



# Rocky Mountain Academy of Evergreen

## Board of Directors Meeting Minutes

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**Meeting Date:** October 8, 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 (arrived 8:20)  
Brad Giles, Vice President, Parent Representative  
Jeff Courtney, Treasurer, Parent Representative  
Ned Parker, Secretary, Parent Representative  
Kim Egan, Parent Representative  
Dan Hock, Parent Representative  
Tim Lane, Parent Representative  
David Graham, Community Representative (arrived 6:45)  
Cherie Mazurek, Teacher Representative  
Roberta Harrell, Director (non-voting)

### **BOD Members on Conference Call:**

None

### **BOD Members Absent:**

None

### **Others in Attendance:**

Ben Gonzales, Robert Ross, Catherine Ross, Jen Richards, Alison Goldenberg, Mitch Goldenberg, Amy Jacobs, Liesl Parker, Tamara Stoltz, Christine Schoen, Jan Douglas, Andrei Gonzales, John Morrill, Dana Price, Laurel Hyslop, Jeff Emery, Tara Saltzman, Julie Ann Courim, Zhenya Brazy, Chris Brazy

Meeting called to order at 6:32 p.m. by Treasurer Jeff Courtney

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

### **Public Comment:**

- Chris Brazy – The Board is focusing on three things this year:
  1. Brand – Implemented a logo that we don't want
  2. Fiduciary responsibility – Threw away \$5k in web page development
  3. Staff – Can't retain as evidenced by the recent loss of an aide and the PE teacher  
Wants change in Director and Board
- Zhenya Brazy – The school is a dictatorship. Can't fix the school through staff turnover.  
Her child was subjected to bullying last year, nothing was done, had to go to sheriff for action.
- Catherine Ross – Parents have tried to follow protocol, wants to know if any actions have been achieved

Board responses:

- Tim Lane – Some actions have occurred, maybe not evident. Advisory Team is a positive step toward addressing most of these issues, currently meeting weekly.
- Roberta Harrell – Can't talk about personnel issues in an open meeting.
- Cherie Mazurek – Important to come out and ask questions, resolution will take more than one meeting, the issues are being worked through.

- Ned Parker – The Board has listened to the parents and each has internalized those comments in our own way. The Board must work in posted open meetings and this has the effect of making Board actions appear slow. Might consider a second meeting in October to address open issues.

**Consideration of Consent Agenda:**

- Meeting minutes for September 10 and September 24 meetings are in process but not ready for Board review.

**Committee Reports**

- Roberta asked that the agenda be modified to include a student council report.
- Ned cautioned that it was a bad precedence to modify the agenda during a meeting to add topics. However, historically, the Board has been flexible with the committee reports to accommodate those in attendance. We would welcome hearing from the students.
- Jeff suggested that tonight's student council report could be considered an extension of public comment and formally included in the committee reports agenda next meeting.

*Student Council* – Ben Gonzales reported

- Today, Student Council signed their 2015-2016 protocol, formalizing their structure, meeting dates, seating chart, rules, and discipline. They are adopting Robert's Rules of Order.
- Preparing for Haunted Hallway, Fall Dance, fund raising for both.
- Students are pretty happy right now
- Teachers are not necessarily happy now, urged the Board to support the teachers

*SAC* – Laurel Hyslop reported

- Asked if she could distribute the SAC presentation from the September 24 Board meeting.
  - Discussion: Yes, it can be freely distributed in its original form as it became a public document upon presentation at a Board meeting. It will be included as an appendix to the September 24 meeting minutes. The Board Secretary has electronic copies of the presentation and meeting audio that will be provided upon request. SAC will work with Roberta to post a copy of the presentation on the SAC tab of the RMAE website.
- SAC met on Oct 1st for its second scheduled meeting of the school year.
- Dr. Harrell described her vision for the Advisory Team. The team will discuss items on an as needed basis and provide feedback to Dr. Harrell. The team has teachers and staff from all areas of the school. They will be meeting on Friday mornings at 7am for the foreseeable future. Russ Arnold agreed to serve as the SAC parent representative. Kim Egan will serve as back up for Russ as needed.
- SAC now working on UIP: State requires all schools to create an UIP. Due to the District in December, SAC is working on the UIP now. Over the next two months, SAC will review our past goals, determine if we implemented our action plans for those past goals, determine the need for these goals, create new goals and set metrics for evaluation of past and future goals.
  - Schedule: UIP must be approved by the BOD. SAC plans to provide final UIP to the Board by 12/3, review and anticipated approval on 12/10, ready to submit to JeffCo on or before mid-December deadline.
- Comparison of test scores
  - PARCC new last year, no historical scores for direct comparison, PARCC scores not anticipated to be provided to schools until November.
  - Will use other resources (NWEA, CMAS, Diebles) to understand academic performance and growth
  - Will use non-test metrics (annual surveys, student acquisition and retention, alumni high school readiness, teacher reports, etc.) to evaluate past and future goals.
- Looking at student retention and acquisition to understand reasons and trends over the past 5 years, mid-year and end-of-year.
- High school readiness through survey of alumni. Working with Foundation to identify and contact alumni. Survey Monkey survey exists but never sent out, lacking contact information. Teacher reports.
- Brainstorming and past email/data mining to evaluate with UIP goals pursued, implemented, and/or achieved.
- RMAE Surveys: SAC wants to present the Survey Results to the BOD on April 14th to allow time for input for reviews and planning. SAC is currently investigating outside companies to conduct the four surveys (parent, teacher, elementary school, and middle school) in order to provide for extra layers of confidentiality as well as lessen the time SAC spends on the surveys.
  - SAC received one bid at ~\$5,000 for fielding the survey, creating graphical reports and an executive summary. Additional services (such as individual teacher analysis, in-depth data cuts, etc.) would be

an extra cost. Estimating final cost could run between \$5K and \$10K, continuing to review options.

Roberta planned to ask area charter schools at her Jeffco charter meeting how these schools handled the annual parent survey and to get recommendations of independent companies.

- Discussion of best practices, traceability, and budgeting money to accommodate this request. Possible to keep student (MS, ES) in house, farm out Parent and Staff. Could use an anonymizer.
- Brad asked about school day schedule recommendation.
  - SAC working with Advisory Team, waiting for report from Russ
  - May not have clear picture of learning pace until January
  - SAC supporting increased 8<sup>th</sup> grade Spanish. Sr. Geiger and Advisory Team working on schedule and implementation.
- Tim wants to focus on core subjects, Core Knowledge curriculum
  - UIP draws school back to core subject metrics
  - SAC can use semester curriculum map checks
  - Cherie – RMAE used to have quarterly map checks
- Advisory Team to create an action item list from last month's SAC presentation
  - Work through list
  - Communicate with parents on progress

#### *Financial* – Jeff Courtney reported

- Provided updated budget tables in pre-meeting written report.
- Preliminary October 1 student count: 394 students, 372 FTE, will be confirmed by JeffCo by November.
- Questions about line item entries:
  - Revenue fluid, FTE count to be confirmed and then will be considered fixed, PPR can change up to June 2016 but we are currently using the more conservative of the advised values from JeffCo.
  - Available Funds Percent Spent appears to be too high; this particular spreadsheet formula compares total year estimated revenue to year-to-date revenue received but also prior year cash carry-over and estimated current year cash carry-over. Carry-over seems out of place. Available Funds Percent Spent out of line with individual revenue line items.
  - Salary lines do not include benefits may include more than one person. “Principle” salary line is greater than Dr. Harrell’s last contract offer and likely includes salary for assistant/admin support.
  - Budget numbers originate from JeffCo, reflective of RMAE Board-approved budget from May 2015. RMAE approved a revised budget in August 2015 but did not submit these new numbers to JeffCo in an effort minimize paper work and edit cycles. Tonight’s budget review compares May 2015 budget line item limits to September 2015 expenses to date. Some line items will look over budget because data compares two different generations of numbers. Budget will be updated to reflect October student count and brought to the Board in November. Budget reviews should be aligned after that time.
    - Marketing, Office Supplies and Food/Beverage show this discrepancy
- Finance Committee will meet to review projected additional revenue, recommend a revised budget and line item reallocations. Upon Board approval, individual line item limits will be enforced to help control and normalize spending.

#### *Human Resources* – No report

#### *RMAE Foundation* – Dana Price reported

- Received all materials from past treasurer, met with new treasurer at Scripps&Taylor, transition going well.
- Paid for 30 Chrome books, \$9k, deducted from bank balance
- Purchased iPads for 2<sup>nd</sup> grade, disbursement from Tom Hushen Memorial Fund and Bluegrass festival, deducted from bank balance
  - Jeff noted that the Foundation financial accounting is great, a model for the standards the Finance Committee is requiring from the rest of the school groups.
- Sponsorship programming successful, more banners will go up on side of school

#### *Marketing* – Written report read by Jeff Courtney

- New marketing approval process has been communicated to all teams. Marketing is working to ensure all outward facing documents with the new branding are submitted via this process.
- New Preschool sign is completed. Evergreen Signs is planning to install this week.

- Letterhead options are being reviewed by the Marketing Committee this week and will be finalized in the next two weeks.
- Upcoming Marketing Projects
  - Business Cards
  - Brand Book
  - Updated signage for:
    - Rocky Mountain Academy of Evergreen Soccer field
    - Evergreen High School Soccer Field
- Discussion: Need clarification on brand approval. Marketing Approval Process requires approval of anything with a logo on it – Board meeting agendas and minutes, Teacher homework assignments posted to websites. Marketing to approve formatting template, not content. How flexible will these templates be in order to avoid multiple approvals of similar documents? Marketing is imposing itself into many areas and slowing work.

*PTO* – Jan Douglas reported

- Amy Jacobs – PTO Fundraising needs to make unique flyers with logo for each event, requires Marketing approval each time. Amy cannot make flyers for Da Kind Soup fundraiser next week due to Marketing directive. Had trouble with Wendy's event last night. Has been told to not use "RMAE" but spell out "Rocky Mountain Academy of Evergreen" each time it is used, due to Board directive.
  - Jeff – will get clarification from Marketing, does not want to discourage effort
  - Ned/Cherie – Board did not require spelling out "Rocky Mountain Academy of Evergreen," only approved logo when presented in June.
  - Jan – limit meddling edits, appreciate volunteer efforts in flyer development.
  - Discussion of recognition of RMAE vs spelling out, internal audience vs external, spell out at first use, abbreviate thereafter.
  - Mitch Goldenberg – consider copyrighting logo.
  - Tim/Dave – Can we approve flyer tonight? We're a Policy Board, not our domain. Move forward with flyer, ask forgiveness.
- Final PTO membership count: 129 paid members, 58% of families, highest ever, \$4,600 raised, thank you Christine Emery.
- Schedule of upcoming events:
  - Wendy's 10/07/15
  - Da Kind 10/19/15
  - Box Tops (first round) 10/21/15
  - Go Orange Day 10/14/15
  - Trunk-r-Treat 10/30/15
- Met with Finance Committee to clarify donations
  - \$10k on December 1
  - \$15k in May
  - May revisit based on success of fund raising activities, specifically Middle School Art Auction and spring Auction.
  - Finance Committee will propose at the next Board meeting to remove PTO and Foundation donations from school budget; PTO and Foundation would be free to use those funds, within their spending guidelines.

*Preschool* – No report

*Technology* – Dan Hock reported

- Priorities set, same as stated at State of the School meeting, and wait on budget.

*Safety, Security & Privacy* – Ned Parker reported

- Small group formed – Julie Hushen, Kevin Combest, Ned Parker
- First meeting scheduled for Monday, October 12, 5 pm, 6<sup>th</sup> Grade class room. Any additional participants welcome.
- Will be exploring, among other topics, more secure websites and electronic privacy. The Technology Committee is also looking at these, need to coordinate efforts, Dan Hock invited to SSP meeting.

*Facilities* – Tim Lane reported

- Meeting held 9/29/15
- Committee members: Tim, Richard Koch, Jamie Price, Aaron Hansen, Sean Frey
- Preparing for winter:
  - Securing snow plowing contact with company from last year for service this season
    - Suggestions to use Schneider, to use a company with a truck-mounted sander
  - Cherie Mazurek and family have volunteered to refill sand/salt barrels again this year
  - Want to establish an “on-call” list of parents to assist with shoveling before school. Call for volunteers will be placed in an upcoming communication
  - Filter replacement for all buildings heating systems ongoing
  - Two motors for heating system in cafetorium need to be replaced. Richard is working with contractor for price and schedule.
- Unexpected expense item: Home Depot was not able to donate the remaining timbers needed to redo the traffic circle retaining wall. Home Depot has been paid, but not sure which budget line will be hit with this expense.
- Man-hole cover: Received email confirmation from EMD that all work was completed to their satisfaction, but Tim has not gotten an actual invoice from Silver Eagle for the work.
- Soccer Goals: A student drive petition circulated through the school asking that RMAE purchase their own soccer goals for the field. No funds remaining from 2013 PTO Silent Auction Paddle raise. Will assemble a cost estimate and request the funding from the Foundation.
- Future Facilities Maintenance Budget: Facilities Committee is working on cost estimations for Annual, Differed (1-5 year items), and Long Term (major expense items) Budget requirements that need to become a standard line item in all future RMAE Budget plans.
- Tim was asked to work with the Finance Committee to:
  - Establish maintenance funds in budget
  - Track field revenue funds for upcoming maintenance, repair, and 15-20 yr replacement
- Christine Schoen asked if RMAE students could receive priority use of the field after school
  - RMAE students get exclusive use during the school day
  - Local clubs schedule and rent the field at other times; many RMAE students on these various clubs
- Next Facilities meeting: tentatively Thursday, November 5<sup>th</sup>

*Director's Report* – Roberta Harrell reported

- Public Relations Updates
  - Ensure Parent and Student Satisfaction
    - Held Director's Coffee, met with approximately 20 parents and Board president
    - State of the School Meeting – Presented highlights of the school year
    - Distributed free coffee to parents during drop off on October 1
    - Distributed free chip clips to parents during drop off
  - Represent School as Liaison to Related Organizations
    - Attended Jeffco leadership monthly meeting in October
    - Discussed upcoming JeffCo Board elections. Reminder to stay neutral; if PTO is sponsoring a forum, make sure they adjourn their regular meeting; invite all candidates to any forums
    - Attended JeffCo charter leadership meetings in October
    - Discussed Individual Career and Academic Plan (ICAP) – district asking for all 7th graders to complete. [ICAP is a multi-year process that intentionally guides students and families in the exploration of career, academic and postsecondary opportunities]
    - Reading to Ensure Academic Development (READ) Act Goals – make sure to include in UIP [READ focuses on K-3 literacy development, literacy assessment, and individual READ plans for students with significant reading deficiencies]
    - Confirm that RMAE follows JeffCo closures for “Mountain Schools.”
      - Discussion of calling snow days
        - Consider respecting Clear Creek closures
        - Make call by ~6:30 am to give our outlying families time to react
    - Asked for three representatives from the charters to the District Accountability Committee (DAC). Asking for SAC members or BOD members.
    - Make your voice heard survey

- Community/Media Relations
  - Advisory Team – A member of SAC, Russ Arnold, has joined the advisory team to provide input and represent SAC in these discussions around school procedures and educational issues.
- Parent/Student Outreach
  - Tours are continuing with parents. Shadowing is being arranged for students interested in grade levels with open spots.
- Budget Updates
  - See Finance Committee Report
  - Enrollment – October 1 Count Day came to 394 students, with an estimated 372 FTE. We will know final numbers in a few weeks from JeffCo.
- Educational Success
  - Assessment Data Update
    - Teachers will review NWEA individual student reports at Parent/Teacher conferences
    - School level reports have just become available. A report will be given to the Board next week.
  - Discipline Report
    - Six students ordered a pizza for lunch using their cell phones. They will each have individual lunch assignments for a week in a teacher classroom.
    - Student was issued an Incident Report for playing on the unfinished shed; sitting on the roof.
    - Six miscellaneous elementary student reports.
- Staff Management
  - Staffing Report
    - PE Teacher – Christine Schoen resigned from her position. We are in the process of securing another full-time teacher.
    - Advisory Team Met on October 2. Topics discussed:
      - Professional Development for teachers – fair distribution/PTO days/costs
      - Parent/Teacher Conferences
      - SAC Committee Updates
- Operations
  - Front office
    - Dyann Bartlett will be working ½ days as needed for the next week for health reasons
    - Louise Helliwell from the Preschool is filling in for Dyann when she needs to be out.
  - Facility/Safety report
    - New windows have been installed in the front office. The old windows were a safety hazard; when opened they were an obstruction to students walking by. New windows in three of the offices can now be opened for better ventilation.
    - Need to complete work on unfinished shed and secure.

*President's Report* – No report

### **Old Business**

- A. State of the School Meeting
  - Review of event and feedback – general sentiment that the event went well, provided a positive and information rich overview of the school, student participation was great, wish it were better attended.

### **New Business**

- No new business on agenda
- Roberta requested an Executive Session
- Discussion: Executive Session was not listed on the agenda; do not want parents to feel surprised by its sudden appearance. Need to be able to allow in order to react to current events and potential emergencies.

**Motion:** A motion was made to go into Executive Session pursuant to CRS §24-6-402(4)(f) to discuss personnel matters.

**Discussion:** CRS §24-6-402(4)(f) provides executive session protection of "personnel matters" when an individual employee or group of employees are to be discussed. However, an individual employee has a right to require discussions about him or her to be held in an open meeting. Motion withdrawn.

**Vote:** No vote

**Board Comment**

- None

**Action Items Arising from This Meeting:**

Item #	Subject	Responsible	Due Date	Status
1	Clarification of budget report Available Funds Percent Spent	Jeff	11-12-15	
2	Clarification of what is included within the budget report Principle salary line	Jeff	11-12-15	
3	Clarification of Marketing approval process	Jeff	11-12-15	
4	Clarification from Marketing on spelling out "Rocky Mountain Academy of Evergreen"			

**Action Items to be completed at the next Board meeting:**

- None

**Next Meeting:** November 12, 2015

**Adjournment:** 8:35 p.m.

Respectfully submitted,



Ned Parker  
Secretary