

ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting Minutes Summary

DATE: January 14th 2016, 6:30pm

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

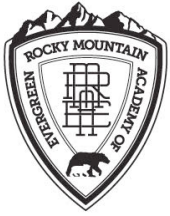
RMAE Vision Statement:

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 • Ned Parker, Secretary, Parent Representative • Kim Egan, Parent Representative • Dan Hock, Parent Representative • David Graham, Community Representative • Cherie Mazurek, Teacher Representative • Roberta Harrell, Director
Reading of Vision & Mission	
Public Comment	Public Comments: 1
UPDATES: Consideration of Consent Agenda Meeting Minutes	Discussion of meeting minutes best practices. Decision not to vote to approve meeting minutes until issue is resolved. Vote to for President to seek guidance from Jeffco regarding meeting minutes to be presented at next meeting. Vote count: Approved, no abstentions
Committee Reports	See summary next page
Old Business A. Director Evaluation and Contract B. Monthly BOD awards to student and staff member	A. Dr. Harrell request her evaluation be conducted in Executive Session. B. BOD awards discussion to recognize outstanding student and staff
New Business A. Vo-Tech program ideas – David Graham, Community Representative B. Schedule workshop for Board Member Self-Evaluations C. Board Elections D. Teacher Contracts	A. Dave Graham introduced his experience with a Vo-Tech program for high school students. Discussed possible application at RMAE B. Schedule tentative date for Board Member Self Evaluation work session C. Reviewed upcoming open board member positions, reviewed need for anonymous election process, Kim Egan, Cherie Mazurek and Roberta Harrell will manage the Board Elections. D. Discussed need for budget report in February for next year’s salaries, discussed timeline for contract preparation.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Action Items	<ol style="list-style-type: none"> 1. Finalize Board of Directors awards ideas for recognition (Kim) 2. Meeting to detail vo-tech elective and additional support (Dave) 3. Coordinate SSP and Technology Committees (Ned/Dan) 4. Meeting minutes best practices from JeffCo and Colorado League of Charter Schools (Alan) 5. Send out questionnaire for Board Member Self-Evaluations (Brad) 6. Prepare written answers for Board Member Self-Evaluations (All) 7. Start drafting teacher contracts (Roberta) 8. Prepare ideas for Board election voter verification (Kim) 9. Prepare budget estimate of 2016-2017 adjustment to 2015-2016 salaries line item (Jeff)
Executive Session	<p>Entered Executive Session. Open Meetings Law Approved Topic: (§24-6-402(4)(f), C.R.S.) – Personnel Matters</p>
Old Business A. Director Evaluation and Contract	<p>Vote to extend contract of Dr. Roberta Harrell for one year: Vote count: 5 yes, 1 no</p> <ul style="list-style-type: none"> • Alan Scheik (yes) • Brad Giles (yes) • Dan Hock (yes) • Dave Graham (yes) • Kim Egan (yes) • Ned Parker (no)
Next Meeting February 18th, 2016 Adjournment	Adjourned 9:05 p.m.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Report Summary	
Student Council	Verbal Report (Ben Gonzales) Kindness posters, planning "Day without Hate", Valograms upcoming, complaints from 6 th graders about teaching/pacing, schedule is working, bullying improving, need teacher follow through
SAC	Written Report (see attached report)
Financial	Written Report (see attached report)
Technology	Written Report (see attached report)
RMAE Foundation	Verbal Report (Roberta Harrell on behalf of Dana Price) Annual Giving: about 28% of families participated thus far, \$21.5K toward \$40K goal, working to increase participation. \$2,260 donated to PTO
Marketing	Written Report (see attached report)
PTO	Written Report (see attached report)
Preschool	Written Report (see attached report)
Facilities	No Report
Safety, Security & Privacy	Written and Verbal Report (Ned Parker) Specifying, purchasing and implementing a school security system. Need to meet with Dan Hock is discuss technology needs. Researching security camera system. Will keep Stephanie Woodward informed on budget needs.
Director's Report	Written and Verbal Report (Roberta Harrell) Jeffco Board will likely go for a bond ballot November 2016. Walton Family Foundation donating \$1B to charter schools. Parent Universities starting. New 6 th grade teacher hired. Advisory team reviewing JeffCo 2016-2017 calendar. Enrolled three new students
President's Report	No Report



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Written Reports January 14, 2016

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



RMAE School Accountability Committee (SAC) BOD Overview

January 14, 2016

- **Annual Surveys:**

- In order to ensure confidentiality and anonymity as well as make sure that each parent completes a survey once (and only RMAE parents complete the survey) a third-party vendor, Apropos Research will field (deliver) surveys to parents and staff starting Monday Feb, 22nd through Monday Feb, 29th.
- Individual email addresses will be utilized from the PTO/classroom lists.
- On Friday, Feb 19th parents will be notified through the weekly RMAE newsletter that they will receive their Annual survey by email on Monday, Feb 22nd. They will be reminded to complete the survey in the Friday, Feb 26th RMAE newsletter.
- Students in grades 3 through 6 will complete surveys during technology class. Mr. Koch will have all 7th and 8th grade students will complete survey
- Apropos Research will compile results of staff and parent surveys in a Powerpoint presentation and executive summary. Results will be delivered to SAC by end of March for review in the April 7th meeting. Results will be presented to the BOD on April 14th.
- SAC will compile results of Student Surveys which also will be presented to BOD on April 14th

- **Major Improvement Strategies and Action Plans**

- SAC is creating sub-teams to follow the implementation and evaluate progress of the strategic initiatives listed in the 2015-2016 UIP.
- One specific goal of SAC is to create special informational programs for parents –“Parent Universities”. Many of these will develop out of our strategic initiatives with a goal to create greater community between parents and the school. Some examples might be: “What is the NWEA and How Can This Test Help My Student”, “What is a Writing Rubric and How Can I Help”; “How is RMAE integrating STEAM in the Classroom”; “What is a CoGAT and how is RMAE Challenging my Gifted Child”.



Account				Current Year	Current Year	Current Year		
Number	Description	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	Percent Spent
	Prior Year Carryforward			551,277.29	558,841.19	1,110,118.48		
	Revenues	3,958,766.00	-	2,595,116.06	221,102.53	2,816,218.59	1,142,547.41	71%
	Available	3,958,766.00		3,146,393.35	779,943.72	3,926,337.07	1,142,547.41	99%
	Salaries		1,831,622.00	957,119.52	-	957,119.52	874,502.48	52%
	Benefits		428,219.00	226,254.74	-	226,254.74	201,964.26	53%
	Total Salaries and Benefits		2,259,841.00	1,183,374.26	-	1,183,374.26	1,076,466.74	52%
	Purchased Services		1,245,377.00	504,119.16	275,502.50	779,621.66	465,755.34	63%
	Materials and Supplies		158,800.00	51,531.66	-	51,531.66	107,268.34	32%
	Capital Outlay		-	5,316.00	-	5,316.00	(5,316.00)	n/a
	Total Expenditures		3,664,018.00	1,744,341.08	275,502.50	2,019,843.58		
	Pre-Adjusted Carryforward			1,402,052.27	504,441.22	1,906,493.49		
	Encumbrances		-	-	-	-		
	Requisitions		-	-	-	-		
	TABOR (school enters amount)			118,762.99		118,762.99		
	Adjusted Carryforward			1,283,289.28	504,441.22	1,787,730.50		

RMAE Technology Committee Report

Presented to RMAE board 1-14-2016

Old Business:

- Chromebooks – added google management systems, all books are working well and the students and teachers love them
- Converted web hosting services to GoDaddy
- Have bids on computers for tech lab and for teachers; ready to order
- Have bids on smart board projectors and will order 3-5 projectors this spring and a few more next fall

New Business:

-Communicating with the safety and privacy committee to understand their wants in needs pertaining to:

- A) Raptor driver's license scanner and badge printer
- B) Video and security monitoring systems for entrances to the school
- C) The new website that we will be starting the development of

**Marketing Report Needed
January 14, 2016**



Rocky Mountain Academy of Evergreen, PTO January 2016 Board Monthly Report-in

December Events/Profit

- PTO paid the School \$10,000 to contribute to the teachers and the classroom needs
- Volunteer Update: 20ppl reached 60 hours; 32ppl reached 30 hours; 70ppl reached 5 hours
- Received check from DaKinds Soups fundraiser from October for \$1,343.46
- King Soopers Grocery Cards rebate check \$358.50

January Monthly Events

- January 29th – 6th Grade Fundraiser – Friday Fun Day
- Spirit Wear – 2nd round of ordering – deadline January 15th

Scheduled Future Events

- Box Top Fundraiser – deadline February 16th
- School Auction - at the Wild Game on April 8th
- Musical Production – Beauty and the Beast April 22-23
- Community Service Day – Wednesday, April 27th

Middle School

- 7th Grade - Butter Braid fundraiser – in March
- 6th Grade – Friday Fun Day – April

On Going throughout the year

- 8th Grade – Frozen Yogurt – every other Thursday at lunch for 4th-8th grade
- 8th Grade – Snack Shack – every Friday (weather permitting)
- 7th Grade – Pizza Wednesday
- 6th Grade – Smencils

NOTES:

- PTO is sponsoring the Silvester Boys for the remainder of the year for their Pizza for Wednesday's lunch. To date PTO has sponsored 3 teachers/staff members and one family for a total of \$1,404
- We will open the search for a PTO President and VP to the parent population through PTO Blast and Roberta's weekly letter
- Grocery Card rebate checks collected between King Soopers and Safeway to date \$3,412.00

RMAE Preschool Monthly Update to the RMAE BOD

For the month of January 2016

By: Debbie Caruso

1 – Have any new families recently enroll at the preschool?

The week of January 6th three new children enrolled part-time.

2 – Enrollment/Open house

The preschool is having enrollment now. Parents are also invited to visit the preschool for tours. Please call the preschool ahead of time to set a time.

3 – Tuition rates for next year?

The Preschool had a slight tuition increase for the 2016-2017 school year.

4 – Employee Morale

The Preschool staff is very happy! Thank you for the December bonus.

#5 – Report for Jeff Courtney

I gave my financial report to Stephanie Woodward to give to Jeff Courtney.

Thank you.

Debbie Caruso



Ned Parker <narker@rmae.org>

SSP Committee Report

1 message

Scott and Julie Hushen <jhushen@yahoo.com>

Tue, Jan 12, 2016 at 2:25 PM

Reply-To: Scott and Julie Hushen <jhushen@yahoo.com>

To: "E. Alan Scheik" <ascheik@rmae.org>

Cc: Ned Parker <narker@rmae.org>, Scott McDermid <smcdermid99@gmail.com>

Hi Alan,

Please find our committee report below. Ned and Scott, please correct any errors or omissions.

Thank you,
Julie

Safety, Security and Privacy Committee

Board of Directors Report

January 12, 2016

Prepared by Julie Hushen, SSP Committee

Need New Member

Our committee is now a member short as of year-end, and we are working to realign duties and stay on task. Kevin Combest was a good resource for us as he had a strong understanding of law and privacy issues. We would like to invite any staff member who has interest in our focus areas to join our team. We generally meet once per month, and it is a great opportunity to get involved and have a voice.

After-School Programs/Facility Use

This week we provided recommendations to Dr. Harrell regarding after-school programs and facility use. Programs that use the school facility need to carry their own liability insurance or be sponsored by RMAE as school teams or organizations and covered by the school's insurance. Currently it is our understanding that our Odyssey of the Mind teams are registered as RMAE teams but are not recognized as being sponsored by the school. Dr. Harrell is looking at what it will take to officially add Odyssey of the Mind as a school-sponsored program.

Any program not taught by an RMAE staff member should only be using the school facilities when school staff is present. Dr. Harrell would like to set an end-time of 4:30 p.m. on all after-school programs not run by school staff unless special arrangements are made for staff to be present on-site for extended hours or days.

Additionally, Jeffco recommends that summarized emergency response protocols and district and school emergency contact information be provided to all after-school program facilitators. Our committee is working to build a laminated reference sheet and should have it completed and provided to the school office shortly. The Jeffco emergency response officer offered to run emergency drills for after-hours emergency situations at any time.

Dr. Harrell would also like a waiver form created for after-school programs that have their own insurance and procedures to ensure that anyone using the school facilities follows school emergency instructions. We are also working to build this form to submit for her approval.

Security Upgrades

We have been providing recommendations for security upgrades to the Foundation and the Tech Committee. It is not currently clear which entity or entities will be funding the improvements. We recommend collaboration and perhaps a project manager to establish a comprehensive improvement plan and to keep things moving forward with obtaining bids and getting the work funded and completed. We have reached out to representatives to each and are awaiting feedback. The SSP Committee is not funded and serves an advisory/support role and does not have authority or jurisdiction on this matter.

Action Requested: Collaboration among all organizations seeking to participate in security upgrades to create a comprehensive security improvement plan. We need to decide who is in charge and how costs and jobs will be distributed, as well as how additional funds will be raised if needed.

In response to a request for technical specs regarding adding surveillance cameras to the facilities, Ned Parker is assembling this data and will be providing it to the Tech Committee this week.



Director Report to the Board of Directors

January 14, 2016

I. Public Relations Updates

- "Factors for Assessing a Successful School" article was published in the December issue of Serenity,
- An ad for the school, just in time for first round enrollment, is set for the January 15 issue of Serenity.
- I attended the Jeffco Leadership meeting for charter school leaders in December and January. The topic in December focused on the transition of the new Board and how we will all work together. The January focus was on the hiring process; which was not relevant to charters. A discussion in our charter meeting included how to use the UIP as a living document.

II. Financial Updates

- The finance committee meets monthly to review. A Finance report will be presented at the meeting.
- Final enrollment FTE = 375.70
- Added three new students this month – 2 new sixth graders; 1 eighth grader

III. Educational Success

- NWEA Winter testing results were delayed due to a glitch in the Jeffco system. A report will be given at the board meeting.
- CMAS/PARCC student scores will be sent home on Friday, January 15.
- Second grade CoGat scores will be sent home on Friday, January 15. A parent informational meeting is being scheduled for the following week.

IV. Staff Management

- Sixth Grade English/Social Studies teacher – We are in the process of interviewing for a full time teacher.
- Tech teacher, Ian Dunbar, will continue through the year.
- Mrs. Forsythe is enjoying her new position. She has added additional PE time for the primary grades.
- Mrs. Deeter has made a very smooth transition into fifth grade and is enjoying being in the classroom.
- Mr. Williams has added a new dimension to music instruction with his instruments and microphones. The elementary students are all enjoying an additional music period each week.
- Mrs. Geiger is planning to add Spanish instruction to Kindergarten.

V. Operations

- School Calendar: Advisory Team Met on January 8 to discuss the 2016-2017 school Calendar – Jeffco released its calendar for next year. We are reviewing and making minor adjustments to fit our school needs. Teacher vertical teams will also have an opportunity to look over the calendar. The final proposed calendar will be presented to the Board at the February meeting.
- Our December Fire Drill was conducted without incident. The building was all clear in less than 5 minutes.
- New Thermostats are being installed to regulate the heat in classrooms more efficiently.