

ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting Minutes Summary

DATE: December 10th 2015, 6:30pm

LOCATION: Rocky Mountain Academy of Evergreen, Admin Building, Evergreen, CO

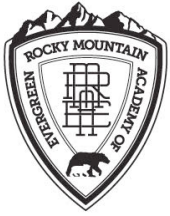
RMAE Vision Statement:

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 • Kim Egan, Parent Representative • Dan Hock, Parent Representative • Tim Lane, Parent Representative • Cherie Mazurek, Teacher Representative • Roberta Harrell, Director
Reading of Vision & Mission	
Public Comment	Public Comments: 3
UPDATES: Consideration of Consent Agenda Meeting Minutes	None provided for review
Committee Reports	See summary next page
Old Business A. Board Code of Conduct – Policy 1 & 2 (Summary Review)	A. Reviewed individual edits to policy 1 and 2. Need additional language offered by Nora Flood.
New Business A. Board Responsibilities - Minutes B. Board Meeting Review – Colorado League of Charter Schools/Nora Flood	A. Discussed board responsibilities during training B. Nora Flood presented the governance role and purpose of Charter School Boards C. Discussed possible Strategic Planning and Review meeting



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Action Items	<ol style="list-style-type: none">1. Schedule admissions policy discussion at future meeting (Alan)2. Schedule strategic plan discussion within future meetings (Alan)
Executive Session	Entered Executive Session. Open Meetings Law Approved Topics: (§24-6-402(4)(f), C.R.S.) – Personnel Matter (§24-6-402(4)(d), C.R.S.) - Specialized details of security arrangements or investigations (§24-6-402(4)(c), C.R.S.), - (Student) matters required to be kept confidential by federal or state law or rules and regulations
Next Meeting January 14th, 2016 Adjournment	Adjourned at 11:11p.m.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Report Summary	
Student Council	Verbal Report (Ben Gonzales) Discussed upcoming events, fundraisers, Students upset with bullying, recently attended workshop at Evergreen High School, showed positive examples of behavior
SAC	Written and Verbal Report (Laurel Hyslop) Reviewed second semester schedule with student council, getting annual survey bids, review UIP. Vote to approve both the Elementary and Middle School UIPs. Vote count: Approved, no abstentions
Financial	Written and Verbal Report (Jeff Courtney) Budget approved last month, updated with JeffCO, Working to get all financial information on website, creating parent communication
RMAE Foundation	Written and Verbal Report (Dana Price) Wrapping up sponsorship campaign, \$11k pledged. Annual giving campaign continuing, \$16K pledged, 18% participation rate.
Marketing	Written and Verbal Report (Dana Price) Three categories of stationary created, marketing approval process simplified, upcoming projects review
PTO	Verbal Report (Amy Jacobs) Fundraising summary: Book Fair \$1,185.35, Original Works \$1,643, Middle School Auction \$6,900. Upcoming events. PTO looking for President, changed over bank signatures, more than 50% of families have logged in volunteer hours.
Preschool	Written Report (see attached report)
Facilities	No Report
Safety, Security & Privacy	Written and Verbal Report (Ned Parker) Researching email server, interior room signage, discussed after school clubs and facilities use.
Technology	Verbal Report (Dan Hock) Have budget now, will allocate toward needed hardware and software.
Director's Report	Written and Verbal Report (Roberta Harrell) Veteran's Day celebration, Vertical alignment with teachers, Spanish program improved, enrollment increased to 395 students, healthy budget, new students added since November.
President's Report	No Report



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Written Reports December 10, 2015

- SAC
- Financial
- Foundation
- Marketing
- Preschool
- Safety, Security & Privacy
- Director's Report



RMAE School Accountability Committee (SAC)

BOD Overview

December 10, 2015

- **MS Scheduling Update**

- Scheduling committee met with Student Council to explain changes to 2nd semester schedule. Many good questions, feedback and buy in from Student Council.
- Elective choices have been set for 2nd semester and were sent home with students on 12/4. Students returned choices on 12/8 and should have their schedule prior to leaving for Christmas break.

- **UIP Review: Major Improvement Strategies and Action Plans**

1. Increase Reading, Math and Language Usage Scores as reflected in NWEA for ES & MS
 - We plan to utilize the NWEA (rather than TCAP or PARCC) to understand student skill levels. Some key points in our current review will examine
 - Change from 2nd to 3rd and from 3rd to 4th grade across Math and Reading
 - Dig deeper into the data to understand trends and comparisons to “like” schools
 - We are creating an evaluation system of the NWEA results by examining sub groups of students with detailed focus on specific areas of needed improvement. This will help teachers set goals and improve student performance.
 - We are looking to create philosophy regarding summer/holiday homework as it relates to its level of effectiveness
2. Increase Steam at RMAE for both ES and MS
 - Examining ways to integrate of Arts into Science, Math, Engineering and Technology as well as looking at ways this integration already happens at RMAE.
 - We have been increasing STEAM oriented Electives/Clubs/Specials in both 4th & 5th grade and MS
 - Providing more opportunities to have faculty attend STEAM conferences
 - Increase Authentic Learning Opportunities (AmeriTown, International Town, Crow Canyon 8th Gr Trip, Sea Camp 7th Gr Trip) and partner programs (Warren Tech)
3. Increase Math Performance in Both ES and MS
 - Vertical Alignment teams between grades have been created
 - Push more challenging curriculum down to lower grades to align better as students move into Middle School
 - Increase differentiation in all classrooms to meet individual student needs and those of higher level students in 7th & 8th grade
 - Investigate update to Math Connects (expensive but may need technological upgrade)
 - Participate in more math competitions (i.e., Noetic)
4. Ensuring Alignment with Core Knowledge Curriculum and Charter Goals for ES & MS
 - Teachers to complete CK curriculum map updates prior to start of school and provide updates quarterly.
 - Provide training and support to new teachers
 - Charter goals align with curriculum, specifically Spanish and PE and Art and Music in ES
 - Expand focus on character and social and emotional development building programs

5. Increased Enrollment in RMAE Middle School through Acquisition and Retention
 - PR and Marketing of Middle School
 - Build Awareness in current Parent Community
 - Shadow days for 4th & 5th grade RMAE students and increase exposure of ES students to Middle School
 6. Systemic Writing Program for ES
 - Review and select new writing program (completed, Utilizing “6 Traits” Program)
 - Conduct staff training and implement scoring rubric for teachers. Use teacher assessment to determine performance
 - Conduct Parent Training (Parent University)
 - Understand PARCC writing requirements
- **Annual Surveys:** SAC believes that a third party vendor would be beneficial for the Parent and Teacher surveys. The student surveys can still be done in house. I will have updated bids for the BOD by meeting time.



Rocky Mountain Academy of Evergreen

Financial Report - Board of Directors Meeting

Jeff Courtney, Treasurer

December 10, 2015

Finance Committee:

Jeff Courtney- Treasurer, Roberta Harrell- RMAE Executive Director, Stephanie Woodward - RMAE Business Manager, Tom Seybold- Parent Representative

UPDATES:

Budget

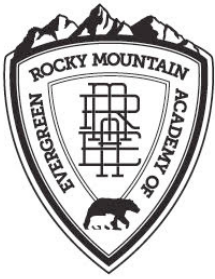
- Budget approved last month – updated with JeffCO
- Attached is Budget Report YTD

Financial Transparency

- Finance Committee is currently working on getting all financial information posted to the RMAE website
 - o Required by JeffCo
 - o Drives financial accountability

Financial Update – Parent Community

- As previously reported, Finance Committee is putting together a communication to the parent community to summarize changes made this year, including:
 - o Student Enrollment increases
 - o Additional spending in key areas (technology, instructional supplies)
 - o Financial transparency/responsibility
- Should be distributed in the 2 weeks



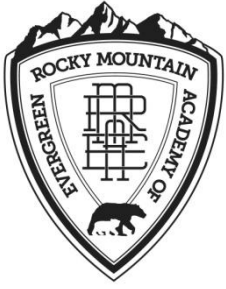
ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Foundation Update

DATE: December 10th, 2015, 7:00 pm

LOCATION: Rocky Mountain Academy of Evergreen, Admin Building, Evergreen, CO

- Sponsorship Campaign has wrapped up pulling in \$11,000. The highest amount to date
- Annual Giving Campaign is under way. 35 families have contributed so far and we are at \$14,180
- Our bookkeeper has reconciled our accounts and I will present the BOD with a preliminary budget on Thursday. Tom had a few changes to make.
- We have narrowed down our Grant Writer choices to 2 companies and will be going to the teachers to ask what their greatest needs are to date to see which grants we should be applying for. We will also be looking at construction grants for BEST Grant matching funds.



Rocky Mountain Academy of Evergreen

Marketing Update - Board of Directors Meeting

December 10th, 2015

TEAM:

Alan Scheik	Board Rep
Roberta Harrell	Executive Director
Dana Price	Foundation Rep
Tami Courtney	Parent Rep
Julie Edmonds	Parent Rep
Tara Saltzman	PTO Rep

UPDATES:

1. Stationary Updates
 - Official stationary (letterhead and envelopes) will be used for mass mailings only and not pre-printed; this will allow greater flexibility and lower cost
 - School staff will use electronic letterhead templates for printing on demand and existing envelope return labels for flexibility
 - Business cards will be printed for select staff members
2. Marketing approval process
 - Team reviewed process again during the December meeting and will be making changes to simplify it
 - Planning to roll out changes in December/January timeframe
3. Upcoming Projects
 - January Serenity advertisement and advertorial
 - Completion of Microsoft Word and PowerPoint Templates
 - Develop 2016 marketing calendar

RMAE Preschool Monthly Update to the RMAE BOD

For the month of December 2015

By: Debbie Caruso

1 – New Families

Currently, the Preschool has 32.4 FTE's. In the past two weeks, the preschool has enrolled five new part-time students.

2 – Kindergarten Coffee

Dr. Harrell, Kate Collier, and the kindergarten teachers held an informational meeting at the preschool on Nov. 18th. It was well attended and the preschool parents who attended were appreciative.

3 – Enrollment Begins

Enrollment packets will be distributed to returning preschool families before the start of Christmas Break. Enrollment will be open to the public on January 6, 2016. Is there any ad going in the paper about enrollment for the 2016-2017 school year? If so, please consider including the preschool in the same ad. Thank you.

5 – Middle School Students working with Jr. K students!

Emily Johnson has been bringing her middle school students down to the JrK classes on Wednesdays and Thursdays. This has been extremely positive for both the preschoolers and the middle schoolers. And our parents think this is fabulous!

#6 – Thanksgiving Program

The Preschool celebrated Thanksgiving on November 19th with an all-school feast and acted out the First Thanksgiving play at 2:00pm for our parents. This event was overwhelmingly attended!

#7 – Winter Holiday/Christmas Program/and When Do Staff and Students Return

Our annual program will be held on Thursday, December 17th at 3:30pm. at CBE. We will have cookies and hot chocolate at 2pm for all the children and show a holiday movie until 3:30.

Staff returns to school on January 5th and students return on January 6th.

#8 – All Preschool Conferences Completed and well attended.

#9 – Community Service

The Preschool continues to provide visits to the Life Care Center once a month. We will be visiting in December on the 14th.

#10 – Loved the Serenity Article! All's great at the Preschool! Thank you.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Safety, Security and Privacy Committee Update

DATE: December 10th, 2015, 7:00 pm

LOCATION: Rocky Mountain Academy of Evergreen, Admin Building, Evergreen, CO

Hi Alan,

Please find our meeting summary below:

Meeting Summary 12/07/2015

Last month we provided input to the Foundation and the Tech Committee for their current projects and finalized our list of action items. This month we shifted to researching solutions and resources and developing recommendations. We prioritized the following items for immediate attention:

- A. **Email Server** - we are currently narrowing down 3rd party private servers to provide turnkey service with the goal being to improve privacy protection
- B. **Interior Room Signage** - per the recommendations provided to the school following our last lockdown drill, the facilities need better room identification signage (both inside and outside of each room's door; we are researching products to resolve this
- C. **After-School Clubs and Facility Use** - we have spoken with Jeffco's Emergency Management representative; her recommendation is to build a binder or file for coaches based on our school's Standard Response Protocols (SRP) so that they have any information they need, including applicable procedures we would follow during school hours and emergency points of contact; additionally, it was brought to our attention that the majority of after-school programs are sponsored by organizations that carry their own liability policies except for Odyssey of the Mind; liability would fall to the individual coaches, and we see this as a discrepancy that should be addressed; coaches should be informed of the liability and/or we should consider having the school sponsor the program

We are still gathering information to make recommendations on these items and hope to provide our recommendations to the Board in time for the January meeting. (Team, please correct/add if I missed anything.)

Thank you,
Julie



HAS Report

(Highlights, Achievements, Successes)

Director Report to the Board of Directors

December 10, 2015

HIGHLIGHTS

Increase of National pride

- Second annual Veteran's Day celebration
- Raising and lowering of flag each day
- Singing of patriotic songs in classrooms
- Flags ordered for all classrooms

High Levels of Family and Community Involvement

- Successful Parent Volunteer Day
- October Count Day Celebration (coffee, handouts)
- Night of the Arts Celebration

Focus on Core Knowledge Curriculum

- Teachers given time to discuss connections with other grade levels
- Curriculum maps to be monitored at semester
- Teachers to attend Core Knowledge state conference in February

ACHIEVEMENTS

Growth in enrollment numbers in elementary school to strengthen our base

- Kindergarten, 2nd, 3rd, 4th grades – full

Spanish program improved

- Addressed parent concern from parent survey
- Positive feedback from students and parents

Frequent Monitoring of Learning and Teaching

- Teachers given time to evaluate NWEA testing results
- Vertical teams provide opportunities for teachers to share ideas/observe each other in classrooms
- Targeted professional development for NWEA testing, Formative assessments, Crisis intervention

Strengthening of middle school electives

- Constitutional law/Debate class
- Geometry
- Orchestra/Band

Structuring of Student Council

- More formal election process
- Emphasis on student government

SUCSESSES

Enrollment increased from 360 to 395 students

- Marketing efforts successful
- Serenity articles generating positive feedback
- Former RMAE families returning to the school

Improved Financial Responsibility

- Solid budge with healthy reserves
- Able to give staff holiday bonus
- Strong Finance Committee with oversight of all committee budgets

High Levels of Collaboration and Communication

- Worked with SAC/Scheduling Committee to make positive changes in student schedules
- Created Advisory Team to assist with decision making
- Offer Director's Coffees for parent communication
- Continue to send weekly newsletters