



**RMAE Board of Directors MEETING**

**Date: 7-10-14 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.***

**Document Revision:** August 14, 2014

**Document Approval:** August 14, 2014

**BOD Members in Attendance:**

Dave Hadsell, President, Parent Representative  
Alan Scheik, Vice President, Parent Representative  
Thomas Seybold, Treasurer, Parent Representative  
Ned Parker, Parent Representative  
Jamie Price, Parent Representative  
Cherie Mazurek, Teacher Representative  
Doug Kittelsen, Community Representative  
Brad Giles, Parent Representative  
Kelli Anderson, Secretary, Parent Representative

**BOD Members on Conference Call:** None

**BOD Members Absent:** None

**Others in Attendance:** Jan Douglas, Jeff Courtney, Jan Brand and Kris Lindsey

**Call to Order & Pledge of Allegiance** at 6:31 pm

**Reading of Vision & Mission**

**Public Comment:** None

**Consideration of Consent Agenda**

**Committee Reports**

AAA

- No report

Financial

- Tom Seybold reported Jeffco Board approved an additional \$874 PPR,
- As of today, no enrollment update,
- Finance committee will meet prior to next board meeting.
- Preliminary financial 2013/2104 statements to be reviewed prior to next meeting with new PPR adjustments.
- School fees: \$137,000 invoiced, \$133,000 collected.
- Audit scheduled for September 1, 2014.
- Doug Kittelson recommended the board schedule a financial review for new members.
- Ned Parker suggested a Board Training Boot Camp with Nora Flood or Jeffco Charter Success Manager.
- Jeffco Charter School Success Manager will visit RMAE 2-3 times a year.
- School building debt is included in Annual Budget. Goal is to start year with realistic numbers. Budget is used a tool to guide financial decisions during the school year.

Human Resources

- No Report

#### Hiring Committee

- Chairs Jan Douglas and Jeff Courtney explained to the Board the sequence of events, interviews, questions and analysis used to interview potential Directors. Hiring committee members in attendance: Jan Brand and Kris Lindsey. Other members included: Alan Scheik, Doug Kittelson, Carrie Quinn, Mary Gordon, Grethen Moritz, Gretchen Hock, Tim Lane, Julie Hushen and Kathleen Simpson.
- Goals of hiring committee: Hire Interim or replacement, analyze SWAT data, gather information from parents (email and meetings) and conduct interviews. Committee created objective criteria rated on a 0-100 scale. Summary of Hiring Committee findings attached.
- Final goal of committee was to recommend 0-4 candidates. The job was posted on 7 local and national websites, 27 applied. Dr. Roberta Harrell and Becky Bicca both scored at least 75%. Committee discussed both candidates strengths and weaknesses, Final recommendation was Dr. Roberta Harrell with a 9-1 vote. Dr. Harrell presented the committee with a 100 Day Plan for RMAE, as well as a Communication Plan.
- Ned Parker explained the next steps:
  - Board interviews Dr. Harrell
  - Set up “Meet the Candidate” and Q & A parent session
  - Board votes on approval of candidate
  - If approved, the Board makes a salary offer and completes a back ground check. All agreed Ned and Tom would present contract and salary offer.

**Motion:** Alan Scheik made a motion to accept the committee recommendation and begin the process outlined above. Doug Kittelson seconded.

**Discussion:** None

**Vote:** Unanimous

- Meet the Candidate and Q & A date set for Tuesday, July 15. The Board will meet and vote following the session. Board discussed parent communication, whether or not Dr. Harrell’s resume should be included, etc.
- Kelli Anderson and Brad Giles are unable to attend July 15 meeting. Both agreed to interview Dr. Harrell by phone and if possible, to attend the meeting via teleconference.
- Background check options discussed.
- Doug Kittelson suggested the Board discuss a contingency plan. Board discussion ensued: Are we hiring too quickly? Should we hire an Interim or offer Dr. Harrell an Interim position? Could Andrew Reynolds, Rosanne Jalbert or Mr. Jackson (EHS) serve as Interim? Alan suggested having an Interim Director doesn’t send a positive message to parents and there should be no need for a contingency plan. Board agreed to hire a permanent Director and conduct a mid-year review.
- Board discussed Dr. Harrell’s employment inconsistencies. Alan Sheik suggested the Board address these concerns at the July 15 Parent meeting. Jeff Courtney presented a letter from Dr. Harrell explaining these inconsistencies.
- Brad Giles thought the Board should consider making a salary offer before presenting the candidate to Parents. Discussion ensued on salary offer. Board agreed to offer a salary package similar to most recent Director, \$98,626 base salary and \$342 per month for health benefits.

#### RMAE Foundation

- No Report

#### Marketing

- No Report

#### PTO

- No Report

#### Preschool

- No Report

#### Facilities/Tech

- Jamie Price reported the Jeffco Bond money is currently at work, repairing the drainage problems in Building One.
- Jamie and Dina will walk-thru the school completing a life-cycle inventory list and a list of projects
- Two parent work days will be scheduled for August.

#### Director’s Report

- No Report

### President's Report

- No Report

**Old Business:** Hiring Committee Contingency Plan discussed above.

### **New Business**

- A. Distribution of Board Member Books
  - Ned Parker distributed 2 CDs to each Board Member. One is a training module compiled by the Colorado League of Charter Schools and the other contains Board reference materials on governance, bylaws, agendas, etc.
  - 2014-2015 Board goal is to cover 2 Board Training Modules per month and set up a summer work session. Cherrie Mazurek will oversee scheduling of these goals.
- B. New Officer Elections:
  - President: Dave Hadsell
  - Vice President: Alan Scheik
  - Treasurer: Tom Seybold
  - Secretary: Kelli Anderson
- C. Committee Representative Elections:
  - AAA: Kelli Anderson and Cherrie Mazurek
  - Finance: Tom Seybold
  - Marketing/Communications: Alan Scheik
  - Facilities: Jamie Price and Tom Seybold
  - Foundation: Doug Kittelson
  - Technology: Ned Parker and Alan Scheik
  - Human Resources: Dave Hadsell
  - Community Representative:
- D. Updated Board Directory.
- E. Each Board Member completed the Conflict of Interest Policy
- F. Board Calendar: Members agreed the meetings will be held the second Thursday of each month at 6:30 pm.
- G. Board Training Modules discussed.

### **Action Items**

- A. Board Training Modules: Next meeting Modules 1 and 2 will be reviewed.
- B. State of School tentatively set for September 16, 7-8pm at the Bergen Park Firehouse.
- C. Staff Appreciation Dinner set for August 21. Details to be discussed at next meeting.

### **Board Comment**

- None

**Next Meeting – July 15, 2014 Meeting the Candidate**

**Adjournment:** 8:57 PM

Attachments:

Board Directory

Hiring Committee Findings