



## RMAE Board of Directors MEETING

Date: 6-03-14 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:** June 10, 2014

**Document Approval:** June 12, 2014

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

Ned Parker, President, Parent Representative  
Aaron Lessig, Vice President, Parent Representative  
Thomas Seybold, Treasurer, Parent Representative  
Dave Hadsell, Parent Representative (left 7:07)  
Christine Riedlin, Teacher Representative  
Jamie Price, Parent Representative

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

Dan Cohen, Director  
Kristen LaJoy, Community Representative  
Kelli Anderson, Parent Representative

**Others in Attendance:** Doug Kittelsen, Brad Giles, Carrie Quinn, Rosanne Jalbert, Mary Gordon, Lucy Shepard, Laurel Hyslop, Tiffnny Branson, Angie O'Keefe, Deb Kelley, Seth Anderson, Catherine Ross, Sarah Beiriger, Jan Douglas, Amy Jacobs, Jeff Emery, Benny Simpson, Ingrid Palmer, Tim Lane, Chris Lindsay, Jamie Brand, Kelly Breuer, Dyann Bartlett, Gretchen Hock, John Morrill, Jeff Courtney, Gretchen Mortiz

#### **Others on Conference Call:**

Alan Schiek

**Call to Order & Pledge of Allegiance** at 6:34 p.m.

**Reading of Vision & Mission**

**Public Comment:** None

#### **New Business**

##### A. Begin Search for Next RMAE Director

- On May 29, Dan Cohen declined to renew his contract as the Director of RMAE. We now need to hire a new Director.
- A Hiring Committee formed of BOD members, parents, and staff will search out candidates, perform initial screening and interviews, and present final candidates to the BOD. The BOD will conduct final interviews and arrange for the final candidates to speak to the parent community in a public forum. Parent feedback will be collected. The BOD will have final decision on hiring.
- We should have the new Director hired by the first week of August to allow that individual to finalize staffing and administration issues before the opening of school on August 25.
- We may need to hire an Interim Director quickly and continue search for a permanent Director into next fall.
- BOD members and audience members introduced themselves
- Kelly Breuer and Carrie Quinn described the last Director search
  - Formed two teams of at least 10 members each

- Teams alternated duties of screening, reference checking, and interviewing. Allowed for two examinations/opinions on important issues.
- Questions about Interim vs Permanent:
  - No definite plan
  - Time line leans toward Interim
  - The BOD will decide based on the quantity and quality of initial candidates and the recommendation of the Hiring Committee.
  - It would be reasonable to hire an Interim Director on a one-year contract with the knowledge that additional candidates will be interviewed. The final selection could be the Interim. Regardless of outcome, the Interim would have a one year commitment. The final selection would start the following summer.

#### B. Define Characteristics of Our Next Director

- Nora Flood introduced herself and outlined the rules and goals of a SWAT analysis (Strengths, Weaknesses, Advantages, and Threats). SWAT is a form of brainstorming that is typically used to set strategic plans, but in this case to define the character and direction of the school. Goal is to define the skills, tasks, and personality traits that we expect in our next director.
- Discussion of SWAT on school vs SWAT on Director.
- Critique school and then find an individual to enact as much as possible
- SWAT may show that additional resources are needed
  - May lead to more open discussion of school structure in the future
  - Assistant Director, other staff (target operations and finance)
  - Instructional leader (whole school, elementary, or middle school)
- Pages used to list Strengths, Weaknesses, Advantages, Threats, and Other. Check marks used to show agreement with previously written comments/ideas.
- Raw data from SWAT analysis not included here so that subsets (such as weaknesses) are not taken out of context and used against RMAE. May consider summarizing results in a single page matrix.
- Ned led a quick review of the SWAT comments to create a summary list of the skills and personality traits desired in our candidates.

#### C. Formation of Hiring Committee

- Jeff Courtney and Jan Douglas volunteered to lead Hiring Committee teams as they both have HR backgrounds.
- Jeff and Jan took names of meeting attendees willing to serve.
- Discussion of how many should be on each team. 10-15 per team is probably the maximum for an effective group. The BOD declined to select or appoint members to avoid the appearance of preferential guiding. Time and attrition will likely pair down the members of the Hiring Committee to a reasonable number.
- Four BOD members volunteered. If split two and two, there could be no violation of the Sunshine law.
- Five staff volunteered. Gretchen Mortiz and Rosanne Jalbert can share a position as they each have other extended commitments over the summer. Split two and two.
- Twenty parents volunteered; split ten and ten.

#### D. Define Next Steps and Schedule

- Board members will individually review the Executive Director job description as prepared by Dina. A composite of the edits will be forwarded to the Hiring Committee heads.
- The Hiring Committee heads will review the job description and create a job posting. Both documents will be presented to the BOD at our next meeting, June 12.
- Job posting will be issued within the state and nationally through Colorado League of Charter School resources.
- The Hiring Committee will document their procedures and schedule for candidate selection and presentation.

#### **Board Comment**

- None

**Next Meeting – June 12, 2014**

**Adjournment – 8:32 p.m.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ned Parker', written in a cursive style.

Ned Parker  
President, Acting Secretary