



RMAE Board of Directors MEETING

March 12, 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: March 12, 2015

Document Approval: April 9, 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, Jan Douglas.

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

Reading of Vision & Mission

Public Comment: None

Consideration of Consent Agenda:

Motion: Brad made a motion to approve February 2015 minutes. Seconded by Alan.

Discussion: None

Vote: Approved

Committee Reports:

AAA: No report.

Financial:

- Stephanie reported.
- Roberta and Stephanie are working on 2015-2016 budget.

- Collection of student fees by grade: K-3% 1-6% 2-17% 3- 6% 4-20% 5-18% 6-18% 7-15% 8-32%. Collection rate up due to emails and letters. Another round of statements have been sent.
- Tom – PPR number will increase \$300. Purchased Services increased 2% over last year.
- Jeffco is pre-approving student fee sheets.
- Best for RMAE to have a solid budget not reliant on Foundation or PTO donations.. Foundation and PTO donations are currently included in budget.
- Doug – Does Stephanie need help with collections? Fees can follow students to HS and be on permanent financial records. Can't be tied to MS trips or 8th grade graduation. Dave – The board should focus on Foundation giving, not collection of fees.
- New fee sheets for next year will be very specific and can be paid online or in person.
- Facilities – Air conditioning quotes: One received for \$15,000. 2 additional quotes will be received. Could this be used for an auction paddle raise? Dave will assist with quotes. Stephanie was looking at Jeffco approved vendors.
- Facility – Amanda Miller has booked the turf field for the summer. How should funds be handled? Approximately \$10,000 income expected. Each \$250 deposit is held in the school safe. Should funds be held in a money market type fund? Tom – All investment options are controlled by Jeffco. Dave – Suggested research and discussing next meeting. Jamie – Need to clarify who owns the field? Ned – The field is a privately owned by the Building Corp. Who has agreed to handle the banner sponsorship program and income? Banners should be part of the Foundation. Roberta gave Amanda Miller permission to sell banners outside the Foundation. Jeffco has a policy regarding banner promotions/sales. Roberta believes promoting banners and field rentals at the same time makes sense.
- Tom – Fees from field should not be funneled through the Foundation. Stephanie – If deposits are filtered through Jeffco, we must collect W-2's. Ned – Should funds be set aside for maintenance or filtered through general funds? Tom – Create sub account for field maintenance. All rentals would funnel and cover costs as needed.

Motion: Dave made a motion to approve fee sheets with minor adjustments as recommended by Roberta and Stephanie. Jamie seconded.

Discussion: None

Motion: Approved

RMAE Foundation:

- Dana Price reported.
- “Luck of the Wild” – Friday, March 13. 60 tickets sold
- AG follow-up letter will be sent next week. \$26,000 collected to date. Dave asked Board for 100% participation. Foundation is also at 100% participation.
- Blue Grass Festival– Sponsorship sales started. 5 bands in place, need 1 more. Promoting ticket and donation options to parents. Flier will be sent to parents. Information on the website.
- Best Grant feedback – Roberta and Dana reviewed and updated necessary data. Grants will forward to CDE in March.
- Alan – Would like to see more clarification between the Foundation and the Board. The Board would like an update if fundraisers are money makers or brand makers? Dave – Brad (Foundation liaison) should report. Is the Luck of the Wild event going to be a money maker?
- Grant sub-committee has been formed.
- Ned – PTO believes we can't pre-fundraise specifically for the Best Grant. Could money be set aside through a “facilities” auction paddle raise? Dana – The goal wasn't to ask parents for Best Grant funds. Funds could be raised for general facilities improvement – exterior paint, security systems, new locks, etc. (funds to help out many categories). If necessary, could become “seed” money for Best Grant.

Marketing:

- Alan – Working to stabilize the “brand”. Within a week the committee will have a full year calendar with strategies/goals and plans to implement, costs, etc. Committee members were surveyed about the RMAE brand. Results will be presented next meeting. Roberta - 20/20 vision document is in progress . Would like to plan an April “ State of the School” meeting. Tom – Is

Kate asking (during tours) where parents heard about school? Use to track marketing and qualified leads.

PTO:

- Jan Douglas reported.
- Annual Auction scheduled for Friday, April 10 at Wild Game. \$30 per person/\$50 per couple. Evite will be sent through Campus Messenger. Fundraising items: Piggy Bank Bears, Kid Art, Giving Bear (will include items priced \$5-25), Silent Auction, 4 auction baskets, Paddle Raise, 1 parking spot and Director for a Day. No specific income goals set. T-shirts will be provided to volunteers.

Preschool: No report

Facilities/Tech: No report

Director's Report:

- Roberta reported.
 - Suggested using the Charter School Conference as Board retreat.
 - Rachel Smith's video is posted on the website.
 - RMAE participated in the regional spelling bee. Talent Show was last month.
 - Roberta toured Ridgeview Academy (classical charter school) with Alan. Roberta would like to see RMAE move closer to our original Charter agreement. For example, logo uniforms vs dress code, tighten up our discipline policy, etc. Observed amazing discussion and engagement in each classroom, impressive discipline. Student ambassadors were provided in each classroom. Could RMAE use this as a model?? Ridgeview incorporated the Socratic teaching style. Should Latin be implemented in 1st grade? Roberta will discuss with SAC.
 - Community Media Relations – Met with Hugh Fowler, former Senator a second time. Attended Conifer Kiwanis Club, met members with great community connections.
 - Kate still continues tours. Enrollment at 389. 25 students on wait lists.
 - Unplanned expenditures – phone repairs, elevator inspection and boiler. Alan – Website was hacked by someone in France.
 - Assessment – PARRC testing in progress through May. Dave – What happens when students opt out?
 - Curriculum Maps being review with teachers.
 - Odyssey of the Mind students attend competition on Saturday.
 - Discipline – 3 students expelled for inappropriate internet searches. One student was on his third and last expulsion. Student has moved to another middle school.
 - Dwight Koch attended a MS Math Conference. Tony Bryant attended a science conference.
 - "Intent to Return" forms sent to staff. As of today, only 1 aide is not returning.
 - Teacher Benefits – Teachers can accumulate PTO (paid time off) days. Should this be capped and days not rolled over into the next year? Or should RMAE pay off the days at the end of the year? Cherie – Would teachers still maintain sick day bank? These days can be shared between teachers. Roberta – Tracking is difficult. Would prefer to have teachers purchase (or offer as a benefit) short disability insurance. Stephanie – Teachers already have one day off per month. Cherie – Doesn't believe most teachers would like this new policy. Roberta – Could this be tied to salary increases? What is the Jeffco policy? Doug – What happens if teachers can't use days from "sick day bank"? Should teachers roll extra PTO days in "sick day bank"? If teachers are willing to share sick days with each other, this would work as a group insurance policy. Dave – Suggested discussing a new policy with teachers and reporting back to the Board. Teachers can only use days from the "sick day bank" if they've participated. Cherie will present new policy possibilities with teachers. Data for PTO days in attached document.
 - Field Income – Roberta would like to purchase bear proof garbage cans and a rule board.
 - Fire Inspection will be held next week. A good way to clean up infractions.

- Field Porta Potty – A parent volunteered to build a wall barrier if construction costs were covered.
- Neighborhood parent is complaining about a yellow recycle bin to that is annoying. Ned – Must obtain a building permit to fence in bins. Best to spray paint lid.

President's Report: No report

Old Business:

- A. Teacher Compensation – Tom is working on the budget.
- B. By-Laws and Policy Review – Move to April meeting.
- C. Board Member Contract Approval – Ned presented 12 points for the Board of Directors and 15 points for Individual Board Members. Presents ground rules for good behavior. Best if signed on an annual basis at the beginning of each school year along with the Conflict of Interest Statement. Current board will sign at April meeting.

Motion: Brad made a motion to approve the Board Member Contract. Tom seconded.

Discussion: None

Vote: Motion approved

New Business:

- A. Employment Agreement Review and Approval:
Roberta presented updated document. Updates include:
 1. Recording specific days of employment, not year round employment.
 2. Detail benefits should not be included in contract. Details provided in an addendum.
 3. State only contribution amount.
 4. "At Will" employment should be called an agreement, not a contract.
 5. Teacher job descriptions would also be an addendum.
 6. Section 2.4 would discuss performance merit based pay (essentially bonuses). Makes teachers eligible, bonuses not mandatory.

Discussion followed: Are we following Jeffco employment policy? Could Jeffco or our attorney review? Probably best to use the services of Jeffco. Cherie – Agreement looks straight forward, but should be reviewed with Jeffco. If using a merit based pay or bonuses, this needs to be explained to teachers. Dave – Suggested this section is deleted. RMAE can still assess bonuses. Dave also suggested reviewing document with revisions at next meeting. Would this document work for Roberta's employment agreement? Board agreed.

- B. Board Election Update – Jamie working on election notices.
Elections will be complete by first week of May. Candidate nominations must be set for "Meet the Candidates" April board meeting. If necessary, an April 15 election will occur. Notification for Letters of Intent will be sent via Roberta's newsletter.

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

Executive Session (if needed): None

Board Comment: None

Next Meeting: April 9, 2015

Adjournment: 8:47pm

Submitted by: Kelli Anderson