



## **RMAE Board of Directors MEETING**

**Date: 5-08-14 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:** May 15, 2014

**Document Approval:** June 12, 2014

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

Ned Parker, President, Parent Representative  
Thomas Seybold, Treasurer, Parent Representative  
Dave Hadsell, Parent Representative  
Dan Cohen, Director  
Kristen LaJoy, Community Representative (arrived 6:42)  
Christine Riedlin, Teacher Representative (arrived 6:47)  
Jamie Price, Parent Representative (arrived 6:58)

#### **BOD Members on Conference Call:**

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

Aaron Lessig, Vice President, Parent Representative

**Others in Attendance:** Joan Janov, Kim Egan, Jon Tesseo, Kelli Anderson, Julie Hushen and Courtney College

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

**Reading of Vision & Mission**

**Public Comment:** None

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

- Meeting minutes from 4-10 and 4-17 were not ready for review and approval. Ned will prepare them for the June meeting.

#### **Committee Reports**

AAA. Presented by Kim Egan

- AAA will prepare a year-end summary of the annual parent and staff survey. The summary will be very high level, similar to the 3x3 matrix format provided to the BOD, identifying points to market, topics to be improved as possible, and those areas that need immediate attention. The summary will not include the open-ended comments.
- AAA offered assistance with Staff & Family handbooks, specifically the grievance policy
  - Ned would like to clean up current Board activities in May/June. The Staff Handbook should be in a good state by June. The Family Handbook may need approval in June and then some refinements over the summer by the next generation Board. Staff and Family Handbooks need to be set by early August for the upcoming school year.
  - Work with AAA/Julie Hushen on grievance policy and overhaul
- Election of new AAA members
  - When AAA reformed, all members (except returning faculty Rachael Smith) started at the same time. Members choose 1- and 2-year terms to stagger member turn-over and re-election needs. Now looking for several new members.
  - One letter of interest – Russ Arnold will serve again

- Will ask for new members in fall. Think parents are suffering from school-year burnout.
- NWEA testing
  - Recently completed for grades 3-8, topic of testing varied by grade
  - Dan summarized test results for 3rd graders
  - RMAE will develop historical data and trends as we test in future years

*Financial.* Presented by Tom Seybold

- Tom & Dina have discussed details of RMAE reporting and how to better set budget line items.
- Tom cited examples from other schools where initial and final budgets were very close in magnitude, that refined budgets can guide and control spending rather than just record actual events.
- Tom met with Kathleen Askelson, Executive Director of Finance for JeffCo Schools.
- RMAE gets a budget report from Kathleen. She stressed the need to incorporate this format into the RMAE budget discussion as this is the basis for external audits. Common language for financial presentation.
- Currently, the RMAE Building Corp is not included in financial reports
  - Could include per example from Excel Academy
  - Would break out debt services
- Refine procedures to look at budget variances line-by-line, track +/- annually
  - Need more rigid tracking of shifting money between line items
- Foundation had requested financial details to support grant applications donor asks
  - Online transparencies go back ~3 years and provide good detail. Foundation can filter & direct outside organizations to this data.
- Dave clarified that no financial improprieties were seen; Tom confirmed.
- Update on PPR
  - PPR slightly higher in current legislation, not finalized until June
  - Mil Levy Override has passed, can plan on this money
  - Informal agreement within charters to not publish numbers

*Human Resources.*

- No report

*RMAE Foundation.* Presented by Jon Tesseo

- Annual giving ~\$85k to date, ahead of last year.
- Bear-grams ~\$3k (2014) vs. ~\$9k (2013)
  - Possible reasons for poor performance: timing near spring break and end of school, general school unrest, lack of consistent messaging from the Board
- Considering selling bricks with names/messages
  - Market to graduates, new arrivals, annual mark of student progress
  - Extend current brick area, maybe create an alumni garden
  - Dave will provide name of previous vendor

*Marketing.* Presented by Kristen LaJoy

- Sent out minutes/summary
- Discussion of Auction
  - Move to every other year? Mix with other events, wine & cheese, etc.
  - Possibly break out kid art to dedicated event(s)
- Blue grass festival is on hold, no event this year. Will work with Tom Hushen to prepare for next year.
- Looking for new marketing committee head

*PTO.*

- No report

*Preschool.*

- No report

*Facilities / Tech.* Presented by Ned Parker/Jamie Price

- Athletic Field –Final Field update as of 5/8/14 (written report from Tim Lane)
  - Final punch list items on the landscape turf area were completed by Academy Turf on April 25th, 2014, and last payment installment was delivered by hand to Steve Jewell.

- Sometime in July, Academy Turf and Dina Walton will coordinate a time/date to do one free sweeping of the entire field and landscape turf area to redistribute the rubber.
    - They will also bring additional rubber to top dress the landscape turf area. Because of the inner fibers of that particular product, the initial installation of rubber did not fully penetrate down to the turf backing. Now that it has been getting traffic and use, the rubber is settling into the inner fiber, and a top dressing will fully fill the turf to within ¼” of the top, as was originally intended.
  - Fencing is 99% completed and the final invoice has been forwarded to Tami Courtney for payment.
    - The 1% that is not done is installation of landscape fabric as a form of erosion control on the uphill side of the south and west fencing. This will be stapled to the posts and along the lowermost rail, so that in the event of some major failure on the slope before the hydro-mulch seed establishes itself, the fabric and fence wire should catch the mud and contain it before it gets onto the turf itself.
  - Based on Tim’s unofficial accounting, the total project breaks out as follows:
 

Total Funds raised for the project:	\$178,494.00
Design, engineering, soil testing:	\$6,539.80
Excavation:	\$59,907.30
Turf installation:	\$99,750.00
Final touches (not including stairs):	\$11,964.00
Remaining Field Fund Balance:	\$332.90
  - Once this amount is verified by the Foundation Accountant, these funds should go toward the steps or field signage. Steps are being installed now.
  - Foundation nominally agrees that there is less than \$1,000 currently in the Field account.
- Received RFPs for field use from Stringers and MAMFA. Dave will work with both to blend schedules to maximize field usage, revenue and community visibility
- Jamie will work to organize volunteers and labor over summer to target facilities repairs

*Director’s Report.* Presented by Dan Cohen

- Need Secretary’s signature on Charter renewal. Need to elect a new secretary.
- JeffCo announced new, permanent Charter School liaison to start July 1: Tim Matlick, former Board member and current Principle at Woodrow Wilson Academy, a JeffCo K-8 charter school
- Financial impact of field use – Stingers willing to pay much more than MAMFA. Hope Dave can broker Stingers vs MAMFA to include both groups and live up to goal of community field.
- Enrollment – Dan provided the following spreadsheet.
  - Letters of Intent Returning – Total of students by grade that responded positively to Kate’s letter sent in early February. 329 current students indicated intent to return.
  - Letters of Intent / Verbal Commit New – Total of potential students who have recently toured the school who intend to attend. 56 new students indicated intent to attend.
  - Have Registered – numbers not in parentheses is the total number of students (returning or new) who registered by last Friday (end of registration week). Numbers in parentheses are Kate’s guess at students who intend to register very soon as reminder calls are made. 375 registered students are likely.
  - Have lost about 10 net potential students between February and now, reasonable and explainable by various family situations and decisions.
  - Maximum students is 420 or 398 FTE, 2014-2015 budget based on 379 FTE (~401 students)
  - Change up and down very likely between now and August, but near break-even

Grade (14-15)	Letters of Intent Returning	Letters of Intent / Verbal Commit New	Have Registered	Tours for 14-15
K		36	28 (9)	21
1	28	2	20 (9)	3
2	45	3	41 (8)	10
3	46	4	40 (10)	9
4	41	1	31 (9)	5
5	46	3	43 (7)	2
6	43	6	24 (17)	6
7	39		28 (9)	1
8	41	1	39 (3)	1
Total	329	56	294 (81)	

*President's Report.* Presented by Ned Parker

- Proposals for Board training, team building, summer retreat
- Received a phone call from Dr. Lloyd Carlton, Temporary JeffCo Charter School liaison. He suggested a meeting with the new liaison to work through Board objectives and Board/Director relations.

### Old Business

#### A. BOD Election results

- New parents reps are:
  - Alan Scheik
  - Brad Giles
  - Dave Hadsell
- Discussion of the election process, vote counting, validating votes were cast by RMAE families, no more than one per parent, followed bylaws
- Votes received by ballot box and by email, none by fax or USPS
- Julie Hussen was concerned about requesting voter names on ballots. She knew of several individuals who did not vote because of the possible implications of identifying yourself. Discussion that this was one way to validate eligible voters and check for repeat votes. Providing your name was optional. Discussion of possible solutions, electronic survey/vote with unique student or family number.

### New Business

#### A. Appointment of New Board Members to Fill Recent Vacancies

- Dana Price resigned effective 4-19-14, need new Secretary and Marketing head
  - Seat open until June 30, 2015. Can be filled by appointment.
- Margaret Hogan resigned 4-24-14
  - Seat open until June 30, 2014. Can be filled by appointment.
- The Board requested letters of interest from candidates on 4-25-14. Received seven LOI for Parent Representatives through 5-8-14:
  - Gretchen Hock, Jan Douglas, Joan Janov, John Morrill, Julie Hushen, Kelli Anderson, Laurel Hyslop
- Dave asked those candidates present if anyone was willing to fill a one-month position. Unanimous answer was "no."

**Motion:** Dave made a motion to not fill the open seat with only one month remaining in its term. Christine seconded it.

**Discussion:** None

**Vote:** 6-0 for approval, no abstentions

- Those candidates present were asked to summarize their desire to be on the Board. Courtney College spoke for Gretchen Hock.
- Discussion amongst the BOD as to the best candidate. The Foundation was asked to clarify Gretchen Hock's recent departure; Jon Tesseo praised Gretchen and would welcome her back if the opportunity arose. Board focused on diversity of child age representation (ie. more middle school parents) and the ability to contribute in the near-term. All candidates are well qualified and need to be encouraged to continue their engagement with RMAE in some capacity.

**Motion:** Dave made a motion to appoint Kelli Anderson to the Board of Directors as a Parent Representative effective immediately through June 30, 2015. Kristen seconded it.

**Discussion:** None

**Vote:** 4-2 for approval, no abstentions

- The Board had requested letters of interest from candidates for our Community Representative during our election cycle. Received no LOI by the time the ballot was finalized. Received one LOI through 5-8-14:
  - Doug Kittelsen
  - Dave spoke briefly in support of Doug

**Motion:** Jamie made a motion to appoint Doug Kittelsen to the Board of Directors as our Community Representative for the term of July 1, 2014 through June 30, 2015. Kristen seconded it.

**Discussion:** None

**Vote:** 6-0 for approval, no abstentions

- The staff selected Cherie Mazurek as their representative during their last meeting. Cherie will serve for the term of July 1, 2014 through June 30, 2015.

B. Election of new Board Secretary

**Motion:** Christine made a motion to elect Kelli Anderson to be Board Secretary. Kristen seconded it.

**Discussion:** None

**Vote:** 6-0 for approval, no abstentions

**Old Business**

B. Final approval of Staff Handbook and Parent Handbook

- Tabled until next month
- Ned Parker will send the handbooks to Julie Hushen for input on the grievance policy
- Comments about AAA survey results to teachers
  - Kim mentioned a summary report being prepared for parents (very high level)
  - Julie talked about summary for teachers
    - Will provide numerical ratings on teacher-specific questions
    - Will not provide open comments directly to the teachers
    - Discussion of positive/negative morale implications of comments to teachers
    - Feed comments to Dan, let him determine how to discuss with individual staff

C. Board Self Evaluations

- Presentation of results
  - Generally negative opinions of the Board, poor wording of many of the questions
  - Focused on a few examples of the most positive and most negative responses
- Good opinion of written elements
- Bad opinion of consensus, implementation

D. Review of Current Strategic Plan

- General discussion of what had been accomplished this year, our highs and our lows.
- Started with good momentum, side tracked and delayed several times by AAA and math leveling concerns, significantly distracted in March and April by parent agendas.
- Discussion of lessons learned, need to revisit the yearly objectives at each meeting to verify we are progressing. Format works, but focus on measurable metrics to help assess progress.

E. Board Training Modules

- Board Financial Oversight (#9)
  - Private boards focus almost exclusively on this
  - Parent run school
- Charter School Finance (#10)
  - We understand the basic revenue stream through PPR
  - Have the ability, need to cultivate additional revenue
  - Changing state and JeffCo climate toward school funding and specifically Charters
- Charter Schools Act (#23)
  - Charter schools trade autonomy in curriculum for assumption of building costs
- Sunshine Law (#17)
  - Open meeting laws, best practices
- Policy Development (#11)
  - Benchmarking against other school, stay proactive
- Waivers (#14)
  - Charter renewal process forced the BOD to see and examine these, typically over looked

**Board Comment**

- Board retreat

- Managing a divergent group of parents
- Adult behavior
- Review vision and mission

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

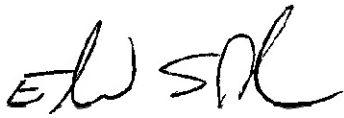
- A. Review and Discuss prior year's surveys
- B. Update Strategic Plan based on Survey and Lessons Learned
- C. Board Training modules (#7, #19, #15, #22)
  - #7 Strategic Planning, #19 Professional Development
  - #15 Data Driven Decisions, #22 Communication

**Board Comment**

**Next Meeting – June 12, 2014**

**Adjournment – 9:56 p.m.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ned Parker". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Ned Parker  
President, Acting Secretary