

Motion: Jamie made the motion to approve the Meeting Minutes from February 6, 2014, Tom seconded.

Approval: 6-0

Abstentions: Kristin due to absence.

BOD Members in Attendance:

Aaron Lessig, Vice President, Parent Representative

Thomas Seybold, Treasurer, Parent Representative

Dana Price, Secretary, Parent Representative

Christine Riedlin, Teacher Representative (arrival 7:08 p.m.)

Jamie Price, Parent Representative

Dave Hadsell, Parent Representative (arrival 6:53 p.m.)

Margaret Hogan, Parent Representative

Kristen LaJoy, Community Representative (arrival 6:44 p.m.)

Dan Cohen, Director

BOD Members on Conference Call:

Ned Parker, President, Parent Representative

BOD Members Absent:

Others in Attendance: Dina Walton, Kim Egan, Alan Schiek, Julie Hushen and Pam Rohal

Committee Reports

AAA. Presented by Kim Egan

- The annual parent and staff survey went out early yesterday morning. As of this afternoon there were 68 responses. A reminder will go out to all parents on Monday and the survey will close on March 20, 2014. Classroom coordinators will also send a reminder.
- As of this afternoon there were 25 responses to the staff survey, which is higher than last year.
- The Annual Survey data will be given to the BOD by the April 10, 2014 BOD meeting.
- Exit Interview Survey summary was presented to the BOD, consistent with RMAE Policy 3.5 – Non-enrollment Surveys.

Financial. Presented by Dina Walton / Tom Seybold

- The Finance committee is still working on the variance from the final budget in 2013 to the actual budget and will work it into the current budget. There is also the \$150,000 in donations. Foundation needs to be taken out of and have Annual Giving pick up \$75,000 and PTO to pick up \$50,000, which brings that down to \$125,000. Purchase services variance for the

last couple of years needs to be paired down. There is not a budget to be approved as presented. Move to the next BOD meeting on April 10, 2014. See attachments.

- Budget is due to JeffCo April 15, 2014.
- This is going to delay contracts for staff, which usually go out before spring break, however it states in the Staff Handbook that contracts are not due until late April/May. Communication needs to go out to teachers at staff meeting this Wednesday.
- We need an accurate representation of where the school will be for the 2014-2015 academic year and if we are going to include the 3% increase for teacher salaries, we need to vote on a budget. Also includes a surplus due to the estimated new PPR.
- Dina writes the contracts for staff. Dan has a list of those staff members that will be retained and those that will not. It was stated that the Director has ultimate authority on the hiring and firing of staff and the HR committee does not review contracts.
- Jamie requested the list of staff that is choosing not to return and those contracts that are not going to be renewed be shared with the BOD for informational purposes.
- Dina discussed a PE fee (under 'Specials' on the registration sheet) for \$25 per student is added to the registration sheet to cover the field maintenance cost. Registration fees generally range from \$310-\$375 depending on grade level. The District needs to approve the registration fee sheet then we can discuss the amount further if needed.
- Tom commented on the collection of Registration fees – there are still a number of families who have not paid and he would like to see more pressure on these families. There are about 120 students who have not paid to date. Families should know that these fees follow them throughout the JeffCo system and students will not receive their HS diplomas, take AP tests or receive books if these are not paid. Dina will follow up with pairing down the list to those who have not paid and will add this information to her next letter. Tom and Margaret volunteered to make the calls.

Human Resources. Presented by Margaret Hogan

- Dina and Margaret have met a few times already. Jeff Robertson & Jon Tesseo are on the committee. There are two others that she is hoping will stay on the committee. Trying to recruit an Elementary parent & MS parent. HR background would be very helpful.
- The role of HR committee is to advise. Look at policies and make suggestions/revisions and then there are occasions where their opinion is solicited when the BOD would typically have gone into Executive Session.
- The edits to the Staff Handbook have already been circulated to the BOD. Approval needs to be completed by the next meeting in April. Need to make sure we are compliant. There are questions regarding the evaluations of staff and their frequency, still gathering information. It is best practice that teachers/employees of this type get reviewed once a year.
- Job descriptions will be the next major item for the committee.

RMAE Foundation – no report

Marketing. Presented by Dana Price

- Alumni program plan in progress. Database is complete.
- Virtual bulletin board in progress. Discussing classroom/school needs and what the content will include. A process needs to be set up for people to make requests. Will also put the 'red hot ticket' items from the auction on the board. Items become the property of RMAE not individuals.
- Athletic Field – currently there is a contract with Stingers until May 2014. MAMFA, MLAX, Stingers (to be discussed further later in the meeting). The committee also discussed the possibility of RMAE having a summer camp.
- Stakeholders letter – a draft was passed out during the meeting. Dan made some edits and resubmitted, but nothing has been discussed as of the last meeting.
- Marketing for the Annual Auction for 2014-2015.
- Consideration of a Grandparent's Day.
- Evergreen Bluegrass Festival – run into some hurrles regarding who from Foundation can sign the contracts. The Foundation is in the process of getting insurance which is also where the one-day event insurance rider. There are legitimate concerns regarding parent volunteers and a change in the Foundation board. See attachments.
- It needs to be clear that the Evergreen Bluegrass Festival belongs to Tom Hushen with RMAE having the first right of refusal.

RMAE BOARD RESOLUTION on the Evergreen Bluegrass Festival

Whereas: The Board of Directors of RMAE find that the participation of RMAE in the Evergreen Bluegrass Festival is a great benefit to the school, its families and the greater Evergreen community;

Therefore: The Board of Directors of Rocky Mountain Academy of Evergreen adopts the following Resolution:

Resolution: The Board supports the involvement of the school in the Evergreen Bluegrass Festival and requests that the Marketing Committee and Foundation to review and evaluate RMAE's participation in the Evergreen Bluegrass Festival during the month of March, and provide to the Board of Directors a recommended implementation plan for the school's involvement in the Festival. Should the Marketing Committee or Foundation discover a fatal flaw issue that could

significantly inhibit the school's ability to participate in the Festival in the course of developing the plan, they shall also report such flaw also on or before the April 10, 2014 Board of Directors meeting.

Motion: Margaret made the motion to adopt this resolution, Jamie seconded.

Approval: 8-0

PTO – We were supposed to have a summary of the Auction results. Nothing official from PTO at this time.

- Dana discussed an issue regarding the PTO Facebook page. Kate has access to the FB page and “shared” those businesses who bought advertising space in the PTO Directory. There was a PTO member who took issue believing there was possibly favoritism. Consensus at the close of meeting was to remove these businesses until the BOD sets parameters regarding social media and our donors.
- Marketing to do parameters surrounding social media and make recommendation to BOD.

Preschool. Presented by Aaron Lessig

- Enrollment is going well. We are holding a Registration in May and again in August.
- We continue to give tours and are receiving many inquiries.
- The Preschool is attending 2 field trips in May - Petite Orchestra and The Arvada Center.
- The Preschool will be holding our Field Day events in May at the Preschool location due to the ages of the youngest children. The youngest children would be too tired to participate by the time they walked to the new soccer field, and they need bathrooms nearby.
- Current staff is returning next year.
- Dina - remove the \$500.00 for miscellaneous expenses for the Preschool from your budget. We will be able to purchase our own items the beginning of the school year from the fundraisers we have; such as hot lunch and movie night.

Facilities / Tech. Presented by Jamie Price/Dina Walton

- Athletic Field
 - Contract with Stingers from March 1 – May 30 for \$3000.
 - There is a portable bathroom installed.
 - Fence will be installed over spring break.
 - Dina is currently learning the management software.
 - Promoting the field through marketing.
 - Need to have pricing/parameters for the field (need a price list for building rentals as well) and a request for usage. Request was made of the Facility Committee to put together.
 - MAMFA – honor the commitment we made to the Predators for their donation. Go to Tim and find out what the formal agreement was made before deciding whether or not they get the Field for Fall 2014. If no agreement see below.
 - Direction from the BOD is to award contract per proportion and publish to organizations a deadline date for seasons calling it a request for use.
 - Tim's written report:
 - 1) Stingers/RMAE have a lease agreement for the Spring Season (thanks to Dina and Dan). Longer term agreement being discussed, I will help on it asked but otherwise am out of it.
 - 2) All funds needed for Final payment to Academy Turf are in Foundation account and check will be issued March 31st per the contract.
 - 3) Academy plans to come over spring break to address minor issues (wrinkles in warm-up area and uneven rubber distribution).
 - 4) Elk Country Fence will install north 12' fence and eastern split rail with "cattle wire" over spring break. West and South side will happen when ground thaws more and funds are in place.
 - 5) Need to organize a work crew to clean up remaining safety fence and haul to recycling or dump. Need T-posts removed and set aside for Silver Eagle to come back and get, but they are pretty stuck. Need a "puller" device or shovels to dig them out.
- Facility Committee
 - Six attendees. Need more participants.
 - Providing annual maintenance on critical facility issues
 - A catastrophic fund is required to built into our annual budget. There is \$60,000 for this year and \$75,000 for next year, which is required as part of our Bond.
 - In addition we should have an annual building a maintenance fund that is responsible for the lifespan of the facility. There is also an “unkowns” budget that should be built in as well.
 - Need to understand the special projects and major maintenance issues better.
 - Complete a “Hot list” and inventory assessment.
 - What are these facilities? Are they temporary or permanent? What happens in this lifecycle? Where should we invest the most money now?

Director's Report. Presented by Dan Cohen

Two items:

1. TCAP is ending tomorrow, which affected Grades 3-8 for the last 2 weeks. At end of April for the first time a web-based assessment called CMAS will be given. CMAS and TCAP will be blended next year into PARCC. This is a standardized, state issued, web-based Social Studies assessment. There are 3 - 90 minute sessions for each child to be given over a 2-week window for grades 4 & 7. There will also be a standardized assessment for Science given to grades 5 & 8. The students are taking them at the end of April and data will probably come out the same time as TCAP in late August. These assessments are predominantly content based. Core Knowledge misaligns most significantly with state district curriculum when it comes to concepts. The window for these tests next year is likely to be a month. There is a chance we may not do so well. The state Social Studies content can be reviewed and you can assume what may be on the test, but we won't know for certain.
2. Staffing estimate – 1 FT staff member voluntarily choosing not to return; 1 non-renewal for next year. He believes there is an excellent, well qualified, less expensive replacement for the non-returning. He will have a meeting with the non-renewal before spring break. Margaret asked if he would want HR committee or BOD involvement in the process for hiring these 2 positions. There will be a call for parent committees who make interviews and watch class demonstrations and it would be ideal to have them available for all candidates. An AAA parent member would be ideal in this committee as well. Timeframe would be mid to late April.

President's Report. Presented by Ned Parker

JCFC meeting to be held March 19, 2014 to formalize their letter to the JeffCo BOD. Ned cannot attend if anyone else can please do so. JeffCo BOD has been reaching out to community groups with the goal to get public participation in the budgeting process. Charter schools are traditionally being put to the bottom of the list because only about 10-15% of JeffCo students are charter therefore only 10-15% are charter parents participating and end up losing in these small discussions. JCFC is trying to accentuate participation in the JeffCo BOD meetings.

Old Business

- A. Collect completed Annual Director's Evaluations - Aaron Lessig
 - Ned would prefer the evaluations be sent electronically. As stated earlier AAA will have the Annual Survey data prepared to give to the BOD. A request was made that the Director's evaluation be delayed until after we received & digested the survey data from AAA before the April 10, 2014 BOD meeting. The BOD needs to have a proposed new contract for the Director no later than May therefore we will most likely need a working session in April for multiple items after the regularly scheduled BOD meeting. BOD agreed to the above.
- B. BOD Election Committee report, process on time per by-laws - Jamie Price
 - Continuing to put out notifications we are required by the BYLAWS to have an election by May. Have a head count by the next meeting.
 - Clarification on whose term is up and whose is not.
 - Margaret & Dave expire June
 - Aaron, Kristin & Christine expire in June
 - Ned was up for re-election last year, Aaron, Dana, Jamie and Tom all came in. Originally 4 parent reps fell off, 1 left mid term creating 5 open spots. Aaron received the partial term.
 - Needed now: 3 parents, 1 teacher, 1 community rep
 - The JeffCo Board legal counsel and the Colorado League of Charter schools strongly recommend not having staff members on your school's BOD as it violates Conflict of Interest in a multitude of ways. The BOD needs to make a motion on either the removal of the Teacher Representative position or change the position to a non-voting member in the Bylaws. Decision to be made at next BOD meeting.
 - Suggestion was made that the School Leadership Team report to the BOD in future.
 - Teachers are required to attend 1 BOD meeting each year per their contract & handbook.
- C. Annual review of Staff Handbook and Parent Handbook
 - Margaret sent the edits to the Staff Handbook to the BOD for review she will be working on the Family Handbook as well and get to the BOD via email before next meeting.
 - Addendum for Staff Handbook – clarification needed for roll over of time off. Change the language of accruing days off. Dan to send changes via email to the BOD for review before next meeting.
 - Edits to the Family Handbook
 - Vote on the changes to the Grievance policy at next BOD mtg. There is no accountability on the part of the Director or the Board of Directors for responses to grievances. There were several letters submitted to the BOD in the fall of 2013 that still have not been addressed by the BOD.
 - AAA will email their edits to the BOD before the next meeting for review.
 - Vote on at the next BOD meeting the following edit for the Family Handbook:
 - Current: Grounds for Denial of Admission (under Enrollment)
The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Proposed:

Remove: has engaged in behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

Other Edits:

- Current: Dress Code

Dresses/Skorts/Jumpers/Skirts must be navy or true-khaki “uniform” color.

Proposed:

Dresses/Skorts/Jumpers/Skirts must be navy, true-khaki, solid red, white or hunter green “uniform” color.

Current: Dress Code

Sweaters/Vests/Cardigans/Sweatshirts may be navy, white, hunter green or red solid colors.

Proposed:

Sweaters/Vests/Cardigans/Sweatshirts may be navy, white, Khaki, hunter green or red solid colors

New Business

- A. BOD Elections, question & answer period with potential candidates
 - Alan Scheik is interested in becoming a new BOD member, letter of interest submitted.
 - If there are more candidates than spots to be filled see Article V of the RMAE Bylaws.
- B. JeffCo budget approval (see above & all financial information can be found in the Business Office)
- C. JeffCo Charter School Contract Renewal
 - Contract needs to be signed by April 15, 2013
 - Ned – waiver renewal form needs to be in JeffCo format and on their terms. Dina will double check, but believes it is already in their format. (attached).

Board discussion commenced regarding a parent concern that there was mishandling of an auction item (voucher for Southwest airline tickets) by the Business Manager. Business Manager stated it was a misunderstanding. Parent stated he would be designating the PTO President as the contact person to avoid any misunderstandings of the intent of the tickets, which is to be utilized at the PTO auction. Tom will follow up with parent as the original email was sent to him to be shared with the BOD.

Follow up:

Regarding the Southwest airline tickets. The vouchers are still available to be auctioned and parent is checking into the time limitations for booking destination and actually travelling. This matter was "settled" with the Business Manager & Director earlier but the parent felt the BOD should be made aware of the situation.

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

- A. Annual Board Evaluations distributed, to be discussed in May
- B. Annual Budget submitted to BOD for review
- C. Ensure Board elections for new Board members occurs by 1st Tuesday in May
- D. BOD Elections “Meet the Candidates” at April meeting
- E. Board Training modules (#11, #14)
#11 Policy Development, #14 Waivers

Board Comment

Next Meeting – April 10, 2014

Adjournment – 9:58 p.m.

CHARTER SCHOOLS
BUDGET PLANNING WORKSHEETS—2014-15
(Revised 1-28-14)

The following school district revenue sources are expected for Charter Schools:

- Per Pupil Revenue 14/15-- \$6,699.21** current estimate from CDE.
- Special Education State funds--\$3,234.00 (Tier A \$1,250.00 and Tier B \$1,984.00)** per identified student (approximate).
- Mill Levy Override & Performance Promise funds--\$247.00** per pupil enrolled
- State Facilities Assistance--\$93.00 per FTE**

Attached you will find tables that indicate the services that are **available for purchase** by Charter Schools. If a Charter School decides to opt out of those services identified with asterisks, the Charter must provide written guarantees, and evidence, that certain minimum requirements have been met.

Central Administrative Overhead-- \$147.38 (2.2%)

Sec. 7.2.2 Purchased Services -\$187.58 (2.8%)--payroll, purchasing, communication services, purchasing services, accounting, accounts payable (but not accounts receivable), cash management, communications and tax anticipation note interest expense, compensation and records, benefits enrollment and processing and related costs for integration with the state, student data services, connection of phone and district computer workstation, district wide mandated assessments, access to legal consultation (other than consultation on employment issues) as described in contract and the ability for charter school staff to participate in school district staff development activities and programs on the same basis as staff employed by the school district as described in contract.

Certain other costs of federally mandated programs are **considered mandatory by the district**, as a cost borne by the PPR for each student in Jefferson County, and will be deducted from the PPR provided for each student. These costs include:

\$370.00 per student for **District-Wide Special Education Programs** and oversight related to special education. Funds for site level special education programs, as well as state special education funds will be distributed to schools to address local building issues related to special education programs.

\$115.00 per student for **District-Wide ESL (English as a Second Language)** instruction. These services will be available to any school that has identified ESL students, including charter schools.

The following services have been deemed **unavailable for purchase** by Charter Schools.

- Small Engine Repair
- Telecommunications
- Energy Management
- Early Retirement
- Facilities Management
- Transportation
- Post-secondary Options
- Preschool
- Custodial Services

CALCULATION OF REVENUE AND DISTRICT SERVICE EXPENSES
FISCAL 2012, 2013, 2014 AND PRELIMINARY FISCAL 2015
(Revised 1-28-14)

School Rocky Mountain Academy of Evergreen Board of Director Signature _____
Date 3/13/14 Principal/Director Signature _____

	Fiscal Billed 2012 (Actual)	Fiscal Billed 2013 (Actual)	Fiscal Billed 2014 (Actual)	Preliminary Billed 2015 (Estimated)
<i>Per Pupil Revenue</i>	6308.46	6302.82	6418.28	6,699.21
Dedicated Funds by State Law				

Capital Reserve	0.00	0.00	0.00	0.00
Insurance Reserve	0.00	0.00	0.00	0.00
Fiscal Emergency Contingency Reserve	0.00	0.00	0.00	0.00
<i>Per Pupil Operating Revenue</i>	6308.46	6302.82	6418.28	6,699.21
Central Administrative Overhead	139.44	140.14	142.39	147.38
Sec. 7.2.2 Purchased Services	177.46	168.16	181.70	187.58
<i>Mandatory Dedications----</i>				
District Special Education	365.00	370.00	370.00	370.00
English as a Second Language	110.00	115.00	115.00	115.00

Purchased Services	Projected FTE's_379_	Cost Per Pupil	Total Cost
1. Student Health		\$80.00	\$30,320.00
2. Insurance Reserve		\$86.76	\$32,882.04

Return to Dawn Buringa no later than April 2, 2014.

District Services Available for Purchase 2014-2015

(Revised 1-28-14)

Administrator __ Dan Cohen __ **School** __ Rocky Mountain Academy of Evergreen __ **Date:** 3/13/14

Department	Cost	Service	Accept	Deny
Homebound Students	26.00 per hour	-Teacher visits to home of homebound student		X
*Student Health—Includes vision and hearing screenings--see note below	80.00 per student	-Consultation for health needs and action plans -Letters to parent i.e. immunizations, disease -Delegation of authority to dispense medications	X	
*Insurance Reserve	86.76 per student	-Comprehensive general liability—bodily injury, property damage, professional -Property, boiler, machinery -Crime -Litigation defense	X	
Employee Assistance	55.00 per hour	-Assistance with personal issues of employees with school approval		X
Instructional Services	300.00 half day 450.00 full day	Training and instruction for charter school staff		X
*Finger Print/ background checks—see note below	55.00-75.00 per employee, paid by employee	-Secure fingerprint cards and oath if required by charters -Interact with CBI and pass information to charter schools -Advice and counsel on background checks		X
Property Management	55.00 per hour	-Assistance in locating and acquiring properties -District liaison with government agencies -Review and prepare legal documents -Meet with Boards of Directors regarding property issues		X
Acuity Gr.3-8 Diagnostics 9-12 Science 5-8 YPP (Math, L.A., Reading) Acuity Training	10.02 per child 1.97 per child 1.97 per child 3.38 1 content area 8.33 2 content areas 10.02 3 content areas 8.45 per child	Benchmark assessment for CO state standards YPP-online monitoring program for standards And staff training		X
Mount Evans/Windy Peak Outdoor Education Centers	375.00 per child includes transportation	-Outdoor Lab activities for schools who participate		X

Warren Tech Option School	25% PPR per ½ day per student per semester 50% PPR per full day per student per semester			X
Library Services - Jeffcat	3.00 per FTE	Provides cataloging services for school library resources. Also provides technical and user support for the TLC district library system.		X

*Finger Print/Background Checks—Should Charters decide to do their own finger print and background checks, the district will require assurances regarding meeting the requirements of state law.

*Student Health—Should Charters decide not to access this service, the following assurances must be in place; documentation of appropriate state mandated immunizations for each student, and documentation of compliance with state laws and district policies regarding medications and health action plans.

Charter School Waiver Request Form

A charter school may operate free from specified state rules and statutes as provided in §22-30.5-104(6)(b), C.R.S.

For your waiver request to be reviewed, please provide:

- An electronic, signed copy of the charter contract between the charter school and its authorizer, which would include a complete request of waivers as an appendix.
- Waiver Request Form-complete, typed and signed
- A Rationale and Replacement Plan (RRP) for each waiver requested from state statute. This is a requirement for automatic and non-automatic waivers. A sample RRP can be found [here](#).
- An electronic copy of the charter application or renewal application.

This waiver request may be submitted electronically to: schoolsofchoice@cde.state.co.us

General Information

Charter school name: _____

Charter school mailing address:

Street: _____

City: _____ Zip Code: _____

Charter school contact name:

Title:

Phone number:

Email address: _____

Charter school projected enrollment or current enrollment: _____

Grades served by charter school:

K 1 2 3 4 5 6 7 8 9 10 11 12

Term of the charter contract: ____/____/20____(MM/DD/YY) through June 30, ____ (YYYY)

Enter the year the charter school originally opened: _____(YYYY)

Waiver request prepared for the charter school by: _____

Phone number: _____

Email address: _____

Authorizer

Charter School Institute (CSI)

Name of local school district: _____

Authorizer’s mailing address:

Street: _____

City: _____ Zip Code: _____

Authorizer contact name: _____

Title: _____

Phone Number: _____

Email Address: _____

Select the automatic waivers the charter school is applying for:

22-9-106, C.R.S. Local board duties concerning performance evaluations

22-32-109(1)(b), C.R.S. Local board duties concerning competitive bidding

22-32-109(1)(f), C.R.S. Local board duties concerning selection of staff and pay

22-32-109(1)(n)(l), C.R.S. Local board duties concerning school calendar

22-32-109(1)(n)(II)(A), C.R.S. Determine teacher-pupil contact hours

22-32-109(1)(n)(II)(B), C.R.S. Adopt district calendar

22-32-109(1)(t), C.R.S. Determine educational program and prescribe textbooks

22-32-110 (1)(h), C.R.S. Local board powers-Terminate employment of personnel

22-32-110(1)(i), C.R.S. Local board duties-Reimburse employees for expenses

22-32-110(1)(j), C.R.S. Local board powers-Procure life, health, or accident insurance

22-32-110(1)(k), C.R.S. Local board powers-Policies relating the in-service training and official conduct

22-32-110(1)(ee), C.R.S. Local board powers-Employ teachers’ aides and other non-certificated personnel

22-32-126, C.R.S. Employment and authority of principals

22-33-104(4), C.R.S. Compulsory school attendance-Attendance policies and excused absences

22-63-201, C.R.S. Teacher Employment Act-Compensation & Dismissal Act-Requirement to hold a certificate

22-63-202, C.R.S. Teacher Employment Act- Contracts in writing, damage provision

22-63-203, C.R.S. Teacher Employment Act- Requirements for probationary teacher, renewal & nonrenewal

22-63-206, C.R.S. Teacher Employment Act-Transfer of teachers

22-63-301, C.R.S. Teacher Employment Act- Grounds for dismissal

22-63-302, C.R.S. Teacher Employment Act-Procedures for dismissal of teachers

22-63-401, C.R.S. Teacher Employment Act-Teachers subject to adopted salary schedule

22-63-402, C.R.S. Teacher Employment Act-Certificate required to pay teachers

22-63-403, C.R.S. Teacher Employment Act-Describes payment of salaries

If any other waiver(s) from statute or rule is being requested, please list below.

Required Signatures

Authorizer Contact (Print Name)

Signature-Authorizer Contact

Date

Charter School Contact (Print Name)

Signature-Charter School Contact

Date

Evergreen Bluegrass Festival
Saturday, August 23, 2014 from Noon – 8 P.M.
FB page: Evergreen Bluegrass Festival
Website: www.evergreenbluegrass.com

Goal: To create a cultural event, which would provide a sustainable source of charitable revenue.

Bluegrass: A kind of country music influenced by jazz and blues and characterized by virtuosic playing of banjos and guitars and high-pitched, close-harmony vocals.

Benefitting

- RMAE
- No Kid Hungry – Colorado chapter

Location (TBD)

- Buchanan Recreation Area
- Evergreen Rodeo Grounds

Parking

- \$5 parking on site
- Shuttle from Albertsons parking lot
- Attendants

Entry

- \$10, Children 12 and under free
- Wristbands
- Attendant
- Cash Box
- Online ticket sales – pre-purchase for \$7 each

Marketing

- Logo
- T-shirts
- Signage
- Poster
- Booth for selling merchandise & Attendant
- Cash Box

Sponsorship Package (attached)

- Letter of Intent
- Contract
- VIP tent

Bands

- 6 Bands total
- Contract
- Sound (Scott Messler)
- Stage
- Lights

Vendors

- Food
 - Food trucks
- Beverage
 - Beer
 - Wine
 - Lemonade/Root beer
 - 21 & over wristbands
- Food/Beverage Tickets - \$1 each; split between RMAE & Vendor is 75/25
- Buckets to collect tickets
- Contract
- Attendants to check ID & to sell Beer/Wine

- Cash Box

Permits

- JeffCo Public Health (food)
- Liquor
- Special Event

Insurance

- One-day Rider needed (www.eventinsurancenow.com)

Merchants

- \$150 for booth space
- Contract
- Kid Attractions: bouncy house, face painting, etc.

Volunteers

- Chairpersons
- Planning committees
- Day of event

Security/Safety

- 2 officers needed for event at EPRD, 1 officer needed at Rodeo Grounds
- JeffCo Sheriff Business Office (303) 271-5311 (Robin); schedule a minimum of 4 weeks prior and they need to work 4 hours minimum

Portable Bathrooms

- 4 needed for event

Trash/Recycling

Budget

- Start-up costs
- Open separate BGF account

Photography/Video

Rentals

- Tents
- Tables/Chairs

EBF Timeline

6 months

Sponsorship packet
Charitable contributions
Logo
Volunteer committee chairs
Contracts

5 months

Bank Account set up
Online ticket purchasing
Venue
Bands (6)
Poster/postcards
Vendors
Merchants
Stage

4 months

Insurance (rider)
Rental items (tents/chairs)
Portable bathrooms
Security contract

3 months

Permits completed/submitted
Bouncy house, face painting, etc.
Shuttle Service
Logos from sponsors for marketing

2 months

T-shirts
Marketing materials

Sponsorship Opportunities
**Your donation will benefit the Arts & Humanities programs at RMAE as well as
the Colorado chapter of No Kid Hungry.**

1st Annual Evergreen Bluegrass Festival

August 23rd, 2014

Fiddle Player- \$5,000 and up – (max 5)

- Designation as a Presenting Level Sponsor of the Festival.
- Name or logo on all promotional materials, ads, signs and press releases related to the Festival.
- Name on Entrance banners to the festival.
- Prominent recognition on the large sign promoting the Evergreen Bluegrass Festival to be hung in downtown Evergreen.
- Public recognition messages during the Festival (one before each act).
- Identified in the official Evergreen Bluegrass Festival flyer distributed around the Evergreen and Denver metro community.
- Name and logo on cover of event program.
- Logo on all collectable posters.
- Name , logo and company link on evergreenbluegrass.com.
- Right to use the Festival name or logo in any materials that sponsor uses to promote association with the Festival.
- Guaranteed first right of refusal for the same level of sponsorship each following year they are a Presentation- level sponsor.
- 12 VIP entrance tickets to the festival, plus VIP parking pass and seating.
- Display of two company 3'x6' banners (provided by the sponsor), one of which will be visible around stage.
- 10x10 tent space provided to promote organization or business.
- Name of Organization or business on t-shirt to be sold at event.
- Announcement on the festival's social media of sponsorship.

Banjo Player - \$2,500

- Designation as a Partner Level Sponsor of the Festival.
- Listed as a Partner Level Sponsor on the large sign to be hung in downtown Evergreen.
- Name and logo on back of event program
- Identified as a Partner Level Sponsor in the official Evergreen Bluegrass Festival flyer distributed around the Evergreen and Denver metro community.
- Sponsor mentions from the stage
- Partner Level sponsors will be considered for same event sponsorship in succeeding years.
- Name, logo and company link on evergreenbluegrass.com
- 2 VIP entrance tickets to the festival (only for First 20 to sponsor)
- Display of one company 3'X6' banner (provided by the sponsor)
- 10x10 tent space provided to promote organization or business.
- Name of Organization or business on t-shirt to be sold at event.
- Announcement on the festival's social media of sponsorship.

Guitar Player - \$1,500

- Designation as a Key Level Sponsor of the Festival.
- Listed as a Key Level Sponsor on the large sign promoting the Evergreen Bluegrass Festival to be hung in downtown Evergreen.
- Identified as a Key Level Sponsor in the official Evergreen Bluegrass Festival flyer distributed around the Evergreen and Denver metro community.
- Name, logo and company link on evergreenbluegrass.com.
- Key Level sponsors will be considered for same event sponsorship in succeeding years.
- 10x10 tent space provided to promote organization or business.
- Name of Organization or business on t-shirt to be sold at event.
- Announcement on the festival's social media of sponsorship.

Mandolin Player – 1,000

- Designation as a Friend of the Festival.
- Identified as a Friend of the Festival in the official Evergreen Bluegrass Festival flyer distributed around the Evergreen and Denver metro community.
- Name listed as a Friend of the Festival on evergreenbluegrass.com.
- Announcement on the festival's social media of sponsorship.

Tamborine Player – \$500

- Designation as a Friend of the Festival.
- Name listed as a Friend of the Festival on evergreenbluegrass.com.
- Announcement on the festival's social media of sponsorship.

RMAE – Rocky Mountain Academy of Evergreen is a public charter school nestled in the foothills of Colorado. The Core Knowledge curriculum has a strong focus on the Arts & Humanities including, but not limited to band, orchestra, drama, choir, art, technology and the sciences. www.rmae.org

No Kid Hungry - The No Kid Hungry campaign connects kids in need to effective nutrition programs like school breakfast and summer meals and teaches low-income families to cook healthy, affordable meals through its Cooking Matters program. This work is accomplished through the No Kid Hungry network, made up of private citizens, public officials, nonprofits, business leaders and others providing innovative hunger solutions in their communities. www.co.nokidhungry.org

**Evergreen Bluegrass Festival
Corporate Sponsor Information**

Return with payment made out to: RMAE Foundation

Mail to: 2959 Royale Elk Way Evergreen, CO 80439 Attention: Tami Courtney

tcourtney@rmae.org/[303-670-1070 ext. 109](tel:303-670-1070)

Name and Primary Contact/Donor: _____

Organization/Business Name: _____

Address (Including City, State, Zip): _____

Phone: _____ **Email:** _____

Sponsorship Level Desired:

- Fiddle Player (\$5,000)** _____
- Banjo Player (\$2,500)** _____
- Guitar Player (\$1,500)** _____

- Mandolin Player (\$1,000) _____
- Tamborine Player (\$500) _____

Donations to the RMAE Foundation are tax deductible (Federal non-profit ID #27-0175296).

I agree that the business I represent is in good standing in the community. I agree that the Evergreen Bluegrass Festival has the right to remove my business name and/or logo from any property if the good standing or reputation of my business does not align with the values of the Evergreen Blue Grass Festival.

Authorized Signature _____ Date _____

***To ensure inclusion in marketing material sponsorship payment must be received by June 1st, 2014.**

10:17 AM
 02/04/14
 Accrual Basis

Blue Grass Festival Profit & Loss Budget Overview January through December 2014

	Jan - Dec 14
Income	
Booth Rental Fees	1,000.00
Direct Public Support	
Sponsorships	
Banjo	10,000.00
Fiddle	15,000.00
Guitar	7,500.00
Mandolin	5,000.00
Tamborine	5,000.00
Total Sponsorships	42,500.00
Total Direct Public Support	42,500.00
Entrance Fees	7,500.00
Food & Beverage ticket sales	10,000.00
Parking Fees	1,250.00
T-Shirt Sales	9,000.00
Total Income	71,250.00
Cost of Goods Sold	
Food/Bev Vendor Portion-Sales	7,500.00
T-Shirts	5,000.00
Total COGS	12,500.00
Gross Profit	58,750.00
Expense	
Band Fees	3,000.00
Donation to Charity	11,400.00
Emcee	150.00
Event Operations	
Shuttle Service	675.00
Supplies	300.00
Total Event Operations	975.00
Insurance	500.00
Marketing	
Banners	280.00
Postage, Mailing Service	1,700.00
Postcards	200.00
Printing and Copying	100.00
T-Shirts	750.00
Ticket Printing	250.00
Yard Signs	226.26
Total Marketing	3,506.26
Permits	225.00
Security	581.00
Set Up Costs	
Facility Rental	500.00
Port a Potty Rental	1,100.00
Sound System	500.00
Stage Rental	500.00
Tables/Chair Rental	250.00
Tent Rental	600.00
Trash Container Rental	500.00
VIP Tent Items	300.00
Total Set Up Costs	4,250.00
Total Expense	24,587.26
Net Income	34,162.74