



Rocky Mountain Academy of Evergreen

Board of Directors Meeting Minutes

Meeting Date: September 10, 2015
Meeting Location: RMAE Administration School Building - Spanish Classroom
Document Revision: Final
Document Approval: November 12, 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
Tim Lane, Parent Representative
David Graham, Community Representative (arrived 6:50)
Cherie Mazurek, Teacher Representative
Roberta Harrell, Director (non-voting)

BOD Members on Conference Call:

None

BOD Members Absent:

Dan Hock, Parent Representative

Others in Attendance:

Renee Clackles, Dana Price, Tom Seybold, Tami Courtney, Dyann Bartlett, Debbie Caruso, Don Williams, Dianne Golden, Kathy Grubb, Rosanne Jalbert, Kelli Anderson, Kerry Briddle, Jen Richards, Catherine Ross, Chris Brazy, John Morrill, Laurie Morrill, Mitch Goldenberg, Alison Goldenberg, Liesl Parker, Amy Jacobs, Teresa Frey, Jennifer Crosbie, Jeff Emery, Nachi Genender, Julie Ann Courim, Robert Shepard, Susanna Shepard, Tanje Williams, Julie Hushen, Mary White, Tony Bryant, Yesim Peddy, Robb Espinosa, Ben Gonzales, Weston Genender

Meeting called to order at 6:37 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:

- Alan Scheik welcomed all in attendance, complimented the high volunteerism at the school, high student enrollment, introduced Board members, noted Foundation members in attendance
- Brad Giles gave an overview of public comment period, read from JeffCo Board of Education rules
 - Public comment was allowed from those who had so registered before the start of the meeting
 - Limited to 3 minutes each, Kim to time
- Chris Brazy – Losing teachers, risk of losing students, decreasing student motivation, risk of law suits, asked Roberta to resign. Bullying at school, Roberta physically grabbed his son to stop him while running to avoid being tardy.
- Jen Richards – Poor spirit, can't wear Sea Camp hoodies due to dress code. Too much emphasis on brand. Teachers can't speak to parents.
- John Morrill – 13 years at school, disappointed with current climate, Board acting as a corporate board, cited Board policies 2.3 (Decision Making), 3.1 (Administrative Structure), 2.9 (Board Review of Administrative Procedures). MS schedule fundamentally changed educational experience, had potential for strong parent reaction, was not processed through SAC or Board.

- Kerry Briddle – Does not want her kid to be an experiment, drives far, due to poor electives placement she could pick her kid up at noon and not miss anything, three study halls in a day. Teachers can't speak.
- Alison Goldenberg – Parent Contract Paragraph 13 violates First Amendment? Teacher raises – wants details on how raises were awarded – by merit, flat rate, other? Unhappy with Marketing – high costs of info-articles, need to link articles into RMAE website for future use and to impress potential parents. Negative neighborhood buzz about school.
- Tom Seybold – Two years ago, a parent issue got out of control but remained civil. Now, parents are scheming to hurt school by staying home on Oct 1 count day. Feels school is heading in a good direction, good balance sheet.
- Jeff Emery – 9 year parent, appreciates that the Board is a hard position. Administrative distractions stealing momentum – worried about belt loops, socks. Staff attrition over 50% over 8 years. Spanish not preparing graduates for HS Spanish 1. Board needs to change tone, facilitate improvement. "Education" only mentioned once within recent letter about Three Pillars. On the fence, may not return to RMAE.
- Ben Gonzales – (8th grade student) Hears of drama, distractions, he can raise above, demoralized classmates, students need sense of community.
- Don Williams – Supports Dr. Harrell, misunderstandings, miscommunications, Need to address concerns head-on, ie. talk to Dr. Harrell rather than formulating issues, positive conflict resolution.
- Mitch Goldenberg – Need policies and procedures for conflict resolution. He brought questions to the Director, SAC, and Board. Finger pointing ensued, settled on SAC. He wants answers to questions asked on 8/28. The most involved parents and faculty are here at this meeting and some are considering leaving. This will fundamentally affect the school.
- Weston Genender – (8th grade student) Dress code has evolved over time, restrictive, against belts.

Board responses:

- Tim Lane – Thank you, good to know concerns. Long term parent; always been drama. RMAE parents seek a voice. Board owes it to parents to listen and act within policies. Good, civil, cooperative discussions yield positive results; weathered multiple directors, teacher turnover, changing parents.
- Cherie Mazurek – Long term parent and teacher. Concerned that a majority of staff at this time do not feel comfortable coming to Roberta; various conversations and emails that make them feel threatened, undervalued and underappreciated. Does not understand Roberta's philosophy toward scheduling; please explain. Does not feel schedule is driven to raise test scores. Loss of staff hard on close-knit school. Changes rapid and with lack of information.
- David Graham – New to Board, no children at school. Team work and goals solves problems. Do not let divisiveness tear this school apart. Work it out.
- Ned Parker – Need more turnout from parents; keep the Board on track. Only one middle school parent on Board; need diversity of student age representation; middle school is different, parents have a different perspective. Corporate memory as a Board; learn from past history and mistakes; review previous Spanish changes. Dr. Harrell has accomplished 97+% of her 100-day plan, but it is a plan written before she interviewed for the job; brought in dress code refinements; brought in management structure; only one mention of asking teachers for feedback. School extremely sensitive to slightest disturbance; calm reactions.
- Roberta Harrell – Came in with challenges in front of her. Maybe belts can be changed, adjustments to microwaves in cafeteria, need time to tune electives and schedules. Teachers have left for a variety of reasons but fortunate to have equally great new teachers now; received some glowing reviews. Parents praising the diversity and elevated challenge of electives. Marketing and work has increased enrollment; when she arrived, budget based on 375 but only 345 students. Community outreach and grassroots marketing works for enrollment and grants; one additional student pays for marketing budget. Moving forward as best we can.
- Kim Egan – Great school with dedicated, excellent staff. Thanked parents. Be careful in interactions; do not form groups and opposing sides to issues. Supports Dr. Harrell; leaders face challenges but bring vision. Selected by a large hiring committee of parents and teachers. Could improve communications; looking forward to a great year.
- Jeff Courtney – Surprised at tonight's turnout. Praised bluegrass festival and financial returns. Best enrollment in years; great volunteer turnout at summer cleanup day. Knows concerns, Dr. Harrell needs to work to address. Very positive about the net good being done at school. Dr. Harrell trying. Look at school through positive lens while addressing concerns. Consider why you are at RMAE, weigh the positives and negatives, work to improve the school.
- Brad Giles – Thanked parents for input on tough issues. Came to RMAE because it makes a difference in his children's lives. Always missteps, work through as a community. Rise above picking on marketing as a pillar rather than education; marketing is necessary, it fills the seats and the coffers, pays our teachers. Wants students

involved, student council participating in governing. Parents and Board members here to improve the school. Director is a hard job. Use energy to construct the school and community. Solve the problems rather than just ask for answers. Started a signup sheet for volunteers.

- Alan Scheik – Raised two children in Texas, experienced when looking in Evergreen for school for third. Feels that son will be better graduating 8th grade from RMAE than attended any other area school; maybe academically, but definitely ethically and compassionately. Parents and Board members have many demands on time. Need to talk about if Board needs to (1) change administrative elements, (2) direct SAC to look at scheduling changes. Trying our best, committed to looking for improvement moving forward.
- John Morrill suggested using Nora Flood (Colorado League of Charter Schools) as a resource. Historically, the Board has had open working sessions on select topics so that parents can be informed.
- Alan closed public comment at this time.

Consideration of Consent Agenda:

Motion: A motion was made to approve the August 13, 2015 minutes. Seconded.

Discussion: Correct number of pages in first page footer. Cherie: 28 1st graders though Roberta reported 29.

Vote: Approved, no abstentions

Committee Reports

SAC – Laurel Hyslop reported

- First meeting was held on Thursday, September 3, 2015. SAC has a total of 15 members (8 parent representatives, 3 teachers (2 elementary and 1 middle school), 2 Administrators, 1 community member and 1 BOD non-voting member). Two of our members are new to SAC.
- Short meeting due to Back to School night; public comment dominated the meeting. Public comment surrounded one major issue – the change and implementation of the new middle school schedule.
- Approximately 28 to 30 individuals (parents and teachers) were in attendance to either provide comment or listen in on proceedings. Comments were very passionate in nature and many individuals cited that they did not feel respected by the administrators or the processes our school has adopted.
- To understand why SAC was brought into this particular issue, Laurel provided an overview of SAC's role at RMAE as defined by the Colorado Department of Education District Accountability Handbook that can be viewed on the RMAE website.
 - Provide input to the state required school Unified Improvement Plan (UIP)
 - Meet at least quarterly to discuss the implementation of the school's improvement plan and review the school's performance against the plan
 - Provide input regarding the director's development plan and evaluation
- In essence, SAC provides 1) input into the development of school goals based on UIP, 2) discussion regarding implementation of the goals, 3) evaluation of how changes impact goals and 4) input in and evaluation of the director's strategic plan.
- 2014-2015 UIP stated goals (as outlined to the BOD in the December 11, 2014 meeting) include but are not limited to: improving performance in Middle School (MS) math, increasing STEM across MS as well as elementary school (ES), and retaining and acquiring (external and home grown) MS students. In this case, because changes were made to directly impact UIP goals, SAC should be a part of the process.
- Key concerns brought up regarding the new MS Schedule (compiled in MS Schedule FAQ document):
 - Lost instructional time: Specifically Core Knowledge subjects and how 8th graders might be receiving less time in science and math than in the past. How do these changes impact continuation to high school courses?
 - Increased number of electives and type of electives offered: Fall 2015 electives are included under instructional time when in the past they were non-instructional.
 - Free time of the students: Increased lunch hour to include clubs may leave many MS students idle during a large period of time. Potential for increased number of study halls during the week and/or double booking of study hall may result in non-productive time.
 - Spanish Instruction: 7th and 8th graders go from 3 to 2 days and 6th graders from 2 to 1 day. 4th and 5th graders also go from 2 to 1 day of Spanish. How does this relate to their ability to take Spanish II in high school? Of note, younger students (1st to 3rd grade) gain Spanish.
 - Middle School Schedule Changes and its impact on Elementary School: In addition to the loss of one day of Spanish for 4th and 5th graders, 1st through 5th graders lose one day of music, art, and PE. Can all necessary CK material be delivered in this timeframe? This is particularly relevant for

students with CK specials on Mondays and Fridays which result in less instructional time due to the holiday schedule. If the new MS schedule increases the MS need for facilities and staff does this directly lead to reduction in these ES specials?

- Concern for our Teachers: We have lost 3 middle school teachers this past year (2 left the school and 1 moved to the elementary school). Many parents indicated they were concerned we would lose more teachers if teachers felt they were not a part of the process and perceived a lack of respect.
- Communication of the new schedules to relevant parties (students, parents and teachers). Commenters indicated strong dissatisfaction with the communication of the changes and adherence to procedures to vet these changes. The lack of communication gave them no understanding of why the changes were happening, time to get ready for the changes in order to help their students through the new schedules and an overall distrust in our system. This ultimately leads to many of these parents indicating that they may leave our school.
- SAC was not a part of the input nor the implementation of these new schedules and they now feel it is necessary to complete a due diligence review of the new middle school schedule to align these changes with stated UIP goals and gain back parent trust. SAC provides a valuable role at RMAE as they have a wealth of knowledge in understanding our culture and history. This is extremely helpful in overcoming any potential obstacles in the development and implementation of school improvement plans.
- SAC has set forth the following action items:
 - Gathering data from all relevant parties to provide an objective view of this new initiative
 - Considering implementing a short survey to parents, students and staff
 - Will review past and current schedules and determine if changes align with UIP goals as well as impact CK and state mandated programs.
- SAC has set up a special meeting at 5:00 p.m. on Tuesday, September 15 to work through this information and will provide a review and any potential recommendations to the BOD in a timely fashion.
- SAC understands both the need for speed, based on the deep concerns expressed to us during our meeting, as well as the need to provide a thorough and accurate review of the topic. They will continue to monitor and evaluate how these and any future changes impact school strategic goals.
- October will focus on the 2015-2016 UIP
 - Draft to be presented to the BOD in early-December
 - Final to be submitted to JeffCo mid-December
- SAC cautioned about three or more Board members present at its meetings
 - SAC voluntarily complies with Open Meeting/Sunshine law by posting agendas, recording and publishing minutes so no conflict with multiple Board members at their meetings
- Discussion of future SAC and middle school schedule follow-up actions. SAC will gather and prepare data for their 9-15 meeting. Needs to review and analyze data. Try to provide intermediate update to Board. Brad encouraged finalized Board report by late November, Director and Board will consider their recommendations.

Financial – Jeff reported

- Implementation of new financial accountability requirements among RMAE, Foundation, Preschool, Middle School Fundraising, PTO, and Music Department
 - Published as document, *Managing Our Financial Responsibilities*, 8/31/15
- Requiring subsidiaries to submit monthly reports beginning in October, PTO reported in September
- Reviewed monthly budget, income and expenditures to date.
- Next steps:
 - October 1 “Full Attendance Day” – Jen Allbritton coordinating volunteers and with staff
 - “Signer” verification requires for accounts
 - Spending limits for RMAE Budget, implementation by RMAE staff in alignment with JeffCo requirements
 - Begin 5/10 year planning budgets, balancing wants, needs, fiscal sustainability
 - Inform parents of new financial accountability measures, target distribution in October
- Discussion: term “subsidiaries” implies hierarchy that does not exist. Agreed to change to “partner” or “affiliated 501(c)3.”
- Tim asked for clarification on conservative assumptions on PPR – the student count is accurate, but budgeted PPR uses the lower limit of the estimated range from JeffCo; budget reflects full mill levy overrides and capital cost allocations authorized by JeffCo Board; process generally the same as in years past. Committee is mindful that the upcoming JeffCo Board elections could change our funding.

*Human Resources – No report**RMAE Foundation – Dana Price reported*

- Currently the Foundation is working on Colorado Gives Day, the Sponsorship Program, the Annual Giving Campaign, hiring a Grant Writer and obtaining a new Development Assistant as well as a new Treasurer.
- The Annual Giving Campaign is going to be changing this year. In order for parents to understand where their money is going we will be deciding on 3-4 areas that the school is in need of most and give parents the opportunity to choose where they would like to spend their money, i.e. Technology, Endowment Fund, Library, BEST Grant match, etc. Gretchen is leading this campaign and will be reaching out to Roberta and various committees to find out the greatest needs. We are also looking to change the Campaign name from “Annual Giving” to something more enthusiastic.
- Evergreen Bluegrass Festival
 - Net Profit of \$22,654.07
 - Better than expected, better than traditionally expected for first year events
 - There may be a few more bills coming in so it may change slightly, but not by much
 - Disbursement of Funds:
 - Tom Hushen Memorial Funds (distributed at Ann’s request): \$1,000 for 2nd grade iPads
 - Restricted fund for startup costs next year: \$6,000
 - The Foundation has been reimbursed for the original \$2,000 that was lent as startup funds
 - Roughly \$13,000 left for EBF committee to decide on disbursement and bring to the Foundation
 - Polling Board and administration for areas of greatest need
- Foundation Financials:
 - Foundation balance: \$74,296.40 consisting of carryover Annual Giving 2013/2014 school year and some sponsorship funds. 2014/2015 Annual Giving and all other restricted funds have been depleted. No disbursements, other than normal operating expenses have been made this summer.
- Change in accountants: Kim Canon is finishing up Foundation Books by Sept. 4. They will remain in the for-profit format that Tiffani (current bookkeeper) set them up as. Amy, with Scripps&Taylor, will begin with July 2015 and set up the books with non-profit fund accounting procedures as soon as all books, statements have been turned over to her.
 - Kim has moved to Westcliffe. Looking for a replacement on the Foundation Board for Treasurer. Would prefer someone with bookkeeping/accounting experience. Please pass on.
- Brad clarified timing of bookkeeping transfer. Missed Sept 4 promise date due to physical locations and logistics but should have transfer complete by next week.
- Brad clarified Colorado Gives day. Foundation missed deadline for this year but continues to work on next year. Information for this year entered incorrectly and caused application to be rejected. Learned for next year.
- Annual Giving evolving into targeted giving to appeal to parents. Gretchen Hock wants feedback from the Board. Discussion of budget line items, focusing on technology, other ideas.
 - Caution that earmarked funds cannot be used for any other expense. Suggest adding statement such as, “the money will be used for XXX until that need is met and then directed to other needs.”
- Coordinate giving and causes with PTO spring auction and middle school art auction. Limited number of donors and dollars, try not to steal from other causes.
- Alan spoke of cross-organization alignment of parent requests and volunteer opportunities.

Marketing – Alan reported

- New marketing approval process
 - Goal: Ensure consistent brand implementation and messaging for Rocky Mountain Academy of Evergreen across all touch points.
 - Approval Process: Send the following to the Rocky Mountain Academy of Evergreen marketing email address (marketing@rmae.org)
 - Description of item
 - Date item is going to be used, if applicable
 - Target Audience
 - Medium (e.g. publication, banner, apparel, website, etc)
 - Proof of item
 - Marketing contact will approve item within 24-48 hrs of submission
 - If item has been approved and only copy is being modified the item does not need to go through the approval process a second time

- Types of items that need to go through approval office:
 - Anything that has the Rocky Mountain Academy of Evergreen, Foundation, PTO, or Preschool logos that will be distributed externally (e.g. to parents, newspapers, businesses, etc)
 - Apparel designs (uniform embroidery, t-shirts, hats, etc.)
 - Business Cards, Brochures, Banners, Signage etc.
 - Ads (School, Foundation, PTO, Preschool, etc)
 - Website designs
- Recently Completed Projects
 - September Serenity Ad will focus on the ability to still enroll students at Rocky Mountain Academy of Evergreen
- Upcoming Projects
 - Updated signage for Rocky Mountain Academy of Evergreen Soccer field
 - Updated signage for Evergreen High School soccer field
- Comment that external ads/articles need to be linked back to the school
 - Alan asked that all articles/ads include school contact information and call to action
 - Alison Goldenberg clarified that the articles need to be accessible to current and prospective parents though the RMAE website – database of our media exposure, free content for future reference.

PTO – Alan read report

- Membership (as of 9/4/15):
 - 81 memberships, \$2,715 – membership fees
 - 46 grocery cards sold - \$230
 - Last call for memberships the weeks of 9/15 & 9/21
 - PTO will order Directories for October
 - Membership forms in office, Roberta will mention in next newsletter
- Revision of PTO Bylaws – 9/9/15
- Social PTO get together at The Bagelry – 9/16/15, 8:15am
- Middle School Auction/Music performance – Nov 19th at EHS
- Comment: need to improve PTO web page

Preschool – written report submitted by Debbie Caruso, discussion lead by Alan

- No questions or clarifications requested
- Jeff complimented how well Debbie Caruso runs the Preschool
- Student count is low. Why? Population dip? Competition? Julie Hushen commented that many of last year's Jr.K students jumped ahead, up to RMAE K.
- Summary of Preschool Bank Account:
 - July 1, 2015 - Opening Balance: \$10,579.76
 - Expenses for August/September: \$2,933.06
 - Balance: \$7,646.70
- Reminder: do not park at CBE unless you have a student in PreK.

Facilities – No report

Technology – Alan reported

- Website:
 - Website was corrupted in late July, hacked, lost access, no backup of website. Time lost to rebuild.
 - Website hosting changing from an off-shore company to a US company (GoDaddy)
 - Will bid out web programming
 - Preparing to make a website with public viewing pages as well as a secure portal for teachers, staff and parents
- New computers top priority:
 - Two lap tops purchased for teachers whose computers died. 2 lap tops @\$500/ lap top= \$1,000
 - Need for 23 additional laptops for teacher purposes @\$500/ laptop=\$11,500 we will need to find funding for this purchase
- Chromebooks and cart for middle school
 - 30 Chrome books with cart = \$9,000 we have agreed to move forward with this purchase
- The Parker family has generously agreed to purchase and install speakers for classrooms

- Future Technology needs:
 - Conferencing capability/ remote teaching opportunities/ school wide classroom conferencing/ BOD and committee conferencing capabilities
 - Investigating Skype, GoToMeeting, WebEx as options
 - Needs will be HD Cameras w/ stands w/ noise cancelling audio
 - Costs are being investigated
 - Replacing computers in the tech lab
 - A number of computers are entering computer hospice care
 - Security
 - Video cameras at all entrances, ability to give/deny access from front office
 - Driver's license readers that access criminal history data base and prints name badges for visitor admittance
 - Costs are being investigated
 - New printer for building 2
 - New projectors (we will start with bulb replacement)
- Foundation Annual Giving letter, two urgent technology needs:
 - Student technology (chromebooks and tech lab)
 - Security

Director's Report – Roberta reported

- Public Relations Updates
 - Ensure Parent and Student Satisfaction
 - Read aloud email complimenting the middle school schedule and electives.
 - Held informational meetings with all grade level parents at Back-to-School Nights. Communicated changes to parents regarding PE teacher (long term sub), Art teacher (one year only), Spanish teacher (will be teaching 1st through 3rd grades)
 - Met with Kindergarten parents at Kindergarten Round-up to welcome them to the school and answer any questions.
 - Represent School as Liaison to Related Organizations
 - Attended Jeffco leadership monthly meeting in September
 - Attended Jeffco charter leadership meetings in September
 - Charters will donate \$150 to support EAP (Employee Assistant Pool) services
 - UIP update – Ideally should be completed prior to school starting, to drive school. February is actual deadline.
 - Deb James, our SPED liaison spoke about her role to charters.
 - Community/Media Relations
 - Jeffco superintendent, Tim McMinimee visited RMAE on September 9
 - Serenity Magazine – Ad submitted for September issue
 - Blue Grass Festival – Hosted a booth to provide information to prospective parents
 - Thanks to Tami Courtney for new photos to the website
 - Parent/Student Outreach
 - Students are continuing to shadow at all grade levels. Parent/student tours are continuing daily.
 - October 1 – Jen Albritton, parent, is organizing an outreach to encourage all parents to have students present at school on that day. We will also have spirit week the week of September 28 to encourage student attendance.
- Budget Updates
 - Finance Committee Report – Our annual audit took place on September 10 by John Cutler and Associates
 - Enrollment – Current Enrollment numbers for 2015-2016 remain the same with parents continuing to make inquiries

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

- Educational Success
 - Assessment Data Update
 - Middle school students have completed MAP testing for math. They are in the process of completing reading and language usage. Elementary students are in the process of testing for math and reading. All testing must be completed by September 18.
 - Flex Testing Days – All elementary students were tested for reading levels through DRA2 and Dibels testing
 - Staff Development Day – September 14. We will be reviewing curriculum maps, NWEA testing, and ALP's.
 - No school to allow for staff development and to accommodate CBE's annual request for parking access during Rosh Hashanah services
 - Discipline Report
 - One middle school student was suspended for one day due to assault.
 - Received 3 Incident Reports through 9/9:
 - Aggressive behavior while waiting in line (6th grader)
 - Aggressive behavior at math time (2nd grader)
 - Peeking under the bathroom stall (2nd grader)
- Staff Management
 - Staffing Report
 - Spanish Teacher – Sylvia Geiger was hired for our Spanish position
 - Hired Imelda Dominquez to work 3 hours per day to oversee our new lunch program
 - Optimistic about our interviewee on Friday for our OT (Occupational Therapist) position
 - PE teacher – Christine Schoen is taking personal time off for the next 30 days. We have a long term sub in place.
- Operations
 - Front office
 - Due to a request by one of our neighbors, we are trying to limit the number of pages that occur during the day. One neighbor is trying to sell his home and feels that the pages are disruptive. Neighbor has registered a noise complaint with JeffCo Sherriff, Sherriff has visited campus. RMAE is not in violation of any known ordinance.
 - Facility report
 - “Staff Only” parking spots have been designated. Staff are not to park in visitor parking spots.
 - A new parent volunteered to paint the downstairs hallway in the main building. It is a much-needed improvement.
 - Discussion of thanking Mike Sutter for ~90 hrs of volunteer work rebuilding the parking circle retaining wall, giving him a Wild Game or Home Depot gift card, mentioning his efforts in a Director's newsletter.
 - Discussion of parking spot for Volunteer of the Month.
 - Safety updates
 - Additional radios have been purchased for all teacher aides to have a radio. New radios were also purchased for the pre-school.
 - Our first fire drill of the year was completed successfully in 4 ½ minutes.
 - The head of Jeffco security spoke to teachers on Wednesday 9/9 about school safety, security and the Claire Davis law. Depressing topic but reflective our current climate.
 - A concern about internet safety for students has triggered a response by the Board.
- Laurie Morrill interjected that her daughter reported today that a neighbor on our road was shooting at Elk with a BB pistol while students were outside during 7th period drawing class. The individual scowled at the students and went inside his home. The Morrills will submit a written report tomorrow.

President's Report – No report

Old Business

- A. State of the School Meeting
 - Date: Wednesday, September 30, 6:30-8:00pm, in RMAE cafeteria
 - Alan, Kim, Tim will develop content, potentially ask individual Board members to provide information
 - Jeff will provide financial update
 - Post a Board working session agenda if three or more are meeting to work on meeting or work individually

New Business

- A. Addition of a Safety, Security and Privacy Committee
 - Alan proposed a policy change to add a Safety, Security and Privacy Committee
 - Responsible for advising and insuring we are educated, have policy and have a plan for the following:
 - Safety of our students and families while on the RMAE grounds to include crosswalk use, building hazards, inclement weather and other safety related challenges
 - Security of our students, teachers and staff regarding physical access control and monitoring into and between buildings and grounds on the RMAE campus
 - Privacy relating to information protection on the internet, internally and externally when associating with 3rd party and other external organizations whether media, school related activity or community entities
 - Julie Hushen spoke of her experiences and need for this committee
 - Student internet access on campus
 - Student information given out during registration for contests and sporting events
 - Student information now searchable through Way2Go ride sharing, an “opt out” program that many parents disregarded, not realizing that their inaction put their student’s information into the public domain
 - Lack of information or policies to guide parents or leaders during after school activities
 - Potential liability of driving other students in your person vehicle
 - School facility use guidelines
 - Mitch Goldenberg recommended working with EHS Resource Officer, JeffCo Sherriff
 - Educate students of risks, division between politely holding open the door vs access control
 - Supervision by two adults at all times
 - A policy change would require first & second readings, slow process
 - Does not need to be a policy change. The Board can form this as an Ad Hoc committee now and consider a policy change in the future to make it permanent.

Motion: A motion was made to create an Ad Hoc Safety, Security and Privacy Committee. Seconded.

Discussion: None

Vote: Approved, no abstentions

- Julie volunteered as parent rep, Ned appointed as Board rep, concern over differences in expectations.

- B. Policy Review – Policy 2: The Board (1st Review)

Motion: A motion was made to delay topic until next meeting. Seconded.

Discussion: None

Vote: Approved, no abstentions

Board Comment

- None

Action Items Arising from This Meeting:

Item #	Subject	Responsible	Due Date	Status
1	Consider using Nora Flood to facilitate discussion of school climate improvement	Alan		
2	Add contact information to all marketing ads, archive such material and post/link to our web page	Alan	On going	
3	Foundation Annual Giving letter targeted needs ideas	All Board	10-30-15	
4	Consider thank you call out and gift for Mike Sutter			
5	Recruit members for Safety, Security and Privacy Committee	Ned	10-8-15	

Action Items to be completed at the next Board meeting:

- A. Review UIP
- B. Review Staff Handbook

Next Meeting: October 8, 2015

Adjournment: 9:22 p.m.

Respectfully submitted,



Ned Parker
Secretary