

ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting Minutes Summary

DATE: March 10th 2016, 6:30pm

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

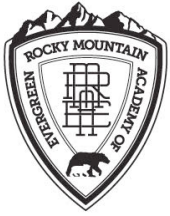
RMAE Vision Statement:

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 • 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 • Roberta Harrell, Director
Reading of Vision & Mission	
Public Comment	Public Comments: 0
UPDATES: Consideration of Consent Agenda Meeting Minutes	Discussion of meeting minutes best practices. Decision to change public comment sign up sheet to reflect name, relationship to school, topic, and option to include name in minutes. Sign up sheet will then be scanned and included as report in final minutes. <p>Vote to approve November 2015 Meeting Minutes (adding missing reports when available) Vote count: 4 yes, 1 no</p> <ul style="list-style-type: none"> • Brad Giles (yes) • Dan Hock (yes) • Jeff Courtney (yes) • Kim Egan (abstained) • Tim Lane (yes) • Ned Parker (no) <p>Vote to approve December 2015 Meeting Minutes Vote count: 5 yes, 1 no</p> <ul style="list-style-type: none"> • Brad Giles (yes) • Dan Hock (yes) • Jeff Courtney (yes) • Kim Egan (yes) • Tim Lane (yes) • Ned Parker (no)



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

	<p>Vote to approve January 2016 Meeting Minutes (adding missing reports when available)</p> <p>Vote count: 3 yes, 1 no</p> <ul style="list-style-type: none"> • Brad Giles (yes) • Dan Hock (yes) • Jeff Courtney (abstained) • Kim Egan (yes) • Tim Lane (abstained) • Ned Parker (no)
Committee Reports	See summary next page
<p>Old Business</p> <p>A. Board Elections</p> <p>B. Teacher Contracts</p> <p>C. Monthly BOD awards to student and staff member</p> <p>D. Vo-Tech program ideas – David Graham, Community Representative</p>	<p>A. Request for Letter for Interest sent 3/8/16. Teachers concerned about process, want to select own representative. Reviewed RMAE By-Laws, all candidates must submit Letter of Interest, and are voted on by all Eligible Voters, Dr. Harrell will share process with staff.</p> <p>B. Teacher contracts discussed process.</p> <p>Vote to communicate there is a budget pool for teacher raises to be approved with the budget approval by the board at April 14th meeting.</p> <p>Vote count: Approved, no abstentions</p> <p>C. BOD awards, not fully launched, will start at beginning of next school year.</p> <p>D. Dave Graham, Ian Dunbar and Roberta Harrell met to discuss program, elective may be offered in the future.</p>
<p>New Business</p> <p>A. Board presidential succession discussion / election</p> <p>B. Jeffco Bond Election Proposal</p> <p>C. PTO (Personal Time Off) days for staff</p>	<p>A. Alan Scheik stepped down as President of the Board. As Vice President, Brad Giles accepts the position of President until new board meets and votes for officers in July 2016.</p> <p>B. Roberta must submit a Tier 1, 2 and 3 request for funding.</p> <p>C. Personal Time Off policy discussed. Past policy and future changes discussed. Roberta is working with Advisory team to create new policy.</p>
Executive Session	<p>Entered Executive Session.</p> <p>Open Meetings Law Approved Topics:</p> <ol style="list-style-type: none"> 1. (§24-6-402(4)(d), C.R.S.), specialized details of security arrangements; 2. (§24-6-402(4)(d), C.R.S.), specialized details of investigations; 3. (§24-6-402(4)(f), C.R.S.), personnel matters.
Next Meeting April 14th, 2016 Adjournment	Adjourned 10:18 p.m.



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Report Summary	
Student Council	Verbal Report (Ben Gonzales and Sophia Lamas) Spring fling, Pennies for Patients, Day without Hate, Culture is going well.
SAC	Verbal Report (Laurel Hyslop) Annual survey results are with the hired research vendor. 153 responses. April 7 data will be presented to SAC, data presented to board by SAC on April 14. Creating vertical teams aligned to UIP/strategic goals.
Financial	Verbal Report (Jeff Courtney and Stephanie Woodward) Student fees: 72% participation rate.
RMAE Foundation	Verbal Report (Price) Annual Giving: \$25,406 (36% participation rate). Ended Annual Giving to disperse funds to technology, facilities and SSP committees.
Marketing	Written Report (see attached report)
PTO	Written Report (see attached report)
Preschool	Verbal Report (Debbie Caruso) In the middle of enrollment, between 15 and 19 FTE so far. All staff members are returning. Community service project: blanket making. Middle school elective is very successful.
Facilities	Written and Verbal Report (Tim Lane) Concern re: crawl space in building 2 and 3. Buildings will be inspected April 5. Shutters will be installed in office. Working to increase field rentals.
Safety, Security & Privacy	Written and Verbal Report (Julie Hushen) Getting updated bid on security equipment. Concerned about communication between SSP and the BOD, discussed future improvement.
Technology	Written and Verbal Report (Dan Hock) Tech lab will have new computers installed over Spring Break, probably include the 5 or so new teacher computers. Discussed representative from Technology committee to join SSP due to close link between committees.
Director's Report	Written and Verbal Report (Roberta Harrell) Public relations actions, educational successes, staff management and operations.
President's Report	No Report



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Written Reports March 10, 2016

- Marketing
- PTO
- Facilities
- Safety, Security & Privacy
- Technology
- Director's Report

Marketing Committee Updates

March 10th

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

- Blue Grass Festival Logo revision
- Bus Barn Banner
- Auction Logo



Upcoming Projects

<i>Project</i>	<i>Status</i>
Community Service Day T-shirt	Waiting on additional sponsors to finalize - design on right
Blue Grass Festival sponsorship materials	In progress-draft materials created waiting for edits
Auction Material	Investigating T-shirts, banners, and Invites
Rubber mat for school from graduates	In progress-creating preliminary artwork
Distribution of PPT & Word templates	Templates in development
Finalization of 2016/17 advertising plan	Plan discussed and being finalized

Community Service T-shirt Artwork





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

January Events/Profit

- King Soopers Grocery Cards rebate check \$377.98
- Used Book Drive: PTO collected 700 books, games and DVD's. Used Books will be cutting PTO a check for \$395.25
- Volunteer Update: the numbers are typically slow this time of year. There will be a big push near the auction and Community Service Day to get volunteers
- Box Tops: second round raised \$268

March Monthly Events

- **Teacher Appreciation:** provided by the 2nd grade on 3/10
- 7th Grade - Butter Braid fundraiser – in March

Scheduled Future Events

- School Auction - at the Wild Game on April 8th
- Musical Production – Beauty and the Beast April 22-23
- Community Service Day – Wednesday, April 27th
- Hearthfire Fundraiser: May 6 2-8p
-

Middle School

- 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:

- **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 \$4,585.89
- **CSD (Community Service Day):** New T- Shirt concept sent by Marketing committee March 1st. They are still looking for T-shirt sponsors. Class projects will all center around cancer. The board is invited to participate in this amazing day of service.



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

- **"Take Me Out TO The Auction!!"** : Kid Art is being actively work on. Sponsors are steadily coming in. Donor letter have been mailed out and will be followed up the week of March 7th. We have identified that the Paddle Raise for this year will be a Robotics/Stem Lab. We have been working alongside the Marketing Committee on the Auction logo, banners and promotional needs. Banners will be place in the next week. The committee meets every Tuesday at 1:30pm



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Board of Directors Meeting

DATE: March 10, 6:30pm

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

Facilities Update

Meeting Held 2/18/16:

- In attendance – Tim Lane, Richard Koch,

Building Maintenance Items:

1. **Concerns on potential moisture/odors from crawl spaces in Buildings 2 & 3.**
 - a. Contacted Drew Schneider from Insight Engineering to come and perform building inspections. Date set for April 5th, estimated cost at \$625 for +/- 3 hours of inspection time and +/-2 hours to write up detailed report of findings and recommendations of any improvements or remediation work.
2. Deferred Maintenance Items for Immediate action.
 - a. Richard noted that there are multiple restroom exhaust fans that are not functioning in all three buildings. Will tap into new Deferred Maintenance budget dollars to replace all non-working fans.
 - b. Larger exhaust fan in Building 1 lower level boy's bathroom is making excessive noise. Richard to contact his HVAC contractor for inspection and repair.
 - c. Richard will also discuss with HVAC contractor a more consistent, annual inspection and servicing of all building's furnaces and the boiler in Building 1. This is something that has been somewhat neglected over the years due to lack of consistent funds.
3. **Cross-over Items related to SSP Committee Building Security Upgrades.**
 - a. Richard is reviewing possible options to install a lockable gate at the base of Building 1 stair case.
 - b. Also reviewing options to install gate on inside of main office reception window.
 - c. Need to review fire codes and other relevant Jeffco safety regulations to ensure any options are in compliance.

Foundation Funding Requests:

1. **Soccer and Lacrosse Goals:**
 - a. A proposal was submitted to the Foundation to purchase one set each of soccer and lacrosse goals for our field. Total requested was \$2170.00
 - b. A related request was not submitted prior to the deadline, for acquiring a gator type 4x4 utility vehicle for field snow removal and to augment snow removal around campus (paths, sidewalks, parking areas, etc.). Additional information needed to be gathered on availability and costs of used vehicle.

(Cont on page 2)



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Athletic Field Rentals:

1. Have negotiated a deal in principle (awaiting acceptance of cost agreement) for the Evergreen High School Girls Lacrosse team to practice at RMAE M-F 3:45-5:30, beginning week of 3/7 and running through 4/29.
 - a. Confirmed with Jeffco Risk Management Director that additional Liability insurance not needed because they are a Jeffco Public School sport and CHSAA sanctioned.
 - b. Field would still be available to outside youth sports groups needing occasional practice facilities after 5:30 pm.
2. In the process of reviewing past contracts and Rental Agreements with Stephanie Woodward to try and streamline the process. There are multiple versions of contracts, building use forms, field rental cost agreements, etc., that are all slightly different.
3. In the process of getting updated Certificates of Liability Insurance from Mnt LAX and Altitude FC so they are on file should any individual team wish to practice at RMAE.
4. Have put a request in to Bob at Incognito to post our Field Use Calendar directly on the RMAE Web site. Under "Contact Us" there is already a link for "Facility Field Rentals". We want this page to be the initial point of contact for people looking to rent the field so they can see when it's available, download request forms, and see basic rental costs (cost currently at \$30 per hour for one-off usage).
5. Need to schedule spring field maintenance with Academy Turf.

SSP Committee Report

March 5, 2016

Prepared by Julie Hushen

Preschool Security Issues

The SSP Committee meets on the first Monday of every month and has not yet had a meeting since the February 18 Board meeting (we will provide an addendum to this report should any new information or business arise). At the February Board meeting, we requested to meet in executive session concerning security issues that have arisen at the preschool that require attention. Without going into detail on the confidential matters covered during the executive session, the purpose of the executive session was to further explain the details of the issues so that the Board, RMAE and the Preschool leadership could come to consensus and develop a plan moving forward. The Board decided during executive session that no direction or consensus could be decided until additional information was gathered. Alan Scheik delegated bullet points to specific participants to gather and submit information by the following Tuesday, February 23. Alan deemed the subject matter urgent and suggested that it might be necessary to call an emergency session prior to the upcoming March Board meeting to ensure that matters are handled expeditiously.

The information was not provided by the Tuesday deadline. Alan requested that Debbie Caruso and Julie Hushen attend a meeting to gather additional information. We reported our findings back to the Board and requested input and guidance from the Board. We did not receive any. The SSP committee's Board representative, Ned Parker, did eventually provide data responses for all of the bullet points, but he has otherwise not provided input or direction to the committee.

There is new information concerning the preschool concerns and action is needed. Details of the new information should be discussed in executive session pursuant to the rules regarding discussing security. ***We request executive session during the upcoming Board meeting to continue the dialogue concerning preschool security.***

Security Improvement Plan

In the course of building a comprehensive security improvement plan, we received such support that staff and other committees and organizations started taking our work in progress and taking bids and paving the way to line up funding. Dyann Bartlett bundled our recommended facility security upgrades, such as adding cameras, buzz-in door entry, etc. to a bid that she was already building regarding other needs that they had determined. We are in communication with the Tech Committee and the Foundation to finalize making a disbursement request for the items in the bid, as well as an additional \$1700-

2000 to improve door signage inside the buildings to make us complaint with recommendations made by the district's emergency response manager to install more visible signage in the hallways and ensure that the room numbering system is consistent.

SSP Committee Future

The SSP Committee is currently an ad hoc committee and no motion has been set forth to make it a permanent committee under the Board. Our Board representative has become decreasingly involved and responsive to committee communications. It is not reasonable for the SSP committee to continue operating as a Board committee without Board support.

We believe that the Board lacks a procedure for responding to committee needs and that installing one would be beneficial to all of the Board committees. When a Board member is unavailable or unresponsive, there should be a chain of command for responding to needs and communications. Likewise, Board members should not be negotiating on behalf of the Board or a Board committee and the school without Board consensus. It is harmful in multi-party situations requiring negotiating for multiple Board members to be operating independently of the Board. These problems cause confusion and communications breakdowns, as well as work overload on committee volunteers, escalation of resolvable issues, internal conflict and dissatisfaction among our own volunteers, including committee members and Board members, and obstacles to making productive progress.

We believe that we have completed the job scope set forth in establishing the SSP Committee as an ad hoc committee. We have developed a security improvement plan that has been embraced throughout the process by the school and the other committees and organizations within RMAE and has received follow-through and steps to assure funding and implementation. We have received very positive feedback and support from staff and parents and have gained a level of trust and recognition where our stakeholders come to us for input and recommendations on safety, security and privacy matters. However, we have not received adequate Board input on urgent matters brought to us to address. We feel that we have reached a point where the Board should vote to dissolve the committee or to install it as a permanent committee and provide structure to support that. ***We request that the Board vote to dissolve the committee or to take the necessary steps to install it as a permanent Board committee with clear job scope and procedures to follow, including response expectations/procedures from the Board.***

RMAE Technology Committee Report

Presented to RMAE board 3-10-2016

Old Business:

Lab computers/ 5 teacher computers will be installed by Envision over spring break

Old computers will be distributed in MS classrooms and commons area

Ethernet ports need to be tested

New Business:

Teacher computer distribution – Hines, Hushen, Music, ?,?

5 projectors to be ordered waiting one more bid from JeffCo

LEGO robotics kits-

RMAE family has committed \$1200-1500, with a match from school we can and paddle raise some money to expand LEGO robotics program

3D printing paddle raise

Tony Bryant is in contact with a local 3D printer who is currently helping with our 3D printing elective. With money raised from paddle raise we hope to purchase a 3D printer

Next meeting- April 6th 5:30 in tech lab

We would like to invite a representative from safety security and privacy committee to our next meeting to discuss how we can work to together more cohesively and to understand what the parent portal website would look like. Invite Bob to that meeting as well.



Director Report to the Board of Directors

March 10, 2016

I. Public Relations Updates

- Director's Coffee – Held on March 9 – Discussed ALP's
- I attended the CLCS conference with Cherie Mazurek and Kim Egan. Very informative, many sessions for Board members. I encourage more Board members to attend next year.
- Six teachers attended the Core Knowledge conference on February 12 held at Woodrow Wilson Charter School. This was a great opportunity to make connections with other Core Knowledge teachers to share ideas.
- I attended the Jefferson County Charter Consortium meeting to discuss the upcoming Jeffco School Bond proposal.
- I attended the Jeffco Leadership meeting where we heard from Jeffco Board members about the upcoming bond..
- I attended the Jeffco charter leadership meeting.
- I attended training in Ft. Collins to be a judge at the upcoming Odyssey of the Mind Competitions and will be a judge at the all-day tournament on Saturday, March 12..

II. Financial Updates

- No updates at this time.

III. Educational Success

- Ms. McLeman provided all elementary teachers with a systemic procedure for math instruction. This includes pre-testing students prior to beginning a chapter to determine areas of strength and areas of concern. This information will be used to drive instruction to meet the needs of every student.
- A Core Virtues assembly was held the first of March to introduce the month's Core Virtues of Patience and Loyalty. Thanks to the second graders for putting on this performance.

IV. Staff Management

- All teachers have returned their intent to return letters for next year. Sandy Hoban will be taking a one-year sabbatical. She plans to return, however, not necessarily in a 5th grade position. Fourth grade teacher, Betsy Bartelt will move up to 5th grade to join Sarah Deeter to make a strong 5th grade team for next year.
- The middle school aide position will be replaced with a Middle School Dean for next year. This leadership position will allow for greater support for the middle school teachers and students. Rosanne Jalbert's position will change from Academic Dean to Elementary Team. This move will create a stronger leadership team to support all students and staff.
- Personal Time Off (PTO) days for staff – Our current policy was discussed at the Advisory Team meeting. A proposal will be presented to the board.

V. Operations

- Concerns over odors in Building 2 and 3 has resulted in an inspection that will take place in April.
- Air vents in student bathrooms are in the process of being replaced by Richard.
- Discussions are taking place for the best use of the middle school Commons. The need for additional classrooms and offices may necessitate a need wall dividers.
- Facilities – I will present a 3-tier proposal for consideration for the upcoming Jeffco Bond. These include:
 1. Build an entire new school building
 2. Build an addition to connect the three buildings and add a gym/stage.
 3. Build a gym/stage