



RMAE Board of Directors MEETING

Date: April 9, 2015 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.

Meeting Minutes

Document Revision:

Document Approval: May 14, 2015

BOD Members in Attendance:

Dave Hadsell, President, Parent Representative
Alan Scheik, Vice President, Parent Representative
Thomas Seybold, Treasurer, Parent Representative
Kelli Anderson, Secretary, Parent Representative
Ned Parker, Parent Representative
Jamie Price, Parent Representative
Brad Giles, Parent Representative
Cherie Mazurek, Teacher Representative
Doug Kittelsen, Community Representative
Roberta Harrell, Director (non-voting)

BOD Members on Conference Call:

BOD Members Absent: None

Others in Attendance: Stephanie Woodward, Christine Schoen, Jeff Courtney, Anna Grouse, Mitch Goldberg, Kim Egan, Emily Smit

Call to Order & Pledge of Allegiance at 6:30 p.m.

Reading of Vision & Mission

Public Comment:

- None

Consideration of Consent Agenda

March Meeting Minutes

Motion: Jamie made a motion to approve March 12, 2015 minutes. Alan seconded.

Discussion: None

Vote: Approved

Committee Reports

SAC

- Kim Egan reported and presented SAC 2014-2015 Survey Report and Word Clouds.
- Staff – 47 teachers participated, Elementary (Grades 3-5) and Middle school students. 100% student participation. 178 parents participated.
- Kim suggested in addition to reading the data, the Board should read the “Comment” section for the best overall review of data.
- SAC committee reviewed results in order to prepare Survey Report and Word Clouds. Word Cloud presents “What is great...”, “What needs improvement...”.
- See Summary Report for details.
- Last year, four summary reports were distributed to the parents. Comments stay with the Board and SAC due to confidentiality issues. Roberta – Tim Matliff suggested the Comment section is confidential due to personnel

Money should be set aside in the budget for this cost. Costs could run up to \$10,000.

- SAC will run individual teacher reports, extracting data and creating PDFs to send directly to Roberta. The SAC committee will not review.

Financial

- Stephanie Woodward and Tom reported.
- See Budget for details.
- Kim Canon, Stephanie, Roberta and Tom prepared budget. PPR and student Fees adjusted. Expense accounts are more detailed than in the past. Revenue based on 380 FTE (or 400 students). Student enrollment caps at 400 FTE (420 students).
- Dave – What is the increase in total salaries and benefits over last year? Salaries increased from \$1.5 to 1.7M. If FTE numbers aren't met with our October 1 count, adjustments will be necessary. Teachers need to understand the Board is trying to support the teachers. Cherie will communicate this to teachers. Roberta suggested increasing marketing expenses to \$8,000.

Motion: Brad made a motion to approve proposed Draft Budget for 2015-2016. Dave seconded.

Discussion: None

Vote: Approved

- Stephanie presented 2 air conditioning quotes – \$5,000 and \$15,000. Waiting for 3rd quote. Dave reviewed quotes.

RMAE Foundation

- Brad reported.
- Wild Game fundraiser net was \$3,000.
- No By-Laws and policies are in place for use of profits. Fiduciary responsibility policy needed. Retreat is planned to discuss.
- \$30,000 year donation for school will be reached.
- Banner program moving forward.
- No Annual Giving report available tonight.
- New Fundraisers: Triple-by-Pass and Rebel Marathon. Asking PTO and Board to volunteer for events.
- Blue Grass Festival sponsorships are selling well. Tickets sales start soon.

Marketing

- Alan reported and presented Marketing Update.
- Brand (perception of school) survey completed among team members. Internal rating was 3.5 out of 5 (excellent).
- Overall, we've seen a continued increase in student enrollment.
- Theme Focus Goal - Internal: We create better outcomes for our children. External: Touching lives forever.
- Monthly article will be written for Serenity Magazine. Events will be promoted in the Canyon Courier.
- Monthly event calendar was presented.
- Logo needs brand consistency. Considering 3 new logos to represent the school brand. The name RMAE is built into the logo. All documents, apparel, websites, stickers, etc. PTO and Foundation will have specific RMAE logos.
- Pursuing participation in the Evergreen Rodeo parade.
- Goal - grow to our maximum student capacity (420 students).

PTO

- **No report**

Preschool

- **No report**

Facilities / Tech

- **No report**

Director's Report

- Roberta reported and presented Directors Report.

field using the new stage.

- Student Council discussing events for next year.
- Attended Jeffco Leadership Meeting and Jeffco Charter Leadership.
- Received media coverage for Odyssey of the Mind in the Canyon Courier.
- Students and teachers will participate in the Kiwanis book signing event on April 11.
- School tours have been occurring daily.
- Latest (and last) Best Grant revision was submitted April 6. On May 5 or 6, the committee can present.
- Century Link grant received for \$3,500 for software programming.
- PARCC and CMAS testing continues.
- May 7 and 8 are partial contact days for elementary DREA and Dibel testing.
- Cherie - Schools can opt out of state testing. Overall, testing was organized and well implemented.
- All Aides returning except Sharon Hughes and Elizabeth Fadley. Two teachers (Spanish and MS English) moving to other opportunities.
- Staff Development scheduled for April 17.
- Staff proposal addition:
 - Academic Dean – Oversees academic programming, student achievement, teacher evaluation, student discipline.
 - Middle School Aide – Support MS teachers with field trips, organization.
- Staff proposal elimination:
 - Middle School Coordinator
- Roberta - MS teacher concerns (stated in a letter from teachers) have been addressed. Another meeting is scheduled for next Tuesday.
- Discussion ensued and the board agreed to give Roberta a vote of confidence in these matters. Personnel issues are the Directors responsibility.

Motion: Jamie made a motion to approve Roberta's staff changes, eliminating the MS coordinator position, with the understanding those roles would be absorbed by the other positions. Tom seconded.

Discussion: None

Vote: Approved

- Enrollment number for 2015-2016 is 400.
- Second student shed has been moved. Both student sheds need additional work.
- The Board has been asked to participate in Community Service Day. Board agreed to help with shed completion on May 1.
- Safety update list is detailed in the Directors Report. Overall, there were no major safety issues. More storage is needed to correct many of the issues.

President's Report

- Dave would like to collect \$55 from each Board member for the staff party held in January.
- Dave and Roberta still need to review the Director Review and report back to the Board. They will schedule a brief meeting or conference call in 2 weeks.

Old Business:

- Teacher Compensation – Roberta will present contracts on April 13.
- By Laws and Policy Review – Review in May
- Employment Agreement Review and Approval
- Board Elections: Brad reported. 4 of 5 candidate positions are filled. Need to fill Community Representative position. Alan, Dave and Brad have reviewed letters from Tim Lane, Jeff Courtney, Ned Parker and Kim Egan. All excellent candidates. Brad suggested the Board close the election and present candidates to the parents. Committee plans to have Community Representative candidate in place by next meeting.

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

- Building and Facility Usage Policy

Next Meeting: May 14, 2015

Adjournment: 9:13 pm

Respectfully Submitted: Kelli Anderson

