



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Meeting Date: August 13, 2015
Meeting Location: RMAE Administration School Building - Spanish Classroom
Document Revision: Final
Document Approval: September 10, 2015

BOD Members in Attendance:

Alan Scheik, President, Parent Representative
Brad Giles, Vice President, Parent Representative
Jeff Courtney, Treasurer, Parent Representative
Ned Parker, Secretary, Parent Representative
Kim Egan, Parent Representative
Dan Hock, Parent Representative
Cherie Mazurek, Teacher Representative
Roberta Harrell, Director (non-voting)

BOD Members on Conference Call:

Tim Lane, Parent Representative [left 7:32]

BOD Members Absent:

David Graham, Community Representative

Others in Attendance:

Julie Edmonds, Shawna Jermano, Anna Jermano, Imogen Harris, Sarah Jermano, Stephanie Woodward, Kathy Grubb, Amanda Smith, Natasha Stewart, Matthew Wright, Mitch Goldenberg

Meeting called to order at 6:32 p.m. by President Alan Scheik

- A Quorum was reached with those present and on the phone
- The Pledge of Allegiance was recited by all in attendance
- The RMAE Vision and Mission Statements were read aloud

Public Comment:

- Sarah Jermano – Opposed to loss of Middle School Free Dress Fridays, distinguishes middle school, safe choices
- Imogen Harris – Opposed to loss of Middle School Free Dress Fridays, trade off of punishment through loss of free dress with detention, wants plaid pants, wants untucked shirts for middle schoolers.
- Anna Jermano – Opposed to loss of Middle School Free Dress Fridays, has waited since pre-school, talked about at middle school orientation last year, honor of being a middle schooler.
- Mitch Goldenberg – Board has heard from a small sample set of views, poor communications from the school leadership has hidden this information over the summer and led to feelings of surprise decisions. Such issues are spread through grapevine, not necessarily Director's Newsletter.
- Ned clarified that free dress is set by the Director through the school calendar, not the Board
- Brad wants to involve Student Council in decisions such as this about student life, good learning experience
- Roberta reinstated Middle School Free Dress Fridays, saying that she had never finalized any decision to take it away. Consulted today with new advisory committee. Appreciated student and parent input on the subject. Originally considered based on her experience at other schools.

Consideration of Consent Agenda:

Motion: A motion was made to approve the July 9, 2015 minutes. Seconded.

Discussion: Historically, RMAE minutes have named first & seconds on motions, noted vote count. Alan provided references to current practice to not include this information. No objection expressed to trimming contents to motions documentation.

Vote: Approved, no abstentions

Committee Reports

SAC – No report

Financial – Jeff reported

- Budget review for 2014-2015, year ended June 30, received final numbers from JeffCo
- John Cutler & Associates scheduled to complete 2014-2015 audit on September 10, 2015.
- Finance Committee reviewed budgeted vs actuals
 - Income increased over 2013-2014, as expected due to additional Mill Levy and higher PPR
 - Shortfall in PTO/Foundation donations
 - Ned noted that, explained by Jan Douglas at the June 11, 2015, Board Meeting, PTO felt that they had donated more than their \$50k obligation, composed of \$27,916 end-of-year donation plus \$3,659 for purchase and contractor re-imbursments, \$4,000 in middle school art auction funds redirected to the school, \$15,000 paid for the BEST grant application architect, and \$500 for 8th grade graduation.
 - Jeff countered that the \$27.9k was submitted against a \$50k budget line item. Other moneys were donated outside of the budget framework and should have appeared in addition to the \$50k.
 - Expenses exceeded budget but were inline with increased income
 - Budgeted expenses were “rough” and based on generic, historical information
 - Increases in salaries, employee benefits, instructional equipment, copier usage, and voice communications line.
- Updated 2015-2016 budget
 - Conservative mindset
 - FTE = 370 (currently 377 FTE, 395 students, ½ credit for Kindergarteners)
 - PPR = \$7109 (JeffCo suggested range between \$7109 - \$7307)
 - Mill Levy = \$1300 (JeffCo suggested \$1394)
 - Budget line items updated after review of 2014-2015, reflect true categories
 - Will revise again with October 1 student count
 - Intend to update monthly
- Upcoming Concerns
 - Possible budget surplus in excess of JeffCo allowable that would need to be redirected into school improvements
 - Possible change in finances with November JeffCo School Board recall elections
 - October 1 student count

Human Resources – No report

RMAE Foundation – Brad reported

- Bluegrass festival
 - Currently ~\$27k in expenses, ~\$24k income, looking to breakeven with ticket sales boost after Evergreen Rodeo, Foundation will get a back-end percentage of food and beer sales, but don't want to count that yet.
- Held officer elections at last meeting
 - Dana Price, President
 - Gretchen Hock, Vice President
 - Chris Lindsay, Secretary
 - Kim Canon, Treasurer
- Looking for Bluegrass festival volunteers, display posters
- Next meeting August 31, 2015
- Working on financial accountability and transparency

Marketing – Julie Edmonds reported

- Brand implementation
 - Website updated with new logo
 - New logo stickers available
 - Logos provided to Foundation, PTO, Preschool
 - PTO provided with logo for use on Spirit Wear
 - School signs in production
 - Ads
 - July Serenity advertorial and ad announced new brand and enrollment availability
 - August Serenity advertorial and ad focusing on parent involvement and enrollment availability
 - August Canyon Courier ad stating enrollment availability
- Meetings held first Tuesday of month, 10:30am, starting in September

PTO – No report*Preschool* – No report*Facilities* – No report*Technology* – Dan reported

- Inventory of equipment
 - Older computers, several over 9 yrs old, limping along
 - Technology has a very small budget, will need \$\$\$ to upgrade
 - Potential to use Chrome books, verifying compatibility with testing needs
 - Looking for grants, alternative financing
 - Evergreen High recently went through same issues and process
 - Tech Committee will list wants vs needs, prioritize
 - Develop a 5-yr plan, give Foundation longer term goals
 - Potential use of surplus school general funds

Director's Report – Roberta reported

- Public Relations Updates
 - Ensure Parent and Student Satisfaction
 - Sent out regular Director newsletters over the summer
 - Hosted the event at Educational Outfitters for parents/students
 - Represent School as Liaison to Related Organizations
 - Attended Jeffco leadership training week, July 20-24
 - Attended Jeffco charter leadership meetings in June and July
 - Community/Media Relations
 - Serenity Magazine – July and August article and ad
 - Ned noted that Roberta sited Wikipedia in her July article, a practice banned at RMAE middle school. Several families and students commented on this through emails, distracting from the intent of the article.
 - Canyon Courier – August article and ad
 - Bluegrass program – Full page ad and article
 - Parent/Student Outreach
 - Tours have been continuing over the summer for parents interested in attending RMAE.
- Budget Updates
 - Enrollment – Current Enrollment numbers for 2015-2016: (approximate, some movement will still occur prior to Oct.1)

Kindergarten = 40

First Grade = 29

Second Grade = 40

Third Grade = 50

Fourth Grade = 51

Fifth Grade = 45

Sixth Grade = 50

Seventh Grade = 50

Eighth Grade = 39

Current Total = 394 students

- Grant Report
 - Roberta applied for a grant from Home Depot, which she did not receive. However, the local Evergreen Home Depot has agreed to partner with RMAE again for Volunteer Day and is assisting with supplies and possibly volunteers.
 - In the process of applying for the Charter School Program Grant.
- Educational Success
 - Assessment Data Update
 - We are purchasing NWEA (MAP) testing through Jeffco. This reduces our per student cost from \$12.50 to \$8.50. Jeffco also provides free training and support to staff.
 - Discipline Report
 - We are in the process of reviewing the charter to ensure that we are following the original intent in regards to discipline procedures, reporting, and implementation. Student discipline issues will be the shared responsibility of the Director (Roberta Harrell), Academic Dean (Rosanne Jalbert), and School Psychologist (Melanie Kilroy).
- Staff Management
 - Staffing Report
 - Spanish Teacher – The person we had hired for this position has taken ill and is not able to fulfill the contract. So we are in the process of searching for a new teacher.
 - We are still in need of a one day per week OT (Occupational Therapist).
 - Fifth Grade – Don Williams is making tremendous progress and plans to be at school on day one!
 - Christine Riedlin left RMAE, Cherie Mazurek to 1st, Laura Benninger to 3rd, new hire for 6th Math/Science.
- Operations
 - Facility report
 - Volunteer Day is scheduled for Saturday, August 15 from 8:00 a.m. – 5:00 p.m.
 - Thanks to Mike Sutor, parent, who has been working all summer reworking our sitting area for students during carpool pick up. He is alleviating the constant problem of bark on the sidewalk as well as moving the benches to make snow shoveling easier in the winter.
 - Three new signs have been ordered for the school, a large sign to replace the current entryway sign; a small directional sign directing people to the front office; and a logo sign for the administration building.

[Tim left at this point]

- Teaching staff return on August 17, for a full week of professional development. Board, PTO, Foundation are welcome to attend our breakfast on August 17 at 8:00 a.m. at the Preschool to be introduced and meet staff.
- Staff Appreciation Dinner, Friday, August 21, 5:30pm, at Alan's house. Catered, costs to be split amongst Board.
- Staff photos, Monday, August 17, 10am, at RMAE. Possible use for Board bios.

President's Report – No report

Old Business

- A. Board Elections Update
 - No update, no new information
- B. Family Handbook Update
 - Roberta collected all submitted edits, provided one combined Family Handbook for review
 - Discussion focused on dress code
 - There was repeat language on short/dress/skirt length – choose mid-thigh or fingertip language, but one needs to be deleted; consensus was for fingertip.
 - Mitch requested logo patches/iron-on to save current garments. Roberta does not like those from past experience, can apply to non-conforming shirts
 - An argument was made against requiring logo shirts as this would be a “hidden” fee of \$15-\$18 per student. Countered that logo shirts provided coordinated, crisp, community look.

- What is the penalty for non-compliance with dress code? Will this punishment unduly affect financially constrained families? Roberta said that Educational Outfitters will provide a scholarship program.
- Need to publish new dress code to parents through Campus Messenger or Newsletter

Motion: A motion was made to approve the 2015-2016 Family Handbook. Seconded.

Discussion: None.

Vote: Approved, no abstentions

- C. State of the School Meeting
- Target date end of September, beginning of October, avoid Parent/Teacher conferences
 - Need to develop agenda and presentation content next meeting

Action Items to be completed at the next Board meeting:

- A. State of the School Meeting preparation
- B. Annual Review of Emergency Procedures Plan
- C. Review and Discuss Director's Goals
- D. Annual Board Training
- E. Review, Discuss and Update Strategic Plan

Board Comment

- Jeff proposed spreading committee open action items among more parents.
- Stephanie confirmed that the Tech Room air conditioner is installed and working
- Ned questioned details on the Family Handbook requirement for a family sign during pickup. Roberta will print up and hand out family signs for free (the first generation), but as stated in the Family Handbook, any future replacement copies will cost \$5 each.

[All non-Board attendees left at this time]

New Business

A. Executive Session

Motion: A motion was made to go into Executive Session pursuant to CRS §24-6-402(4)(b) to update the Board with information received by Brad and Alan during independent conferences with outside attorneys to receive legal advice. Seconded.

Discussion: None

Vote: Approved, no abstentions

- Having achieved a 2/3 vote and seeing no objections, the Board entered Executive Session at 8:00 p.m.

Motion: A motion was made to come out of Executive Session. Seconded.

Discussion: None

Vote: Approved, no abstentions

- Having achieved a 2/3 vote and seeing no objections, the Board exited Executive Session at 8:25 p.m.

Board Comment

- Should the Board comment to the school community about the upcoming JeffCo School Board recall elections? RMAE Board Policy 3.4 prohibits us from expending any resources to endorsing individual candidates or ballot issues. Bad precedence to take a stance on the recall. Could publish a statement of fact of how the current JeffCo Board has brought financial parity to charter schools and that RMAE has greatly benefitted from increased PPR and Mill Levy funds.
- Jeff said that all Board members should present a common, positive and supportive attitude toward our administrator in front of our parents. Ned countered that we need to represent the diversity of views and opinions within our parent base, having a healthy and constructive debate during our meetings, and then presenting a united front outside of our meetings.

Action Items Arising from This Meeting:

Item #	Subject	Responsible	Due Date	Status
1	State of the School Date Selection		9-10-15	
2	State of the School Agenda			
3	Recruit additional committee volunteers	All Committee Leads	Campus Clean Up Day	

Next Meeting: September 10, 2015**Adjournment:** 8:35 p.m.