



RMAE Board of Directors MEETING

Date: 6:30pm

September 11, 2014

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: September 11, 2014

Document Approval: October 9, 2014

BOD Members in Attendance:

Dave Hadsell, President, Parent Representative
Alan Scheik, Vice President, Parent Representative
Thomas Seybold, Treasurer, 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: Ned Parker

BOD Members Absent: None

Others in Attendance: Jeff Courtney

Call to Order & Pledge of Allegiance: 6:45pm

Reading of Vision & Mission

Public Comment: None

Consideration of Consent Agenda:

Motion: Alan made a motion to approve August 14, 2014 minutes. Brad seconded.

Discussion: None **Vote:** Approved

Committee Reports:

AAA:

- Cheryl Hadsell reported.
- 10 parents attended the last meeting. Committee is still looking for a Middle School representative. Kim Eagan is Chair.

- AAA Goals – Work within the constraints of the finalized budget, manage parent expectations, improve reputation, utilize teacher representatives, attend staff meetings, continue to be positive, increase meeting attendance and increase parent involvement.
- Meetings planned 1st Thursday of each month.
- UPI is first agenda item.
- Jeff Courtney advised AAA to be pro-active, to improve the long term success of RMAE.

Financial:

- Tom Seybold reported.
- Enrollment numbers need to increase from current 344 FTE. Roberta explained we've had gains and losses since the start of school.
- Audit underway. Planning to revise the budget after audit is complete. Tom and Roberta will discuss budget adjustments.
- Board discussed the storage units and cost. Facilities committee will address storage unit options and report back to the board.

RMAE Foundation: No Report

Marketing:

- Alan Scheik reported.
- Initial focus is to level out our brand with a target date of Oct. 1. Communications to parents have been streamlined. A Jeffco video has been published. Website update is in progress. Dr. Harrell posted a "Your Hub" online article to the charter league site. Dr. Harrell is working on 6 educational pieces over the next year with Mountain Connection. Serenity will publish an article next month. Coffee talks for parents are scheduled. RMAE is offering a referral incentive program for parents from now until Oct. 1.
- In order to manage the school brand appropriately, the committee is working on a new structure for the website. RMAE appreciates all parental volunteerism, but parents shouldn't engage in any service contracts. Therefore, Incognito (marketing company) has been hired for marketing services. Word Press will continue to be used to post online information. Target for launch of new site is Sept. 17 (State of the School). Structure is in place, working to reorganize, update content and layout. Will add "Directors Take" to website. Calendar will continue to post information for teachers, PTO, Foundation and Board. Teachers will incorporate individual websites and calendars. Dr. Harrell suggested all teachers use google websites or Word Press or be trained on a standard template (all options work).

PTO: No Report

Preschool: No Report

Facilities/Tech:

- Facilities:
- Dr. Harrell reported we are currently paying for 2 storage units (\$150 per month each). One needed for PE (near field) and one needed for storage of desks. Suggested we need 3 additional sheds. One for field rental (Altitude and MAMFA) and one for music department storage. Dave plans to meet with Tim Lane and will discuss rental of storage unit to athletic organizations. More cleaning and disposal of items is necessary. Jamie plans to assess inventory and dispose of items. Shed costs are approximately \$2800 each from Home Depot. Plan to match building color. An Eagle Scout volunteer will may be able to build and paint. Dave suggested we discuss shed location with neighbors.
- Technology: Alan Scheik reported.
- There has been much collaboration with marketing committee. \$20,000 (part of this from White Foundation donation) will be received from Foundation. Money will be spent on new lap tops, servers, and desk tops. Carts will include 25 laptops. PTO will also donate \$9000.
- Firewall cost is \$200 per month. In order to run the network this year, Alan would like to sign a network support contract (some work has already happened at no charge) for this school year with Envision IT (current vendor). Alan received 2 quotes (with costs essentially the same) and can provide quotes for board review.

- New IT support will cost \$3600/ month or \$32,400 school year (9 months). Provided by Envision IT.
- New web support will cost \$950/month or \$8,550 per school year (9 months). Incognito will provide structure and security. Content will be the responsibility of school. \$5,000 is the upfront cost to initiate website.
- On site web support to be provided by Laura Thompson (working with teachers, administration). Laura will be a liaison with Envision. Cherie asked if Laura be able to teach and act as a liaison? IT company can dispatch if necessary, but most options can be handled remotely. Envision IT will provide a 24/7 help desk for teachers. Site can be accessed remotely at no extra cost.
- Ned recommends the board review the contracts Alan provided. Ned also recommended using parents sparingly. Should we move the servers? Alan will consult with Ned prior to relocation. Foundation will assist in cost.
- In the past we've paid \$47,000 for IT employee salary and benefits.

Motion: Alan made a motion to sign with both vendors. Ned second.

Discussion: None

Vote: Approved

Director:

- Dr. Harrell reported.
- Represent School as Liaison:
- Continue to build a relationship with Home Depot. Home Depot will be thanked and given a signed framed photo from work day. "Go Orange" Day (Home Depot) is September 24. Event raises money for childhood hunger through donations of money and canned goods. Home Depot will provide orange buckets and a truck. Donations will be delivered to Echo. PTO sponsored and supported.
- Jeffco Leadership – Dr. Harrell attended Principal Meeting and Jeffco Charter Leadership meeting.
- Donut Holes provided by Idaho Springs company. RMAE has delivered these to Jeffco transportation, and budget departments. Building good relationships! Also delivered to local newspapers.
- Parent/Student Outreach:
- Coffee Talks – 4 scheduled this week and next. Ads are running in local paper and Serenity to generate interest prior to October 1.
- Back to School Nights were well attended.
- Budget Update:
- Current Enrollment – 344 FTE. Low numbers in K and 1. As mentioned before, need to recruit from PS. MS numbers are solid – 6th - 49, 7th - 36, 8th - 46.
- Assessment Date Update:
- Dibels, DRA2 and NWEA testing occurred on partial contact days. Math testing is occurring with all students prior to each chapter to assess whether students need additional help or can be challenged to advance. Goal is to test whether or not students have tasks mastered. Applied to 5-8, using Helen McCleman to implement.
- TCAP scores to be presented at conferences.
- Curriculum Progress:
- Back to School well attended in all grade levels.
- Classroom/Student/Teacher Spotlight:
- Students chosen to raise and lower flag during Sept. 11 assembly today.
- CLCS Star Teacher Council advisory group chose Rachel Smith. Press Release will be sent to the papers. The board would like to recognize. Dr. Harrell will communicate to parents via Director's Take.
- Discipline Report:
- Only 3 minor incident reports.
- Staff Management:
- Teachers will produce a video to be used as an assessment tool.
- Staff Meetings are held weekly for elementary and middle school.
- Occupational Therapy – new part time hire.
- Custodial position continues to be advertised and interviews are being conducted. Priority is to hire a day person for light maintenance jobs. Night crew takes care of floors, windows, bathrooms and emptying trash. Cherie explained the current night time service is adequate. Ned commented that using student help

is great as long as it doesn't impact classroom time. Dr. Harrell clarified that current student responsibilities include wiping tables only.

- Front Office – Dyann and Stephanie stepping up and working late in new positions.

Facility Report:

- Recommended we no longer pay rent for 2 units and replace these with the purchase of 3 units. Jamie asked whether MAMFA could purchase their own shed? Brad suggested we purchase and use sheds as a revenue source.
- Recycling is covered by the MS Recycling Elective.
- Safety Updates – First BERT team meeting is the week of Sept. 15. (Building Emergency Response Team).

Grant Report:

- In progress.

President:

- Dave Hadsell reported.
- Dave, Dr. Harrell and Alan worked on State of School message.
- Board Retreat scheduled prior to next regular meeting, October 9 at 4pm.

Old Business:

State of School Presentation:

- Planning 15 minutes for each section with a 1 hour presentation and half hour Q & A. Date set for September 17 at 7pm.
- Testimonials – Current and Past Students
- Directors Take – 3 topics
- Message : “Collaborating for Our Future” – Financial, PTO, Foundation, PS

Board training/retreat: October 9, 2014 at 4pm. Prior to board meeting.

New Business:

- **Board Training Modules:** None

Action Items (to be completed at the next Board meeting): None

Board Comment: None

Next Meeting – October 9, 2014, 6:30pm

Adjournment: 8:33