



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

**Board of Directors Meeting Minutes Summary**

**DATE:** February 18<sup>th</sup> 2016, 6:30pm

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

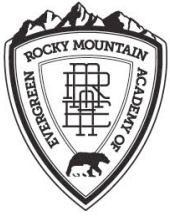
**RMAE Vision Statement:**

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:**

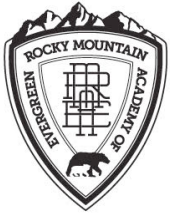
RMAE inspires each student to pursue personal and academic excellence through an intellectually challenging Core Knowledge™ curriculum within a nurturing environment.

<b>Meeting Agenda Summary</b>	
<b>Call to Order &amp; Pledge of Allegiance</b>	Board Members in attendance: <ul style="list-style-type: none"> <li>• Alan Scheik, President, Parent Representative</li> <li>• Brad Giles, Vice President, Parent Representative</li> <li>• Jeff Courtney, Treasurer, Parent Representative</li> <li>• Ned Parker, Secretary, Parent Representative</li> </ul> <ul style="list-style-type: none"> <li>• Kim Egan, Parent Representative</li> <li>• Dan Hock, Parent Representative</li> <li>• Tim Lane, Parent Representative</li> <li>• David Graham, Community Representative</li> <li>• Cherie Mazurek, Teacher Representative</li> </ul>
<b>Reading of Vision &amp; Mission</b>	
<b>Public Comment</b>	Public Comments: 1
<b>UPDATES: Consideration of Consent Agenda Meeting Minutes</b>	Minutes Discussion regarding format of minutes and previous minutes summaries. <b>Vote to approve previous minute summaries:</b> Vote count: 3 yes, 6 no.
<b>Committee Reports</b>	See summary next page
<b>Old Business A. Board Responsibilities – Minutes</b>	Minutes discussion. President asked to remove current Secretary. <b>Vote to replace current Secretary:</b> Vote count: 6 yes, 2 no <b>Vote to appoint Kim Egan as new Secretary:</b> Vote count: 8 yes, 0 no
<b>New Business</b>	
<b>Action Items</b>	
<b>Executive Session</b>	Entered Executive Session. Open Meetings Law Approved Topic: (§24-6-402(4)(d), C.R.S.), specialized details of security arrangements or investigations
<b>Next Meeting March 10th, 2016 Adjournment</b>	



## ROCKY MOUNTAIN ACADEMY OF EVERGREEN

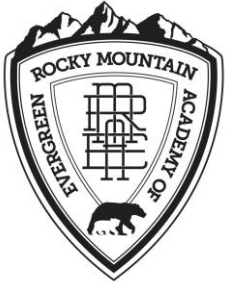
<b>Committee Report Summary</b>	
Student Council	Verbal Report (Ben Gonzales) New schedule is good, fundraising efforts are complete for year, planning Day without Hate in April, Pennies for Patients is approaching.
SAC	No Report
Financial	Written and Verbal Report (Jeff Courtney) Provided spending summary, referenced finance report (see attached report)
Technology	Verbal and Written Report (Dan Hock) 25 new computers and monitors ordered for tech lab, 6 new teacher computers (see attached report)
RMAE Foundation	No Report
Marketing	Written Report (see attached report)
PTO	Written Report (see attached report)
Preschool	No Report
Facilities	No Report
Safety, Security & Privacy	Written and Verbal Report (Julie Hushen) Committee is working well together, positive addition for the school. Richard is looking into adding gate at bottom of stairs of admin building for safety during after school activities. Remaining issues for Executive Session. (note, written report created for Executive Session)
Director's Report	Written Report (see attached report)
President's Report	No Report



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

## **Committee Written Reports February 18, 2016**

- Financial
- Technology
- Marketing
- PTO
- Director's



# Rocky Mountain Academy of Evergreen

Financial Report - Board of Directors Meeting

Jeff Courtney, Treasurer

February 18, 2016

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## Finance Committee:

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

## UPDATES:

### Budget

- Attached YTD 2015-2016 Expense Report
- 2016-2017 Budget Planning Process underway; first draft of budget complete
- Now have 2 solid years of good cost/expense projections; budget continues to get "cleaner"
- On-track to hit budget deadlines for JeffCo

### Financial Update

- Infographic went out early January
- Positive feedback received



Account Number	Description	Estimated Revenue	Budget	Current Year		Variance	Percent Spent	
				Operational Funds	Capital Funds			
	<b>Prior Year Carryforward</b>			551,277.29	558,841.19	1,110,118.48		
401000	Commissions/Profits	500.00	0.00	117.41	-	117.41	382.59	23%
401300	Vending Machines	-	0.00	-	-	-	-	n/a
401400	Ticket Sales	1,000.00	0.00	-	-	-	1,000.00	0%
408000	Resale	3,000.00	0.00	-	-	-	3,000.00	0%
408300	Student Subscriptions	-	0.00	-	-	-	-	n/a
409000	Sales-Fund Raising	1,000.00	0.00	60.00	-	60.00	940.00	6%
411000	Prop Tax-Mill Levy Override	521,452.00	0.00	391,089.12	-	391,089.12	130,362.88	75%
415000	Earnings On Investments	-	0.00	-	0.64	0.64	(0.64)	n/a
419000	Other Revenue	1,000.00	0.00	4,263.22	-	4,263.22	(3,263.22)	426%
430000	Fines	-	0.00	-	-	-	-	n/a
433000	State Revenue - Other	64,330.00	0.00	48.69	59,416.00	59,464.69	4,865.31	92%
434000	Exceptional Children Revenue	-	0.00	23,386.00	-	23,386.00	(23,386.00)	n/a
438000	State ELPA Revenue	1,494.00	0.00	1,494.13	-	1,494.13	(0.13)	100%
450000	Transfers	2,694,312.00	0.00	2,003,194.80	221,496.24	2,224,691.04	469,620.96	83%
451000	Fees/Dues	76,000.00	0.00	52,160.58	-	52,160.58	23,839.42	69%
455000	Tuition from Individuals	211,500.00	0.00	169,328.93	-	169,328.93	42,171.07	80%
456000	Tuition-Extended Day Kdgn	85,000.00	0.00	63,740.00	-	63,740.00	21,260.00	75%
461000	Building Rental	19,000.00	0.00	6,150.00	-	6,150.00	12,850.00	32%
474000	Transportation - Field Trips	30,000.00	0.00	16,617.90	-	16,617.90	13,382.10	55%
481000	Concession Revenue	12,000.00	0.00	16,940.50	-	16,940.50	(4,940.50)	141%
482000	Activity Revenue	100,000.00	0.00	51,501.39	-	51,501.39	48,498.61	52%
498000	Donations	-	0.00	10,076.49	-	10,076.49	(10,076.49)	n/a
498100	Sponsorship Revenue	-	0.00	-	-	-	-	n/a
499000	Miscellaneous Revenue	30,000.00	0.00	18,343.95	-	18,343.95	11,656.05	61%
950500	Mandatory Transfers	-	0.00	(170,568.24)	(50,928.00)	(221,496.24)	221,496.24	n/a
	<b>Revenues</b>	<b>3,851,588.00</b>	<b>-</b>	<b>2,657,944.87</b>	<b>229,984.88</b>	<b>2,887,929.75</b>	<b>963,658.25</b>	<b>75%</b>
	<b>Available</b>	<b>3,851,588.00</b>		<b>3,209,222.16</b>	<b>788,826.07</b>	<b>3,998,048.23</b>	<b>963,658.25</b>	<b>104%</b>
	<b>Salaries</b>		1,831,622.00	1,107,838.01	-	1,107,838.01	723,783.99	60%
699000	Employee Benefits		428,219.00	264,505.66	-	264,505.66	163,713.34	62%
	<b>Benefits</b>		428,219.00	264,505.66	-	264,505.66	163,713.34	62%
	<b>Total Salaries and Benefits</b>		<b>2,259,841.00</b>	<b>1,372,343.67</b>	<b>-</b>	<b>1,372,343.67</b>	<b>887,497.33</b>	<b>61%</b>
701000	Mileage And Travel		100,000.00	30,769.56	-	30,769.56	69,230.44	31%
702000	Employee Training & Conf		4,000.00	1,788.16	-	1,788.16	2,211.84	45%
703000	Awards And Banquets		200.00	-	-	-	200.00	0%
704000	Orientation-Inserv-Workshops		0.00	-	-	-	-	n/a
705000	Recruiting Costs		200.00	-	-	-	200.00	0%
708000	Employee Background Verificatn		250.00	-	-	-	250.00	0%
710000	Meals/Refreshments		2,500.00	2,818.10	-	2,818.10	(318.10)	113%
713000	Student Transportation		10,000.00	8,552.71	-	8,552.71	1,447.29	86%
715000	Student Admission/Entry Fees		10,000.00	5,202.50	-	5,202.50	4,797.50	52%
717000	Athletic Trainers		1,500.00	-	-	-	1,500.00	0%
721000	Legal Fees		1,500.00	1,550.00	-	1,550.00	(50.00)	103%
723000	Printing		500.00	-	-	-	500.00	0%
731000	Contracted Services		60,000.00	40,467.07	-	40,467.07	19,532.93	67%
735000	Bank Fees & Other Expense		3,000.00	-	-	-	3,000.00	0%
741000	Refuse & Dump Fees		4,000.00	2,005.16	-	2,005.16	1,994.84	50%
742000	Building Rental		90,000.00	73,377.10	-	73,377.10	16,622.90	82%
743000	Equipment Rental		600.00	987.71	-	987.71	(387.71)	165%
745000	Contract Maint/Eq Repair		500.00	-	-	-	500.00	0%
745500	Technology Services		60,000.00	33,975.20	-	33,975.20	26,024.80	57%
746000	Const Maint/Repair-Bldg		0.00	373.94	-	373.94	(373.94)	n/a



Account				Current Year	Current Year	Current Year		
Number	Description	Estimated Revenue	Budget	Operational Funds	Capital Funds	Total	Variance	Percent Spent
747000	Software Purch/Lease		5,000.00	6,925.31	-	6,925.31	(1,925.31)	139%
752000	Marketing - Advertising		12,000.00	9,897.62	-	9,897.62	2,102.38	82%
760000	Telephone/Pagers/Modems		0.00	-	-	-	-	n/a
763000	Data Communication Lines		1,500.00	1,101.39	-	1,101.39	398.61	73%
764000	Electricity		19,000.00	9,399.89	-	9,399.89	9,600.11	49%
765000	Voice Communication Line		7,500.00	2,484.33	-	2,484.33	5,015.67	33%
766000	Water & Sanitation		3,500.00	1,460.80	-	1,460.80	2,039.20	42%
768000	Postage		300.00	215.99	-	215.99	84.01	72%
769000	Permits/Licenses/Fees		10,000.00	10,543.59	-	10,543.59	(543.59)	105%
770000	Risk Management Charges		12,000.00	1,146.97	-	1,146.97	10,853.03	10%
770800	Unemployment Comp Insur		4,000.00	2,826.99	-	2,826.99	1,173.01	71%
775000	Community Relations		200.00	671.97	-	671.97	(471.97)	336%
781000	Lease Purch-Other-Principal		335,663.00	-	110,000.00	110,000.00	225,663.00	33%
781500	Lease Purch-Other-Interest		100,000.00	-	165,502.50	165,502.50	(65,502.50)	166%
950000	Transfers		385,651.00	289,238.13	-	289,238.13	96,412.87	75%
	<b>Purchased Services</b>		<b>1,245,064.00</b>	<b>537,780.19</b>	<b>275,502.50</b>	<b>813,282.69</b>	<b>431,781.31</b>	<b>65%</b>
803000	Subscriptions/Books		0.00	-	-	-	-	n/a
804000	Fund Raising		0.00	-	-	-	-	n/a
805000	Materials/Supplies-Other		1,000.00	506.33	-	506.33	493.67	51%
806000	Materials/Supplies Resale		2,000.00	-	-	-	2,000.00	0%
810000	Office Material/Supplies		7,500.00	4,962.35	-	4,962.35	2,537.65	66%
810001	Office Equipment - Under \$5K		1,500.00	1,012.38	-	1,012.38	487.62	67%
812000	Clinic Supplies/Materials		500.00	173.70	-	173.70	326.30	35%
814000	Custodial Supplies		4,000.00	2,963.89	-	2,963.89	1,036.11	74%
820000	Instructional Material/Supply		40,000.00	13,347.99	-	13,347.99	26,652.01	33%
820001	Instructional Equip-Under \$5K		50,000.00	6,835.74	-	6,835.74	43,164.26	14%
822000	Textbooks		15,000.00	7,767.69	-	7,767.69	7,232.31	52%
823000	Copier Usage		13,000.00	9,536.27	-	9,536.27	3,463.73	73%
824000	Testing Materials		4,000.00	-	-	-	4,000.00	0%
826000	Graduation Materials		1,000.00	-	-	-	1,000.00	0%
840000	Maint Materials/Supplies		8,000.00	3,088.20	-	3,088.20	4,911.80	39%
852000	Vehicle Fuel Expense		50.00	13.96	-	13.96	36.04	28%
870000	Library Materials		150.00	-	-	-	150.00	0%
880000	Purchased Food		11,000.00	14,071.00	-	14,071.00	(3,071.00)	128%
885000	Miscellaneous Expense		100.00	-	-	-	100.00	0%
889000	Consumable Supplies		0.00	15.47	-	15.47	(15.47)	n/a
	<b>Materials and Supplies</b>		<b>158,800.00</b>	<b>64,294.97</b>	<b>-</b>	<b>64,294.97</b>	<b>94,505.03</b>	<b>40%</b>
930000	Building Improvements		0.00	5,316.00	-	5,316.00	(5,316.00)	n/a
	<b>Capital Outlay</b>		<b>-</b>	<b>5,316.00</b>	<b>-</b>	<b>5,316.00</b>	<b>(5,316.00)</b>	<b>n/a</b>
	<b>Total Expenditures</b>		<b>3,663,705.00</b>	<b>1,979,734.83</b>	<b>275,502.50</b>	<b>2,255,237.33</b>		
	<b>Pre-Adjusted Carryforward</b>			<b>1,229,487.33</b>	<b>513,323.57</b>	<b>1,742,810.90</b>		
747000	Software Purch/Lease		0.00	-	-	-	-	
820001	Instructional Equip-Under \$5K		0.00	-	-	-	-	
	<b>Encumbrances</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
701000	Mileage And Travel		-3,060.00	3,060.00	-	3,060.00		
747000	Software Purch/Lease		0.00	-	-	-		
820001	Instructional Equip-Under \$5K		0.00	-	-	-		
	<b>Requisitions</b>		<b>(3,060.00)</b>	<b>3,060.00</b>	<b>-</b>	<b>3,060.00</b>		
<b>TABOR (school enters amount)</b>				<b>115,547.66</b>		<b>115,547.66</b>		
<b>Adjusted Carryforward</b>				<b>1,110,879.67</b>	<b>513,323.57</b>	<b>1,624,203.24</b>		



Account Number	Description	Estimated Revenue	Budget	Current Year Operational Funds	Current Year Capital Funds	Current Year Total	Variance	Percent Spent
	Prior Year Carryforward			551,277.29	558,841.19	1,110,118.48		
	Revenues	3,851,588.00	-	2,657,944.87	229,984.88	2,887,929.75	963,658.25	75%
	Available	3,851,588.00		3,209,222.16	788,826.07	3,998,048.23	963,658.25	104%
	Salaries		1,831,622.00	1,107,838.01	-	1,107,838.01	723,783.99	60%
	Benefits		428,219.00	264,505.66	-	264,505.66	163,713.34	62%
	Total Salaries and Benefits		2,259,841.00	1,372,343.67	-	1,372,343.67	887,497.33	61%
	Purchased Services		1,245,064.00	537,780.19	275,502.50	813,282.69	431,781.31	65%
	Materials and Supplies		158,800.00	64,294.97	-	64,294.97	94,505.03	40%
	Capital Outlay		-	5,316.00	-	5,316.00	(5,316.00)	n/a
	Total Expenditures		3,663,705.00	1,979,734.83	275,502.50	2,255,237.33		
	Pre-Adjusted Carryforward			1,229,487.33	513,323.57	1,742,810.90		
	Encumbrances		-	-	-	-		
	Requisitions		(3,060.00)	3,060.00	-	3,060.00		
	TABOR (school enters amount)			115,547.66		115,547.66		
	Adjusted Carryforward			1,110,879.67	513,323.57	1,624,203.24		

## RMAE Technology Committee Report

Presented to RMAE board 2-18-2016

### **Old Business:**

Order has been placed for 25 computers and monitors for our tech lab and for 6 computer and monitors to replace the most urgent needs for teachers

### **New Business:**

-Safety and privacy committee is in process of creating a plan of needs and priorities: Once we get this we will move forward with security needs.

- 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 Committee Updates

## February 18<sup>th</sup>

### Board of Directors Meeting

Committee Members:

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



## Recently Completed Projects

### February Serenity Ad



**Now Enrolling!!**  
K-8 & Preschool

Rocky Mountain  
Academy of Evergreen  
**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.

Proud to be a tuition-free Public Charter School

**CONTACT** **303-670-1070**  
Kate Collier [kcollier@rmae.org](mailto:kcollier@rmae.org)

  
[www.rmae.org](http://www.rmae.org)

## Upcoming Projects

- Blue Grass Festival logo & sponsorship material
- Distribution of PPT & word templates
- Bus Barn Banner
- Community Service Day T-shirt
- Auction Artwork
- Finalization of 2016/17 Advertising Plan





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

## January Events/Profit

- King Soopers Grocery Cards rebate check \$438.75
- Safeway Grocery Rebate check \$356.25
- Volunteerism: 4 new families logged in; 6 families have reached 60+ hours. Below is a breakdown to date

### Current Numbers:

26 families have reached 60+ hours	8.5%
35 families have reached 30-59 hours	11.5%
66 families have reached 5-29 hours	21.6%
24 families have reached 1-4 hours	7.9%
<b>154 families have not logged hours</b>	<b>50.5%</b>

## February Monthly Events

- *Parenting Safe Children Professional In-Service*: Members of PTO were instrumental in bringing this valuable workshop to RMAE staff (as well as staff from other local schools) on Feb. 3. This workshop, led by Feather Berkower, teaches parents and professional caregivers how to identify and prevent sexual abuse in children, and teaches schools and other organizations how to develop policies to keep children safe.
- *Used Book Drive*: PTO teamed up with Evergreen's used book store, Where the Books Go, for a used book drive to benefit RMAE. The drive was held from January 25 through February 5. Over 700 books, games, and DVDs were collected in boxes in each hallway and were brought to the bookstore last Friday. WTBG will be cutting PTO a donation check of \$395.25

## Scheduled Future Events

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

## Middle School

- 7<sup>th</sup> Grade - Butter Braid fundraiser – in March
- 6<sup>th</sup> Grade – Friday Fun Day – April



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

### On Going throughout the year

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

### NOTES:

- Open PTO Positions: PTO President; PTO Vice President and VP of Community. Please note that the loss of someone in the VP of Community role will not impact Community Service Day. Jamie Brand and her committee have done an excellent job in planning this event.
- Grocery Card rebate checks collected between King Soopers and Safeway to date \$4207.91
- CSD (Community Service Day): Tee Shirt concept sent to Marketing committee January 28th. Awaiting mock up. The artwork proposed is gray shirts w/purple font (purple symbolizes all cancers). Class projects will all center around cancer. The board is invited to participate in this amazing day of service.
- “Take Me Out TO The Auction!!” : Kid Art is scheduled to be done prior to Spring Break. April 1<sup>st</sup> we will have a showing at the school for all the kids/parents/staff to see. There will also be an online catalog for silent, live and kid art. Committee is currently perusing sponsors via classrooms competition, parents business, local business as well as businesses in the ski areas. Letters to silent auction donors will be mailed out February 19<sup>th</sup> with follow-up in March. We have asked for help in identifying a Paddle Raise option and have received a number of good suggestions. We should be able to reveal that in the next week. The committee meets every Tuesday at 1:30pm



## Director Report to the Board of Directors

February 18, 2016

### I. Public Relations Updates

- "Make Your Voice Heard-" article was published in the February issue of Serenity,
- Director's Coffee – Held in January
- Child Abuse Workshop – Held at the school for our staff; members of other schools also attended.
- Ads ran in January and February for the school including notice about open enrollments
- Students from our Student Council, Mrs. Bartelt, a parent, and Dr. Harrell attended the School of Choice rally at the capital, representing RMAE
- I attended a workshop at the state capitol presented by the Colorado Nonprofit Association on connecting with legislators.
- I attended the Leadership Conference in Colorado Springs at UCCS.
- Held a Parent University on Understanding CoGat scores.
- I attended training in Ft. Collins to be a judge at the upcoming Odyssey of the Mind Competitions.

### II. Financial Updates

- We received the numbers for next year's PPR to prepare the 2016-2017 budget. The Financial Committee met to produce a first draft budget using these numbers.
- Received a grant from the "Day without Hate" for \$500.00 to be used toward the cost of the Center Stage for the 4<sup>th</sup>/5<sup>th</sup> grade musical about bullying.

### III. Educational Success

- Our two spelling bee finalist attended the Regional Spelling Bee. We had a third grader and a fourth grader competing with eighth graders. Our third grader made it through 3 rounds and the fourth grader made it to 4<sup>th</sup> place.
- Our Geography Bee winner has taken the online test to try to go on to the next level of competition.
- A Core Virtues assembly was held the first of February to introduce the month's Core Virtues of Patience and Loyalty. Thanks to the third graders for putting on this performance.

### IV. Staff Management

- Sixth Grade English/Social Studies teacher – Ashley Sportel has been hired to replace Kevin Combest.
- Congratulations to first grade teacher, Cherie Mazurek, for selected as a STAR teacher by the League of Charter Schools.
- Advisory Team meets every Friday morning. We are currently discussing teacher evaluations and discussing the impact these should play in determining staff pay raises.
- Mikela Schwinn was hired as the new fifth grade aide, replacing Elizabeth Fadli.

### V. Operations

- Richard is planning to put a gate at the bottom of the stairway of Building One for safety purposes.
- We are getting bids for a pull down gate for the windows of the front office for safety purposes.
- Family name placards were distributed to assist with afternoon carpool.
- The stage that we received for free, has been taking up space in one of our sheds. We made a deal with the city of Idaho Springs, they will store the stage, they have access to use it, as do we. This allows us more space to store our PE supplies near the field.