



RMAE Board of Directors MEETING

Date: 6-12-14 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: July 7, 2014

Document Approval: August 14, 2014

BOD Members in Attendance:

Ned Parker, President, Parent Representative
Dave Hadsell, Parent Representative
Dan Cohen, Director
Jamie Price, Parent Representative (arrived 6:43)
Christine Riedlin, Teacher Representative (arrived 6:54)

BOD Members on Conference Call:

BOD Members Absent:

Aaron Lessig, Vice President, Parent Representative
Thomas Seybold, Treasurer, Parent Representative
Kristen LaJoy, Community Representative
Kelli Anderson, Parent Representative

Others in Attendance: Tim Lane, Angie O'Keefe, Renee Clackler, David Clackler, Jeff Emery, Gretchen Hock, Jamie Brand, Jan Douglas, Tony Bryant, Benny Simpson, Brad Giles, Alan Scheik, Jeff Courtney, Beth Krueger, Doug Kittelsen

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

Reading of Vision & Mission

Public Comment:

- Beth Krueger, school neighbor living on Royale Elk Way
 - Complaint about bear breaking in to dumpster and spreading trash, slow or little response from school staff to clean up after such incidences. Suggests we use the bear bar, consider a pad lock. Noted that the bear can break/collapse the plastic lids on the dumpster.
 - Concerned that old text/work/activity books were thrown out and not recycled
- Her concerns will be passed on to Dina and Jason
 - This will require a change in culture – many school staff and parents have access to the dumpster. Problems may increase with non-RMAE users of the field.
 - Waste Management may not want a lock on their dumpster, at least not at the time of trash pickup.
 - The school has recycling baskets, need to emphasize their use with staff and parents.
- Tony Bryant thanked Dan for his service to the school. Tony regards Dan as the best Director he has served under.

Consideration of Consent Agenda

- Initially no quorum, delayed pending arrival of additional Board members.

Committee Reports

AAA.

- No report

Financial.

- Neither Tom nor Dina were in attendance (Tom was delayed at work, might arrive later)
- Dina had provided:
 - Financial update through May
 - List of tasks completed in May
 - List of planned building maintenance activities to be completed over the summer
- Dave and Ned did not feel comfortable enough with the material to present
- Tabled until next month

Human Resources.

- No report

Hiring Committee. Presented by Jeff Courtney

- Presented a proposed Hiring Process document, looking for feedback and Board approval.
- Wants a fair, objective, open process that can make recommendations of candidates for an Interim Director to the Board. Timing to allow the new Director to be installed by August 4, 2014.
- Accepted parents/individuals who expressed interest by June 11, 5P.
- Wanted a balance of parents, staff, Board members, considered various other committee involvement. The final candidates will be presented to the whole Board, so Board participation at this point should be balanced with other groups.
- Will hold another open forum on 6-17-14, encourage additional feedback from parents. Augment SWAT analysis performed on 6-3-14.
- Developed job description and job posting verbiage, reach out through web postings and Colorado League of Charter Schools to find candidates. Ask for word-of-mouth candidate referrals.
- Split Hiring Committee into two groups, each conducts a first interview with a subset of candidates. Develop a set of final core questions, second interview of candidates with whole Committee, quantitative scoring of candidates on common criteria.
 - Alan Scheik cautioned that questions should be vetted for appropriateness and legality of topics.
- Discussion about inclusion of Foundation. Foundation is significant financial element of the school and will rely on the Director as a public face to its effort. Should ask the Foundation to participate in the final interview selection, but not necessarily the course selection.
- Committee is looking for an additional teacher to share load with others who have scheduled travel.
- Overview of expected expenses for background checks, candidate travel, personality testing, recruitment services
- Overview of timeline, interim vs permanent
- Point of contact for applications – work with Lisa to setup a dummy email to collect and redistribute applications to key Hiring Committee members, something like “OpenJobs@RMAE.org.”
- Dave thanked the Hiring Committee, clarified that the Board now has a quorum, made the following motions:

Motion: Dave made a motion to approve the Hiring Committee process as presented. Jamie seconded it.

Discussion: Clarification that the Hiring Committee will recommend “up to 4 candidates.”

Vote: 4-0 for approval, no abstentions

Motion: Dave made a motion to approve up to \$7600 for the Hiring Committee expenses. Jamie seconded it.

Discussion: Clarification of personality testing – subcontracted, standardized online basic testing to assess leadership skills, personality type, etc. Used by some companies, used by some school districts for administrative positions. Budget approval is for net, not specific line items, Hiring Committee can shift as needed.

Vote: 4-0 for approval, no abstentions

- Review and editing of Job Description. Dina had provided a draft version, Hiring Committee had reviewed, Board reviewed individually, Ned compiled edits and presented back to the Board and Hiring Committee.
 - Doug Kittelsen stressed the need for quick and timely posting of the job; give the Hiring Committee authority to edit along the way, stop getting bogged down in bureaucracy.

- Review of Job Posting – three paragraphs of basic information. Minor edits made. Clarify contact information. Discussion of advertizing for interim vs permanent. Post full Job Description on website.
- Review of Job Description – too lengthy for detailed review here, only a quick overview of topics.
- No motion needed to approve, Hiring Committee process allows them to move forward.

RMAE Foundation.

- No report

Marketing.

- No report

PTO.

- No report

Preschool.

- No report

Facilities / Tech.

- No report

Director's Report. Presented by Dan Cohen

- See discussion below.

President's Report.

- No report

Old Business

A. Hiring Committee Process, Job Description, and Job Posting

- See above discussion above under Hiring Committee report

B. Final approval of Staff and Parent Handbook

- Overview of changes made this year: discipline, grievance, dress code, staff PTO, lockers.
- Julie Hussen had provided common language for Staff Handbook and Family Handbook for discipline and grievance. Dan cautioned that this was not appropriate – Staff should mention “staff” and not “parent and student;” Family should mention “parent and student” but not “staff.”
- Christine asked about tucking in shirts – very hard for shirts to stay tucked. Ned argued that shirt tucking is important for school image and respect. Students should not actively untuck, but teachers need to remind students to tuck yet give minor leeway as everybody grows and changes at different rates.

Motion: Ned made a motion to approve the Family handbook as written, pending the removal of “staff” from the grievance policy description. Jamie seconded it.

Discussion: None

Vote: 4-0 for approval, no abstentions

Motion: Jamie made a motion to approve the Staff handbook as written, pending the removal of “parents and students” from the grievance policy description. Dave seconded it.

Discussion: None

Vote: 4-0 for approval, no abstentions

Committee Reports

Director's Report. Presented by Dan Cohen

- Before the meeting, Dan had not indicated that he had anything to present and so skipped this topic previously.
- JeffCo Make You Voice Heard (MYVH) survey results
 - RMAE ahead (almost equal to significantly better, depending on topic) of district and area for Student/Staff/School Relationships, Climate, and Rigor/Relevance as indicated by 7th & 8th grade respondents.
 - Results do not become public until fall 2014

- Dan had informed Ned of his decision to not renew his contract on May 28, after the final assembly; now submitting a formal letter to make that same statement.

RMAE Board would like to clarify that, consistent with the meeting minutes for 4-10-14, 4-17-14, 6-3-14, and 6-12-14, every RMAE Director has been offered a one-year contract, up for evaluation and renewal each spring. On 4-17-14, the Board offered Dan a contract to continue in his position for the 2014-2015 school year. He declined to sign this contract and will let his 2013-2014 contract naturally expire. Dan will depart from RMAE amicably on 6-30-14. He did not quit or end a contract early; he was not terminated; he leaves RMAE on good terms.

- Transfer of information during Director transition:
 - RMAE started the process of Core Knowledge recertification (requirement removed/reduced by Core Knowledge, not RMAE). Dan will compile related information and provide electronically to Kim Egan, AAA.
 - Dan will provide paper files, electronic files, and Google Docs to Dina.
- Need a message for parents, Kate Collier, Debbie Caruso to assure that RMAE is progressing through a recruitment and hiring process, staff retention, FAQs, contact information, communication to parents.
 - Update RMAE home page

Consideration of Consent Agenda

- Revisited approval of meeting minutes after achieving a quorum.

Motion: Ned made a motion to approve the meeting minutes from May 8, 2014. Dave seconded it.

Discussion: None

Vote: 4-0 for approval, no abstentions

Motion: Ned made a motion to approve the meeting minutes from June 3, 2014. Jamie seconded it.

Discussion: None

Vote: 4-0 for approval, no abstentions

New Business

- A. Review and discuss prior year's surveys
 - Review AAA Survey, Parent Survey, and Board Self Evaluations for lessons learned
 - Since these comments were made about this generation of Board, Ned suggested that the Board pick areas of improvement and forward to the next Board.
 - Dave agreed with the sentiment, but proposed that the next Board do this review to get a first-hand view of the comments and sentiment of the surveys.
- B. Board Training Modules
 - Data Driven Decisions (#15)
 - Need to focus on objective decision making, backed by data rather than emotions.
 - The Hiring Committee is a good example through their use of quantitative grading to a common set of core questions during second interviews.
 - Communication (#22)
 - Communication has been a common criticism of RMAE administration and past Boards. Need to develop a better plan and execute on a consistent and simple manner.
 - Alan has experience and can help guide us
 - Steady, proactive disclosure
 - Board Self-Assessment (#1)
 - The RMAE Board does follow a self-assessment, per CLCS recommended practices.
 - For several years, we have been using a survey provided by Nora Flood, focusing on the unique governing aspects of a charter school board as compared to a traditional neighborhood school.
 - Especially this year, Board responses conflicted with the possible answers – “Did the Board do A & B?” where respondents agreed with A but not B.
 - This may not be a good or useful survey anymore.
 - Alan proposed using an outside contractor to conduct the survey and analyze the results.
 - The most value may be gained by the external evaluation as we might get directed action items to help improve the Board.

- Needs Assessment (#23)
 - SWAT analysis helped demonstrate that the parent community can assess the school and help direct what they want. A combination of parent SWAT and Board SWAT may help direct our course next year.

Board Comment

- Ned thanked the departing Board members for their service through a difficult year.
- Ned thanked Dan for his five years of service to the school. As a testament to Dan's work ethic and professionalism, Ned could see no change in Dan's attitude or dedication to the job before or after he announced his departure. We wish Dan well in the future.
- The Board has received comments about taking this time to restructure the office staff and functionality
 - Concerned that this would be too much at the current time with an open Director position
 - Encourage those parents/groups to research other schools and propose a new staff plan and/or subcontracted services

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

- A. Orientation for New Board Members
- B. Distribution of Board Member book
- C. RMAE BOD new officer elections
- D. RMAE BOD committee representative's elections
- E. Verify/obtain updated BOD Directory
- F. Each Board Member Execute Conflict Of Interest Policy
- G. Review RMAE BOD Calendar

Next Meeting – July 12, 2014

Adjournment – 8:11 p.m.

Respectfully submitted,



Ned Parker
President, Acting Secretary