



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting Minutes Summary

DATE: November 12th, 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 Agenda Summary	
Call to Order & Pledge of Allegiance	Board Members in attendance: <ul style="list-style-type: none"> • Alan Scheik, President, Parent Representative • Brad Giles, Vice President, Parent Representative • Jeff Courtney, Treasurer, Parent Representative • Ned Parker, Secretary, Parent Representative • Tim Lane, Parent Representative • Dave Graham, Community Representative • Cherie Mazurek, Teacher Representative • Roberta Harrell, Director
Reading of Vision & Mission	
Public Comment	Public Comments: 11
JeffCo Charter School Office Update	Tim Matlick, Achievement Director, Charter Schools presented
UPDATES: Consideration of Consent Agenda Meeting Minutes	Vote to approve meeting minutes for September 10, September 24, October 8 and October 15 Vote count: Approved, no abstentions
Committee Reports	See summary next page
Old Business A. Review Board Policy Manual- Policy 1 & 2 B. Board Calendar Review/Catch up	A. Vote to postpone the Review of Board Policy Manual, Sections 1 and 2 until December Vote count: Approved, no abstentions B. Reviewing annual calendar suggested Board topics, by month to verify that the Board is current with its obligations.
New Business A. Campus Student Capacity vs. Individual Grade Capacity B. Teach Retention Discussion	A. Presentation of a growth model of school enrollment based on retention of students B. Teacher Retention should be a dashboard item, recurring discussion. Current actions and future actions discussed.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Action Items	<ol style="list-style-type: none"> 1. Audio of 10/8/15 Board meeting to John Morrill (Ned) 2. Examine and reconcile changes to Textbooks budget line item (Jeff) 3. Audio of 6/11/15 Board meeting to Alan (Ned) 4. Compile last year's Director's goals and send out to the Board (Brad) 5. Contact CLCS to arrange Board training (Alan) 6. Send out past Strategic Plan documents for Board to begin to review (Ned) 7. Provide action items to increase teacher retention (Roberta) 8. Provide teacher perspective and feedback on teacher retention (Cherie)
Executive Session	<p>Entered Executive Session.</p> <p>Open Meetings Law Approved Topics: CRS §24-6-402(4)(h) for the discussion of individual students where public disclosure would adversely affect the person or persons involved.</p>
Next Meeting January 14th, 2016 Adjournment	Adjourned at 10:47 p.m.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Report Summary	
Student Council	Verbal Report (Jen Richards) Middle School dance, Haunted Hall, Student conversations about schedule and rumors. Need consistency in schedule, proposed student/parent survey to look at satisfaction.
SAC	Verbal Report (Laurel Hyslop) SAC web page updated, posting agendas and meeting minutes. UIP and Annual Survey update. Scheduling issues for new semester, January 2016. Vote to endorse SAC's recommendations for the revised Middle School second semester schedule, with associated trickle down effects on the elementary schedule, provided that they meet with the student council before Thanksgiving. Vote count: Approved, no abstentions
Financial	Verbal Report (Jeff Courtney) Revised/updated Budget, pending approval. Final FTE 372.5; used district provided PPR and Mill Levy amounts. Creation of spending limits, Financial Accountability Campaign, Upcoming Projects, questions and clarifications. Vote to accept the proposed budget, pending review and potential adjustment of the textbook line item. Vote count: Approved, Cherie abstained
RMAE Foundation	Verbal Report (Gretchen Hock) Hired new Development Assistant, Joanne Gomez (RMAE parent). Financial books organized, Annual Giving kicked off, Promotional video will be released soon. Local business ask from Oct 1-31, planning for 2016 Bluegrass Festival, Planning of Endowment.
Marketing	Verbal Report (Julie Edmonds) Presentation of Marketing process.
PTO	Verbal Report (Jan Douglas) Parent volunteers need speed and flexibility for projects, marketing approval slowing process down. Middle School Night of the Arts on November 17
Preschool	No Report
Facilities	Verbal Report (Tim Lane) Completed punch list of light tasks on campus, parent group completed construction of shed near field.
Safety, Security & Privacy	Verbal Report (Ned Parker) Small, but engaged group. Building security, building room and labels, Looking at technology and more private email services. Starting to outline needed policies.
Technology	Verbal Report (Roberta Harrell) Reviewed SSP report, website moved to US host, discussion regarding process for research and bids, Chromebooks arrived, Wendy Forsythe overloaded teaching and providing IT support, role will be split. Advertised for IT support.
Director's Report	Written and Verbal Report (Roberta Harrell) Public Relation updates, financial updates, educational success review, Staff Management, Operations
President's Report	Written and Verbal Report (Alan Scheik) Discussion of value and need for a President's Report, reminder to participate in Annual Giving.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Written Reports November 12, 2015

- Director's Report
- President's Report



Director Report to the Board of Directors

November 12, 2015

I. Public Relations Updates

A. Parent and Student Satisfaction

1. Halloween Festivities:

- a. Haunted Hall – Thanks to my co-chair of Student Council, Betsy Bartlett, for working with Student Council members to transform the middle school hallway into a haunted hall to coincide with the Trunk or Treat. A “spooky time” was had by all!
- b. Trunk or Treat Winners – Congratulations to the Williams Family and the Hushen Family for winning first prize for “Best Trunk” and “Best Costume”.
- c. Elementary classroom Halloween parties – Thanks to all parents who transformed elementary classrooms into decorated rooms filled with fun and games!
- d. Trunk or Treat – Thanks to Jen Richards and PTO for another very successful Trunk or Treat.

B. School Liaison

1. Attended Jeffco leadership monthly meeting on November 10
2. Attended Jeffco charter leadership meetings on November 10

C. Community/Media Relations

1. Veterans’ Day Celebration – Two assemblies honoring all veterans was held on November 11.

D. Parent/Student Outreach

1. Parents interested in our Kindergarten program have been invited to a get-together at 8:00 a.m. on November 17 at the preschool.

II. Financial Updates

A. Budget

1. The finance committee meets monthly to review. A Finance report will be presented at the meeting.

B. Spending Controls

1. The finance committee implemented the following spending limits:
 - a. Approval required for the following spending thresholds:

Up to \$500.00	Finance manager
\$501-\$2400	Director
\$2500 +	BOD Approval

C. Enrollment

1. Enrollment – Received preliminary audit from Jeffco for our October 1 enrollment numbers stating our FTE as 372.5.

Current enrollment numbers by grade:

	K: 43
	1: 27
	2: 46
	3: 49
	4: 51
%	5: 41
	6: 50
	7: 49
	8: 37

III. Educational Success

A. Assessment Data

1. NWEA Data for the beginning of the year is attached. Winter testing will take place in December. We will examine growth data at that time.

B. Curriculum

1. Second and fifth grades have expressed an interest in securing a science curriculum for the school. I plan to ask SAC to research possible programs that will support our Core Knowledge curriculum.

C. Methods of instruction

1. Walk Through Observations – I have completed 75% of teachers for these quick observations for classroom practices.
2. I am in the process of conducting science instruction observations for all elementary and middle school teachers who teach science.

D. Discipline

1. The middle school bullying issue that was brought to the October BOD meeting has been addressed. We are monitoring the situation and keeping parents informed.
2. Infractions for October –
 - Second Grade – Spitting on another student; tackling at recess football; throwing lunch box at the door; throwing a rock at a car; slapping another student
 - Fourth Grade – Threatening note to another student
 - Sixth Grade – Disrespectful to teacher; goofing around in class.
 - Seventh Grade – Fighting (no serious injury); throwing snow

IV. Staff Management

A. Staffing Report

1. PE Teacher – Sara Deiter has agreed to complete the school year as the PE teacher.
2. Informational Technology Specialist – We are currently advertising for an ITS position to oversee the tech needs at the school. These duties were previously being held by Wendy Forsythe, technology teacher. The demands have increased which do not allow her time to oversee the technology needs of the school as well as teach technology full time to our students. Our goal is to have the position filled by the start of second semester.
3. Advisory Team Met on October 23. Topics discussed:
 - a. NWEA Results – next steps to provide teachers with tools to use the data to drive instruction. Also to allow students to see scores in order to challenge themselves for the next round of testing in December.
 - b. Pledge in classrooms/ flags -- all elementary classes recite the pledge of allegiance each day. Many classes follow with patriotic songs. Some classrooms are in need of flags; we are in the process of securing these.
 - c. SAC Committee Updates – A committee has been set up to look at the elementary and middle school schedules. This includes a survey that was sent out to all teachers. The results will be used to evaluate current schedules.

V. Operations

A. Front office/Facility

1. Thanks to our Facility Manager, Richard Koch, for securing a donation of a greenhouse for use by students and teachers. Thanks also to Richard for securing help in grounding and setting up the greenhouse.

B. Safety report

2. School Resource Officer Deb Patterson presented an anti-bullying assembly to our middles schoolers on October 23. Officer Patterson addressed topics such as cyber-bullying, taking responsibility for your actions, reporting bullying, respect for school property and respect to teachers and friends,



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

PRESIDENT'S REPORT

DATE: November 12th, 2015, 6:30pm

Rocky Mountain Academy of Evergreen has a terrific vision and mission to drive excellence in our schools led by Core Knowledge curriculum. My guiding principals for leading our board to insure we enable this environment to succeed is built around three pillars of success:

- ✓ Leadership
- ✓ Fiduciary Responsibility
- ✓ Brand

It's our job as leaders of the school to insure all three are in place enabling the Director of the school to act on our mission and vision toward getting the expected outcomes for our children and to insure our teachers have what they need to teach in a desirable environment.

Overall Status

- **Attendance and Financial**– Overall we're up 30+ students this year over last and this is a good sign for the school financials and for the overall direction of the school. We're operating in the black and performing with fiduciary responsibility. The increase in students or FTE's brought in over \$250K additional revenue to the school giving us the ability to move toward "not" requiring funds from the Foundation and PTO for operational purposes and allowing them to focus on funds for activities meant to be used for incremental school, teacher and student activities.
- **Teacher Retention** – This is something for us to focus on in the remainder of the year as we have very good teachers at Rocky Mountain Academy of Evergreen. We're currently sitting at the national average for churn when looking at a single national average as noted by the National Federation of Education Statistics. When you look at 2nd, 3rd, 4th year teachers, the percentage goes up for a national average per the United Federation of Teachers therefore a single year national average of 16% is leveraged. We're in line however we should work to improve if possible.
 - [National Federation for Education Statistics](#) - 16% National Average Turn-Over
 - [United Federation of Teachers](#) – Employee by Year in role - Year 1 - 8-10%, Year 2 -16-20%, Year 3 – 25-28%
- **Foundation** – I'm very pleased with the volunteering and leadership across the foundation. The new video is good for our brand as speaks from the teachers and students. The activity from this team has been phenomenal this year to date with the blue grass festival, collaboration on computers, Best Grant and much more.
- **Marketing** – We need a communications platform for parents separate from messenger. I'd like to request the committee look into a tool like mail chimp that could be used to communicate with parents about activities specific to our school without limitations.
- **Volunteering** - Without posting numbers, there is an appearance that we have significant involvement in all committees, boards and activities including both foundation and PTO fund raising venues with people stepping up to lead our more significant activities such as Blue Grass Festival and the annual auction.
- **Annual Giving** – It's that time of year and we're very pleased the school has implemented fiduciary responsibility within all three 501c3's (School, Foundation and PTO) and we're able to outline specifically where our annual giving funds would be applied. I would ask that each board member across the 501c3's show our commitment to the school and leadership as soon as you are able to set the example for the rest of our parents.
- **Greenhouse** – Thank you to Richard and team for acquiring and delivering.
- **Calendar Catch-Up** and strategic plan