



RMAE Board of Directors MEETING

Date: 5-14-15 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: June 6, 2015

Document Approval: June 11, 2015

BOD Members in Attendance:

Dave Hadsell, President, Parent Representative
Alan Scheik, Vice President, Parent Representative
Thomas Seybold, Treasurer, Parent Representative (arrived 7:02)
Ned Parker, Parent Representative
Brad Giles, Parent Representative
Cherie Mazurek, Teacher Representative
Roberta Harrell, Director (non-voting)

BOD Members on Conference Call:

BOD Members Absent:

Kelli Anderson, Secretary, Parent Representative
Doug Kittelsen, Community Representative
Jamie Price, Parent Representative

Others in Attendance: Amy Jacobs, Rob Ross, Mitch Goldenberg, Kerry Briddle, Jan Douglas, Tim Lane, Jeff Courtney, Christine Reidlin, Christine Emery (arrived 6:41)

Call to Order & Pledge of Allegiance at 6:33 p.m.

Reading of Vision & Mission

Public Comment:

- Kerry Briddle: Requested more consistent discipline
- Rob Ross: Concerned about school security, feels uniformed, wants consistency. Door security highlights potential risks of parents in class rooms, favors background checks of parents helping in classrooms
- Mitch Goldenberg:
 - 1) Favors increased security for kids, balance being polite (holding doors open for the next person) with enforcing door codes (closing door to non-staff adults).
 - 2) Concerned about middle school staff turnover. Board and Administration should focus more on retention.
- Tim Lane: Historical perspective on turnover – this is not the first time favorite, long-term teachers have left, it won't be the last, the school will continue.
- Christine Reidlin: Disappointed that under next year's schedule, elementary students will lose one PE and one Art class time per week.

Committee Reports

SAC – Kim Egan reported

- Kim is leaving SAC and moving to the Board of Directors

- Six task groups were created within SAC to focus on individual UIP action items.
- SAC task groups should progress their areas of focus and report back to the BOD with recommendations next fall

RMAE Foundation – Brad Giles reported

- Foundation can meet their \$30k pledge to RMAE budget for 2014-2015
- Will likely meet filing obligations to participate in Colorado Gives Day
- Sponsorship banners procedures resolved, one consistent means to sell and hang banners
- Blue Grass Festival going well, good participation, tentative volunteers, involving Ann Hushen
- Retreat planned over the summer, will examine/revise bylaws and policies
- Dave Hadsell asked for Foundation to e-blast parents about the Blue Grass Festival
 - Foundation is focused on:
 - Local advertising (Serenity, Canyon Courier, etc.)
 - Multi-faceted advertising
 - Social media

Preschool – written report submitted by Debbie Caruso

- Expected enrollment for 2015-2016 is up as compared to this time last year
- Tours and inquiries are strong
- Staff contracts will be sent out on May 18
- Debbie is stepping back from teaching and will act solely as Preschool Director

Financial – Tom Seybold reported

- Stephanie working on loan disclosure statements, annual amended loan agreement, arbitrage rebate report for Colorado Educational and Cultural Facilities Authority
- Stephanie and Roberta working on a policy for student field trip participation if student fees have not been paid
- Budget needs to be submitted to JeffCo this month
- RMAE 2015-2016 Budget was adjusted to be conservative and reflect current estimates
 - Thank you to Stephanie and Roberta for really scrubbing each line item
 - FTEs changed from 380 to 370
 - Based on input from Kate, her recent conversations, commitments from current students
 - Actual enrollment will not be fixed until Oct 1, typically rises over summer
 - 370 FTE equals about 390 students, 380 FTE equals about 400 students
 - PPR held steady at \$7080, the lower of two values (\$7307, \$7080) suggested by JeffCo
- Dave noted that the budget was approved in April
 - That was a draft budget and never sent to JeffCo
 - This version needs to be re-approved as numbers have changed
 - Last chance for entire Board to review before it is due
 - Budget will be revised again if significant changes occur, typically resubmitted to JeffCo after Oct 1.
- Budget relies on \$80k total donations, assumed split \$30k Foundation (Annual Giving) and \$50k PTO. Jan Douglas commented on PTOs finances and budgeting schedule, see PTO Report below. Conesus that \$80k was a reasonable number, allows shifting between Foundation and PTO, and that the budget will not be drastically altered by variations in this line item.
- Ned asked about the salaries line item as it was discussed to increase this by 3.5% in March, in preparation for Dr. Harrell to begin contract offers. Now additional aids and administrative staff are planned. Did teachers receive pay increases this year? How could this fit within the planned increase?
 - Tom clarified that, after Finance Committee review and estimates of FTE and PPR, the salaries line item actually increased 8.9% over last year, covering teacher salary increases, additional aids, and restructured administration staff. This increase had been in the April budget as well as May budget.

Motion: Dave made a motion to approve the budget as revised for the 2015-2016 school year. Alan seconded it.

Discussion: None

Vote: 6-0 for approval, no abstentions

Human Resources.

- No report

Marketing.

- No report

PTO – Jan Douglas

- PTO has not yet met to review their finances for 2014-2015
- PTO may have trouble meeting their \$50k donation commitment for 2014-2015
- PTO will set their 2015-2016 budget later this month
- Discussion of what level of financial commitment PTO will make toward the school budget, PTO to set internally

Facilities / Tech.

- RMAE may need to purchase new technology hardware, especially depending on the outcome of the BEST grant
- Due to potential professional conflicts of interest, Alan will step away from the Technology committee and recuse himself from future votes on such purchases

Election Committee – Brad Giles reported

- The Election Committee received four applications for four open Parent Representative positions, within the time frame of the original posting requesting candidates. The candidates were presented to the school community through the Director's weekly letter and the candidates' Letters of Interest were published for review. Candidates are: Tim Lane, Jeff Courtney, Ned Parker and Kim Egan. Because the number of candidates is less than or equal to the number of open positions, there is no need for a general election.

Motion: Brad made a motion to approve Tim Lane, Jeff Courtney, Ned Parker and Kim Egan as parent representatives to the Board of Directors, with terms beginning on July 1, 2015. Dave seconded it.

Discussion: None

Vote: 5-0 for approval, Ned abstained

- Dave noted that with his daughter's graduation in May, he will no longer be eligible to be a Parent Representative and is planning to resign at the end of this BOD term. The Election Committee has received an application from Dr. Daniel Hock for this seat.
- The Election Committee has received an application from David Graham for the Community Representative.
- The Election Committee and BOD have reviewed the candidate Letters of Interest and find them to be strong, worthy candidates. Dave asked Roberta to notify the school community of these applicants and publish their Letters of Interest. The BOD will plan to vote on their appointments in June.

Consideration of Consent Agenda

- Dave apologized for skipping this topic earlier

Motion: Brad made a motion to approve April 9, 2015 minutes. Alan seconded it.

Discussion: None

Vote: 6-0 for approval, no abstentions

Director's Report – Roberta Harrell reported

- Graduations on May 27, kindergarten in cafeteria, 8th Grade on field
- Kaleidoscope summer program, first two weeks of June, offering five classes, hopes to grow this over time
- Successful offering/purchase of Summer Skills workbooks
- Attended Kiwanis luncheon, honored Karen Hines RMAE Teacher of the Year, honored Anna Jermano as 5th Grader of the Year
- Serenity article in May, importance of early science instruction
- Positive enrollment, tours, kindergarten orientation/welcome
- BEST Grant – May 19 & 20 – Final presentation. We will know the outcome at the end of the day on May 20.
- Finishing PARCC, DRA2, DIBELS, NWEA testing
- Strong performances from orchestra, band, choir, mural painted for Community Service day

- The following new hires will be joining our staff for next year:
 - Elise Landau – 7th/8th grade English teacher
 - Kevin Combest – 6th grade Language Arts/Social Studies teacher
 - Sean Fitzgerald – 4th grade aide
 - Candy Taber – 3rd grade aide
 - Francis Vaughn – Kindergarten aide
 - Diane Golden – In House Substitute
- Addendum to Charter School Renewal Contract attached to letter from Tim Matlick
 - Needs a vote tonight, will be discussed under New Business
- Radon test was performed for files and BEST grant application
 - Ned noted that radon testing and mitigation for all buildings was performed in 2010 with lower level build out
- Community Service Day very successful

President's Report.

- No report

Old Business

- A. Teacher Compensation
 - No discussion, contracts offered and returned, addressed within Financial report
- B. Bylaws and Policy Review – Ned Parker
 - Board Bylaws and Policy documents have been reformatted and initial edits started
 - Draft copy was sent out to BOD members for review and feedback, but sent too late to have a meaningful discussion tonight
 - Any revision to Bylaws or Policies needs a first and second reading before potential vote of approval. Given timing, any formal changes would have to be addressed by the 2015-2016 BOD.
- C. Board Elections – presentation of two additional candidates – Brad Giles
 - See Election Committee report above

New Business

- A. Approval of Board Election Update
 - See Election Committee report above for approval of new Parent Representative candidates
 - Jamie was not available to propose any change to election procedure policy
- B. Approval of Revised 2015-2016 Budget
 - See Financial report above
- C. Approval of Addendum to Charter School Contract
 - Addendum to Charter School Renewal Contract attached to letter from Tim Matlick
 - Charter School Renewal Contract was slightly amended by JeffCo School Administration to align with CDE's newly released Model Contract. The Renewal Addendum does not have any significant changes from previous years. The only changes are better defined Exhibits, the changes in state funding, mill levy and purchased services and some clarification in the language concerning the Affordable Care Act.
 - Discussion of Central Administrative Overhead, Purchased Services, District-Wide Special Education Programs, and District-Wide ESL (English as a Second Language) – these are mandatory fees charged to Charter schools and have been since the start of JeffCo Charters. Changes within this Addendum are normal annual fee adjustments.
 - Tom noted that RMAE is receiving very good service and support from JeffCo for our Central Administrative Overhead and Purchased Services fees. They may be mandatory, but they are not wasted money. The current JeffCo and RMAE organizations are working together much better than previous generations. He recommends maintaining the positive relationship.

Motion: Dave made a motion to approve the Addendum to Charter School Contract. Tom seconded it.

Discussion: None

Vote: 6-0 for approval, no abstentions

D. Approval of Director Review and Contract

- Dave asked Roberta if she wanted her review conducted in open session or in executive session. She chose executive.

Public left at 7:47 p.m.

Motion: Ned made the motion to go into Executive Session pursuant to section 24-6-402(4)(f) for discussion of the Director's evaluation and potential contract negotiation, a personnel matter. Tom seconded.

Discussion: None

Vote: 6-0 for approval, no abstentions

- Having achieved a 2/3 vote and seeing no objections, the Board entered Executive Session at 7:47 p.m.

Cherie Mazurek left at 7:51 p.m.

Motion: Dave made the motion to come out of Executive Session. Ned seconded.

Discussion: None

Vote: 5-0 for approval, no abstentions

- Having achieved a 2/3 vote and seeing no objections, the Board exited Executive Session at 8:47 p.m.

Cherie Mazurek returned at 8:48 p.m.

Motion: Ned made a motion to extend a contract to Dr. Roberta Harrell for the school year 2015-2016 per the terms and conditions discussed during Executive Session. Tom seconded it.

Discussion: None

Vote: 5-0 for approval, Cherie abstained.

- Dave thanked Cherie for her comments and assured her that they were well heeded
- Dave congratulated Roberta on a strong start to her RMAE career
- He hopes we can be more open and collaborative in appropriate planning and decisions moving forward

Board Comment

- None

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

- A. Building and Facility Usage Policy

Next Meeting – June 11, 2015

Adjournment – 8:50 p.m.

Respectfully Submitted:

Ned Parker