



RMAE Board of Directors MEETING

January 8, 2015

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: January 8, 2015

Document Approval: February 12, 2015

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 (non-voting)

BOD Members on Conference Call: None

BOD Members Absent: None

Others in Attendance: Dana Price, Stephanie Woodward

Call to Order & Pledge of Allegiance: 6:30

Reading of Vision & Mission

Public Comment: None

Consideration of Consent Agenda:

Motion: Jamie made a motion to approve December 2014 minutes. Brad seconded.

Discussion: None

Vote: Approved

Committee Reports:

AAA:

- No report

Financial:

- Tom and Stephanie reported.

- Fee Collection: See attached email.
- Emails have been sent to families with past due fees. Jeffco will help sort out transparency issues with student fees online. Jeffco connect system is not perfect. Jamie - Last year we had close to 90% compliance. Dave asked Stephanie to report back to Board after Jeffco meeting. The Board will support collection process by making phone calls. The phone calls and emails sent have been received with mixed positive and negative responses.
- Jeffco can help decipher how and when we can demand compliance. See attached report for a list of items we can withhold.
- Employee Fee Waivers:
- 22 staff children attend the school and 11 have not paid registration fees. Alan asked if teachers should receive tuition free as a perk of working here. Cherie – Teachers (full time only) used to receive a 50% discount (implemented 8 years ago). Tom wondered would the district support a discount? As a charter we can set fees. A draft of the Fee Schedule is due to the district on January 30. Fees can't be used to generate revenues. Brad and Roberta support a 50% discount for teachers. A credit for next year could be offered to teachers who have paid fees in full. Doug believes teachers should expect to pay full fees.

Motion: Tom made a motion to reduce full time staff student fees to 50%. Teachers who paid in full will receive a credit. Alan seconded.

Discussion: None

Vote: Motion approved (Cherie abstained)

- Student fee discussion. See attached report.
- Should student fees be prorated for new families starting enrollment from January to June? Doug suggested offering a 50% fee discount. Is 70% the right number? Can we assess whether or not students have paid fees at another school? Cherie reported our current fee sheets need to comply with the Jeffco regulations. Tom reported fees should cover part of consumable costs. Roberta - 22 students have enrolled at RMAE since October 1.

Motion: Alan made a motion we charge 50% to students enrolled after the semester break. Jamie seconded.

Discussion: None

Vote: Motion approved

RMAE Foundation:

- No report

Annual Giving:

- No report

Marketing:

- Alan reported the committee continues to compile data. A full report will be provided next month.

PTO:

- No report

Preschool:

- No report

Facilities/Tech:

- Dana Price presented on Best Grant.
- Best Grant assesses school needs based on capital construction for health/safety concerns, projects to relieve overcrowding, projects addressing technology or other capital needs projects. RMAE will focus on Safety and Security needs.
- Application must be submitted by February 27, 2015. Grants will be approved by June 20, 2015.
- PTO will provide funding for master plan concept - \$14,500.
- Estimate for plan is \$10 million. Best Grant would fund 80%. Other resources would be investigated for the additional 20%.

- Ned reported to increase our student enrollment maximum to 420 we need to re-zone with Jeffco. His preference would be to move forward with current master plan and not pay the \$14,500 to redesign. Suggested paying for only the consulting services of Cuningham Group Architects (CGA) to help us walk through grant process. Dave – Is the original master plan company (Mark Harris) familiar with Best Grant process? Ned – Should we apply for the grant and then pursue the design elements? Dana Price – Mark Harris plans no longer fit with our current school configuration (which includes the soccer field). CGA offers 3 options. Alan – CGA will provide an estimate of proposed options for the grant committee to consider. Project could not be completed during a summer. Dana – CGA has a plan to phase construction to fit needs of school. Ned – Building 2 and 3 could be moved on the property to make a new foot print for the campus. This could be done during the summer. Dave – Paying \$14,500 for a \$10 million project makes sense. What is the probability we receive the additional 20%? Alan – when schools receive approval for funds, a plan must be in place to fund the additional 20%. Doug – We should be careful how this is communicated to the school population. We need to manage expectations. Dave – Is the team and time available to submit by February 27? Jamie – CGA stated time is short, but they are ready to begin and have prioritized and delegated. Alan – Best Grant presentation happens on May 24. Next goal is to submit the 20% waiver. If we don't receive the waiver, the grant isn't an option. Best to submit waiver while working on application. Ned – Past grant application committee looked at schools that had a community based or free/reduced students first. Worth pursuing, but not great odds. Could the architect take this fact into consideration and charge us less? Alan – Chance for success drops dramatically when not providing a full architectural plan. Roberta – Detailed plans (facilitates master plan, etc.) are necessary. Security, safety and health are a priority. Best Grant Manager agreed. Cherie - \$14,500 is an investment. Tom will confirm earmarked monies from the PTO tomorrow morning. Alan – The committee would like a vote of confidence from the board. Jamie - Agreed, we need to keep pushing to update RMAE facilities. Should we submit an application if it isn't 100% to our satisfaction? Can we still receive feedback on application? Dana – Must submit application to receive feedback. Alan – This is a limited risk project. Dave – Encourage more volunteers to support this project.

Motion: Doug made a motion to support the facilities committee pursuit of the Best Grant pending the authorization to use PTO funding. Alan
seconded.

Discussion: None.

Vote: Approved.

- See attached documents.

Director:

- No report

President:

- Dave reported.
- Dave received thank you emails from the staff for their year- end bonuses.
- Staff appreciation party tomorrow night. Volunteers are needed to help with 4:15 set up. Donations would be appreciated to cover costs. Hadsell's will cover 50% of costs.

Old Business:

Board Member Contracts:

- Ned reported. See attached report on Responsibilities and Duties, Board Norms and Relationship with the Executive Director.
- Ned will send out our current 12 point list to compare to this draft. 5 or 6 charter school examples will also be included. Send draft comments directly to Ned. Revision will be discussed at the next meeting.

Policy and By-Laws:

- Current By-Laws need to be edited. Ned will provide a draft. Items from the Contract will fall under the By-Laws. Woodrow Wilson has 60 polices. We have 25. We are deficient in areas – such as student discipline, HR, educational programs, enrollment, etc. Goal is have a draft by April or May 2015.

New Business:

- **2015-2016 Calendar**
- Roberta distributed the 2015-2016 Calendar for review.
- Jeffco and RMAE calendar provided. See attached.
- RMAE days are longer and we have more than enough required minutes. RMAE starts a week after Jeffco. In the past we've needed a half day dismissal for Synagogue Services, in the future RMAE will use the whole day as a professional development day. Cherie – Why are conferences so early in October? Is there enough student data available to discuss this early? Plan to discuss dates at the next staff meeting.

RECORDER batteries needed to be replaced. Part of the meeting was not recorded.

Motion: Dave made a motion to approve the calendar based on changing the parent-teacher conference dates.

Brad seconded.

Discussion: None

Vote: Approved

Director Evaluation:

Motion: Ned made a motion to move into Executive Session. Dave seconded.

Pursuant to section 24-6-402(4)(f), the Board is going into executive session at 8:30 pm for discussion of personnel matters.

Discussion: Is there a conflict of interest including Cherie Mazurek? Roberta would like her to stay.

Vote: Approved.

Motion: Dave made a motion to move out of Executive Session. Ned seconded.

Pursuant to section 24-6-402(4)(f), the Board terminated the executive session at 9:00 pm.

Discussion: None

Vote: Approved

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

Board Comment:

- Jamie received a \$1300 bid from LAM Tree. Roberta and Stephanie must decide if the money is available in the Facilities budget.
- Between thawing and freezing, the soccer field isn't draining correctly. Field is covered under warranty. At this time, the field is temporarily closed. Jamie will follow up with Kate.

New Business:

- Jamie – We need to start the new board member election process in April. Improvements in process need to be implemented. More transparency is necessary. Only 20% of parents participated in 2014 board election. Ned – We need enough Board member applicants to warrant an election. In the past we've had minimal parent volunteerism in this area. Jamie will create a framework to improve the election process.

Next Meeting: February 12, 2015

Adjournment: 9:14 pm

Submitted By:

Kelli Anderson

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