



RMAE Board of Directors MEETING

October 9, 2014

Date: 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: November 13, 2014

Document Approval: November 13, 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
Roberta Harrell, Director

BOD Members on Conference Call: None

BOD Members Absent: None

Others in Attendance: Jon Tesseo, Tami Courtney, Stephanie Woodward, Bob Campbell, Christine Emery, Kelly Breuer

Call to Order & Pledge of Allegiance: 6:33pm

Reading of Vision & Mission

Public Comment: None

Consideration of Consent Agenda:

Motion: Dave made a motion to approve September 11, 2014 minutes. Tom seconded.

Discussion: None

Vote: Approved.

Committee Reports:

AAA:

- Roberta reported.
- Report read from Kim Egan's notes. Great start to the year. 13 members on committee. Kim attended SAC district training. Committee is considering a name change to SAC.

- Survey results will be presented to the board on April 9, 2015. Survey will be distributed to parents February 23-27, 2015. Laurel Hislep will lead the survey team.
- UPI due in December and is in process. Must be approved by Board by December 11, 2014. Charter liaison is providing training. Final UPI will be used as a guideline for annual tasks.

Financial:

- Tom Seybold reported.
- Stephanie Woodward has attended Jeffco training. Jeffco final salary/benefit report to be used for budget will be available in November. Roberta reported Stephanie is working long hours. Tom reported the first series of district quarterly reports are in progress. Adjustments to expense (salaries) side will be applied to the October 15 report. A dashboard report can be compiled from the People Soft (district) system.

RMAE Foundation:

- Jon Tesseo reported.
- Four new board members.
- The Annual Giving message is being finalized. Letter will be sent with signatures from Dave, Roberta and Jon.
- Bank of the West grant money will be received. Amount dependent upon where/how much we apply for.
- Founder Dinner planned for spring.
- Evergreen Vision trunk show will donate 15% for proceeds to RMAE. Music and art will be show cased.
- Grant writer (Phyllis) is re-engaged. Foundation paid her \$1000 originally to begin the investigative process.
- Best Grant is a possibility, but as in the past, we may not receive.
- Dave asked if within the Foundation is there a structure/plan to approach/receive grants? Jon explained in the past this process has been ad-hoc. In the future Foundation plans to be more organized and continuously investigate new options. Should grants be written by the Foundation or School? Depends on the grant, many grantors change requirements. For example, the Daniels Fund is no longer available. This grant is harder to procure because of our local economic structure. Tami recommends funneling all grants through grant writer. Alan suggested Roberta/school must drive grant needs. Phyllis was hired to prospect grants and write grants.

Marketing:

- Tami Courtney reported.
- Website launched October 2. Bob Campbell was in attendance and is the RMAE website developer. Roberta, Tami and Alan worked many hours as well. Great feedback from parents. Great Schools, Zillow, Bing and Google website reviews are still negative. We should encourage parents to provide additional reviews. PTO will send links. 400 unique visitors/day on site since October 2. Website still a work in progress. Goal is to have the site be the best information source for parents and an instant draw to new parents. Ned recommended we remind the parents of new improvements on website.
- Kate and Tami are exploring different avenues to promote RMAE within the community.

PTO:

- Kelly Breuer reported.
- PTO goal this year is improved communication. PTO Blast has provided information in the past. Survey results have shown negative feedback on communication (newsletter, Blast, Campus Messenger, etc.). Suggest "one" communication from Board, school, PTO and Foundation. Can RMAE produce one newsletter which provides all communication updates? Could the director newsletter include all information? All agreed a weekly letter from the director is necessary. Should we continue to send 2 different communications – a Director Letter and a PTO Blast? Acceptable as long as messaging is the same.
- Doug requested RMAE have an updated, detailed calendar. Kate is in charge of calendar. Bob Campbell reported a number of calendars are provided by Google and Word Press. Teachers can use various website providers. Roberta will communicate to parents how to subscribe to calendars.

- PTO Recommended we provide a Board liaison. Brad volunteered, but the Tuesday schedule is difficult, He plans to attend remotely.

Preschool: No report.

Facilities/Tech:

- Jamie reported.
- New janitor has been hired - Richard Koch.
- Facilities meetings will start again. Roberta and Jamie met at Home Depot to discuss sheds, which need to be assembled and painted, but are half the cost of original bid (\$2800). Roberta suggested the sheds be assembled as a MS elective (new electives start the middle of October). Jon Tesseo's son has offered to assemble and fundraise. We need to present shed location/color plan to neighbors. Jamie asked Jon's son to make a presentation to Board.
- Tami asked if the Facilities committee will provide turf maintenance? Jamie confirmed and reported Kate is looking for maintenance records and requirements. Roughly \$300 is still available from Turf Fund. Twice year turf maintenance is required. All revenue created by field must be held by school (field is an asset of school). Jon asked if the Building Corporation owns the field? Who should hold money, who should pay maintenance? Funding options will be taken under advisement by Board. Agreed the Foundation or PTO will pay for sheds.

Director's Report:

- Roberta Reported.
PR Update:
- Roberta attended a League Summit update meeting. A TCAP result posting date is still unknown. CDE provided information on Best Grant. Roberta is working with Foundation. Reviewing plans from previous Best Grant application. The Best Grant goal this year would focus on safety issues. Best Grant representative thought safety/security at RMAE was an issue. The Best Grant is usually a "matching" grant.
- Attended Jeffco Leadership Meeting and Jeffco Charter meetings. Jeffco is moving toward more of a charter school direction with Directors having more input on budget.
- "Go Orange Day" was a success. Thank you to Christine Emery for organizing. The Canyon Courier published an ad yesterday
- Current Enrollment: 345 for the Oct. 1 count.
- Roberta suggested we purchase a snow blower and will present costs to Tom. A used snow blower is available for \$400. Richard (new janitor) will operate. Kate is in communication with new snow plow company. RMAE is responsible for plowing road up to school. Tom and Kate will discuss.
- Educational Success:
- Currently reviewing goals with AAA on how to access success. Roberta would like to write UIP goals with STEM in mind (presented written goals to Board). Starting discussion with teachers and AAA.
- Staff Management
- 5 video presentations completed. Cherie reported teachers are videotaping each other.
- Teacher Recognition:
- Mary Gordon has helped implement a relationship with Warren Tech. A former student will be a leader to teach "coding" in Mary's class.
- Operations:
- Maintenance list is being compiled by Kate and Richard.
- Facilities;
- Construction underway for entrance to MS building.
- During the last fire drill, teachers and students were able to evacuate building in 8 minutes.

President:

- Dave reported.
- Would the Board like to accept the Consent Agenda format as presented in Board Training? All reports must be provided 72 hours prior to meeting. Board agreed.
- Board Dashboard will be discussed during a meeting with Roberta and Dave.

- Board Member Agreement will be compiled by Ned and Brad.
- By-Law update (adding remote meeting guidelines) draft will be provided by Ned. Expectation is to vote on new By-Laws by the end of the year.

Old Business:

- State of the School feedback was positive from parents and teachers. Brad reported the Fire Department sent notice that RMAE violated parking regulations. Our next event will have to be monitored.

New Business:

- How should Board acknowledge Tom Hushen? Doug reported the memorial service was well attended with great support from school, board and community. Could we use the Foundation to set up a “Hushen Scholarship Fund?” Alumni have been affected and would they donate? Could this be sustainable with monthly donations? Ann Hushen could help decide how funds would be used – trip funding, fee payment, etc. Tami stated Tom was passionate about starting a Blue Grass festival. Should we continue this event? Possibly partnering with other community businesses. Tom wanted to partnership with ERPD Special Needs in conjunction with RMAE. Blue Grass committee still moving forward and meeting this month. Tom wondered if a scholarship fund would limit our donation base? Dave asked if the Board should provide seed money to start the Blue Grass festival in acknowledgement of Tom? Seed money could be used to hire an event coordinator. Movement forward will depend on Ann’s request. Tami will speak with Ann. Doug suggested a “Student Award” be given annually, voted by teachers. Could also be part of the Hushen Fund? Cherie reported the “Principals Award” is still active, as is the Kiwanis award, which teachers vote on. 3 ideas to consider: Scholarship Fund, Blue Grass Festival or Student Award.
- Teacher Compensation:
Cherie and Roberta met to discuss. Every year the staff is falling further behind the average Jeffco compensation. Teachers would like to see a plan implemented. What is the 3 year plan to bring long-term teachers to average compensation? Teachers can change schools and make significantly more. Tom reported in the past a plan has been in place, but most recent plans were not attainable. Roberta wondered if we can achieve increases over the next years? Dave recommends analyzing current structure, Jeffco structure and other charter salaries, to identify a problem and a goal. Recommend a committee research and present options. Roberta and Cherie will form a committee and gather information to present to the Board. RMAE has used various matrices in the past. Cherie reminded the board, we need to retain teachers and maintain the academic integrity of school. In the past, the school has been focused on maintenance (keeping attendance growing). Teachers should be committed to growth too. Jamie asked if other Charters have a compensation plan based on enrollment? More PPR=Higher Salaries.
- Director Goals:
Dave reported. Goals and objectives must be based on measureable criteria. How should we move forward? Mid-year evaluation will occur in January. Brad requested we gather other Charter School evaluations for review. Board must review goal and objective draft and send feedback to Dave by October 16. Goal is to finalize at November meeting.

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

Board Comment: None

Next Meeting – November 13, 2014

Adjournment- 8:22 pm