



RMAE Board of Directors MEETING

December 11, 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: December 11, 2014

Document Approval: January 8, 2015

BOD Members in Attendance:

Dave Hadsell, President, Parent Representative
Alan Scheik, Vice President, Parent Representative
Thomas Seybold, Treasurer, Parent Representative
Ned PARCCer, Parent Representative
Jamie Price, Parent Representative
Cherie Mazurek, Teacher Representative
Brad Giles, Parent Representative
Kelli Anderson, Secretary, Parent Representative
Roberta Harrell – Director (Non-voting)

BOD Members on Conference Call: Doug Kittelsen, Community Representative

BOD Members Absent: None

Others in Attendance: Kim Eagan, Stephanie Woodward

Call to Order & Pledge of Allegiance: 6:32pm

Reading of Vision & Mission

Public Comment: None

Consideration of Consent Agenda:

Motion: Brad made a motion to approve the November 2014 minutes. Cherie seconded.

Discussion: None **Vote:** Approved.

Committee Reports:

AAA:

- Kim Eagan reported.
- Unified Improvement Plan (UIP) required by State. UIP will be a working document. Goals will be met during this school year and the next.
- Focus on Math, Reading and Writing.
- Test results from TCAP and PARCC scores are used to analyze UIP goals and results.

Middle School:

- Writing – over all scores are lower, root cause due to lack of a systemic writing program. Roberta and staff are reviewing systemic programs. Decision on program will happen by February 2015.
- Math – over all scores are lower, root cause due to 6th grade skill deficiencies. Necessary skills will be communicated to 5th grade teachers. More focus will be placed on vertical alignment and differentiation. Middle school math resource teacher also making an impact.
- MS overall performance is affected by student attrition. UIP goal is to retain students. We need to educate parents on the wealth of the MS program. Additional marketing will also be implemented.

Elementary:

- Math – goal is to increase overall scores and increase vertical alignment. Improvement in process due to math resource teacher. Current situation: 5th grade seems to be a ½ grade level behind when starting 6th grade. Teachers deciding whether to start 1st grade math in kindergarten. Keeping a ½ grade level above and challenging each grade. Current program is “Math Connects”, which may need to be upgraded.

Elementary and middle school STEM:

- Main goal for elementary is to increase academic challenges. The committee agrees this is a good strategy for RMAE especially when parents compare us to other schools. Currently implementing: a program with Warren Tech, including a coding program. Teachers attended a STEM conference and will continue to pursue STEM options. Roberta will continue to educate teachers on expectations and needs. Teachers will discuss UIP at next staff meeting in January. RMAE is also purchasing iPads and a storage cart.
- Goal for middle school is to increase STEM importance by building the math program. We want the RMAE MS to be the best option for parents. Math resource teacher is helping with differentiation. Students will engage in math competitions. Need to be sure 7th /8th grade advanced learners are needs are being met. Public relations and marketing are necessary to communicate the amazing MS program to parents. The committee and the Director will continue to investigate STEM MS opportunities and integrate into program. Goal is for 8th graders to be strong Algebra students when entering high school.

Survey:

- Survey will be used to assess parent and student satisfaction and educational goals.

Overall:

- AAA committee will support staff and decide how actions can be implemented and supported. AAA will support parent training. AAA will assess how PARCC utilizes and implements testing. In order to create high achievers, the goal is to create accountability in all subjects and to communicate and challenge all students.
- AAA will monitor implementation of UIP strategies and support teacher and parent training.

Motion: Kelli made a motion to approve the UIP. Alan seconded.

Discussion: None

Vote: Approved

Financial:

- Tom Seybold reported.
- Stephanie will send out a budget for review the Monday before each meeting. Unexpected expenses or income will be reported. If this happens, the budget may need to be amended. \$7000 needs to be added to salaries for PS. Foundation will pay \$34,000 toward IT costs. \$48,000 is the expected annual IT cost moving forward.
- Tom, Roberta and Stephanie meet every week.
- Salaries: Tom presented a salary summary with current salaries and current FTE numbers. The gap between salary expense and FTE will close if enrollment is at maximum capacity. Dave – can we translate increase salaries with increased FTE? All parents, staff and board members need to help market the school and increase FTE. Cherie would like to see teachers more vested in RMAE. Alan explained how the RMAE brand is important. How can we help the teachers constantly support the school brand? How can

the board help the teachers message the school positively? Ned – can our students and teachers help to keep the MS integrated and students committed to staying through 8th grade? Tom agreed with the marketing plan discussed above.

- Can we provide the teachers with holiday bonus? Tom supports a bonus equal to a \$38,000 general fund expense without Foundation or PTO support. The district prefers the bonus is paid directly from the general fund. We have a short period of time to make this happen before the end of this year. Roberta stated an additional \$13,000 from PTO will be received. Brad - can we maximize the amount received if non-salary funds are used? For example: Paid through the Foundation or providing gift cards? Alan believes the bonus needs to be approved directly from the board in order to show support for the staff and thank them for an amazing service. Roberta and Cherie will be sure to inform the staff how important they are to RMAE success. Dave, Alan and Roberta will send a message to the staff.
- See attached financial reports.

Motion: Tom made a motion to fund \$38,000 from the general fund for bonuses. Dave seconded.

Discussion: None

Vote: Approved

- Stephanie will be attending a Jeffco class on student registration fees. She is currently working on collecting registration fees, but not sure of the collection rate at this time. Families can pay online and Stephanie doesn't receive a direct receipt. Should staff members be offered a discount? How do we handle families who refuse to pay? Stephanie will explore district options for unpaid fees. We need a consistent policy for the PS and main school teachers whose students attend RMAE. Dave – registration fee levels, registration fees paid by teachers and fee collection options will be discussed in January. Collection goal last year was 90%.

RMAE Foundation:

- No one in attendance. Kelli reported they are in the process of hiring a new administrative assistant.

Annual Giving: No report.

Marketing:

- Alan reported.
- Goal is to balance the RMAE brand. A full report with trending will be presented in January. Survey will help brand perspective. Articles are scheduled for Serenity to promote the MS and Core Knowledge.
- PS website will move to our domain. No extra costs will occur with change. Roberta is working on Jeffco publicity options.

PTO: No report.

Preschool: No report.

Facilities/Tech:

- Jamie reported.
- Recommend setting a deadline date to complete the MS shed elective project. Roberta agreed.
- Also recommended running power to the new Home Depot shed and pull a Jeffco permit if necessary.
- Large dead trees near the field need to be removed. Jamie asked Kate to get a bid for removal.

Director:

- Roberta reported.
- Charter School Conference – 8 board members are currently registered. Roberta encourages all board members to attend. Dates are February 26 and 27. RMAE students perform Feb. 26. Rachael Smith (MS teacher) will be acknowledged on Feb. 27.
- RMAE received the John Erwin School of Excellence award again this year. Congratulations to staff and AAA.
- Moving forward with Best Grant. Architectural firm is working on a base plan to connect the 3 buildings and build a gymnasium.

- Noetic Learning Math Contest implemented by Helen (math resource teacher). Two students placed in the top 10% in the country. Winners will be recognized in January Core Virtue assembly.
- PARCC testing will happen in 2 sessions. Details in Director Report.
- Lock down was successful. A “thumbs up” was received from Jeffco security.
- Sheds are being successfully assembled with MS elective classes.
- See attached Directors Report.

President: No report.

Old Business:

- Teacher Compensation – covered earlier in meeting.
- By Laws and Policy Review: Moved to January.
- Board Member Contract – Ned explained different options to assess board requirements. Working to compile and merge options. Ned suggested a one page contract (with 7-10 items taken directly from By-Laws) which must be signed. Second page would be an addendum of other recommended requirements and guidelines. Many elements come directly from the By-Laws. Board positions will have requirements specific to their responsibilities. Ned will work on a draft for review in January.

New Business:

- Review Director Goals in January.
- Holiday Party for Staff – Friday, January 9, 2015 at 4:30pm. Dave will send out a sign up to the board.

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

Board Comment: None

Next Meeting: January 8, 2015

Adjournment: 8:37pm

Submitted by: Kelli Anderson

