



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting Minutes Summary

DATE: July 7th 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"> • Tim Lane, President, Parent Representative • Laurel Hyslop, Vice President, Parent Representative • Kelli Anderson, Treasurer, Parent Representative • Jodi Dorkin, Secretary, Parent Representative • Kyle Stults, Parent Representative • Julie Hushen, Parent Representative • Jeff Wilhite, Community Representative • Dwight Koch, Teacher Representative • Roberta Harrell, Director via Phone
Reading of Vision & Mission	Tim Lane
Public Comment	Public Comments: 1 – John Morrill –Community Rep Endorsement
UPDATES: Consideration of Consent Agenda Meeting Minutes	Vote to approve June 9, 2016 Meeting Minutes Vote count: Approved, no abstentions
Committee Reports	See summary next page
Old Business A. 2016/2017 Staff Handbook Revisions B. Interview of Community Rep Candidates – BOD Vote C. BOD Officers – Nomination and Vote if needed D. Assignment of Committee Positions E. Board Training – Paying for Instruction F. Amendment of RMAE Bylaws – Preschool Director	<p>A. Clarification was made that the Staff Handbook – once approved, would be in effect for the 2016/2017 school year. Questions were raised/answered regarding changes to Sick Bank, “Review vs Observation”, and frequency of formal reviews for all teachers. Approval was tabled to August Meeting pending additional edits by Dr. Harrell.</p> <p>B. Jana Hamilton and Jeff Wilhite came to volunteer for the open Community Representative position. Both were given time to tell why they were interested in the position. Jeff Wilhite was voted in by ballots filled out by the board.</p> <p>C. Officers were chosen – Tim Lane – President – Laurel Hyslop – Vice President Jodi Dorkin – Secretary Kelli Anderson – Treasurer A motion was made and seconded to elect the above listed slate of Officers. Motion passed unanimously.</p> <p>D. Committee Positions were filled: Facilities – Tim Lane/Chair PTO – Jodi Dorkin Board Rep SAC – Laurel Board Rep SS&P – Julie Hushen Board rep and chair</p>



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

	<p>Tech – Dan Hock is still Chair, Kyle Stults will be primary rep and work with Julie/Dan Marketing Committee – Kyle Stults will be the Board rep Finance – Kelli Anderson Board rep and Committee Chair Foundation – TBD</p> <p>A motion was made and seconded to elect the above listed slate Committee Representatives. Motion passed unanimously.</p> <p>E. Discussion revolved around Board Training and funding for group sessions through the League of Charter Schools, where funds would come from (BOD Members self-funding, RMAE Budget, PTO or Foundation) and a mix of paid training vs. online modules. Kelli Anderson will investigate cost/options.</p> <p>F. Amendment to Bylaws for Debbie Carouso to be an official non-voting member of the Board as Preschool Director. Just to change that one item in the Bylaws – and then to review the entire Bylaws.</p>
<p>New Business</p> <p>A. Creation of Advisory Committee - Governance B. Soliciting Candidates for empty Parent Representative C. Teacher Appreciation Dinner D. Annual Campus Clean up Day E. Registration “Event” for August F. Scheduling BOD working session for late July</p>	<p>A. Board would like an advisory committee to review bylaws, policy. This committee would be to make sure bylaws/policies are being followed and practiced by the Board. Fix inconsistencies with all documents and keep them aligned with each other. It was suggested that the committee should include a Faculty person, one-two parents and one-two board members.</p> <p>A motion was made and seconded to form the Policy Task Force Committee, as a new Ad Hoc Committee. Motion was unanimously approved. Laurel Hyslop was unanimously appointed as Committee Chair.</p> <p>B. Need to find a parent volunteer for an open 1 year term. Discussion to contact the other parents who had submitted letters of interest for the board. It was agreed to open it up to all parents again, since this is the beginning of a new school year. Dr. Harrell will add to her newsletter for parents to submit letters of interest for August 11th board meeting.</p> <p>C. Friday, August 19th will be the teacher appreciation dinner. This will follow back to school day/ice cream social.</p> <p>D. Campus Clean up day is scheduled for Saturday, August 6th. A list (prior to August 1st) needs to be compiled of tools needed and things that need to get done around campus.</p> <p>E. Registration event discussion was for next 2017/2018 school year. Up for discussion was an “all in one” come and pay school fees, sign up for PTO registration event to recruit new families and bring in current families to pay fees. Marketing committee needs to put together a postcard to bring in interested families. It was agreed that it was important to ask for “letter of intent” as opposed to “letter of non-intent”. Discussion will continue on how to bring up numbers.</p> <p>F. A BOD working session will be scheduled for Monday, August 1 to try to work on the Board Policy book. No board business will be discussed. It will be a review and aligning of the board manual on Directors job responsibilities. Would like to provide families with an updated Organizational chart for clear communications of the front office staff/jobs.</p>
<p>Action Items</p>	<ul style="list-style-type: none"> • Dr. Harrell to make final edits to 2016/2017 Staff Handbook. DUE: August 11th BOD meeting • Kelli Anderson to investigate BOD Training options/costs. DUE: August 11th BOD meeting • Kyle Stults to make first draft of Bylaws change to include Preschool Director. DUE: August 11th BOD meeting.
<p>Next Meeting August 11th, 2016 Adjournment</p>	<p>Adjourned 9:13 p.m.</p>



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Report Summary	
Student Council	No Report
SAC	
Financial	See attached report from Stephanie Woodward. Questions regarding the report were tabled until a new Treasurer is elected and had the chance to review details with Stephanie and Past Treasurer.
RMAE Foundation	No Report
Marketing	No Report
PTO	Written Report. See attached (New President Tiffany Fontaine was present)
Preschool	
Facilities	
Safety, Security & Privacy	
Technology	
Director's Report	Written and Verbal Report (Roberta Harrell) 1 st Grade position to be filled by Jaye Scheid 6 th Grade has candidate potential meeting with Cherie Mazurek and Cathy Goodheart Spoke about current enrollment – postcard from Marketing to encourage enrollment/FTE numbers and financials were discussed. Thanks to Cherie Mazurek for her hard work
President's Report	Verbal Report (Tim Lane) Violation from Jeffco because of signs on side of building. Tim had removed them to avoid being fined. All schools have been getting violations. Need to apply for a permit for every sign. Foundation is in charge of signs



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Committee Written Reports July 7, 2016

- PTO
- Director's Report



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting

Date: June 7, 2014

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Attendance

Name

Kathleen and Jeff Wilhite

John Morrill

Jana Hamilton



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	3,851,588.00	-	3,525,473.60	421,168.43	3,946,642.03	(95,054.03)	102%
	Available	3,851,588.00		4,076,750.89	980,009.62	5,056,760.51	(95,054.03)	131%
	Salaries		1,831,622.00	1,878,794.06	-	1,878,794.06	(47,172.06)	103%
	Benefits		428,219.00	459,849.51	-	459,849.51	(31,630.51)	107%
	Total Salaries and Benefits		2,259,841.00	2,338,643.57	-	2,338,643.57	(78,802.57)	103%
	Purchased Services		1,245,064.00	776,821.89	437,186.25	1,214,008.14	31,055.86	98%
	Materials and Supplies		158,800.00	100,677.21	-	100,677.21	58,122.79	63%
	Capital Outlay		-	5,316.00	-	5,316.00	(5,316.00)	n/a
	Total Expenditures		3,663,705.00	3,221,458.67	437,186.25	3,658,644.92		
	Pre-Adjusted Carryforward			855,292.22	542,823.37	1,398,115.59		
	Encumbrances		-	-	-	-		
	Requisitions		-	-	-	-		
	TABOR (school enters amount)			115,547.66		115,547.66		
	Adjusted Carryforward			739,744.56	542,823.37	1,282,567.93		



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

		June Statement 2016			
<u>Beginning Balance Date:</u>		June 2016			
<u>Beginning Balance:</u>		\$57,614.05			
<u>Withdrawals over \$500:</u>				<u>Discription of withdrawl</u>	
* Check written to RMAE for Giving Bear (to be purchased thru Stephanie)		\$1,320.00			
* PTO Final contribution to School		\$13,700.00			
* Advance on contribution for purchase of Young Writers Books for elementary classes.		\$ 1,000.00			
* Musical - video purchase		\$ 658.45			
* Musical - rental for Center Stage		\$ 1,205.00			
* Musical - payment to Michal McDowell		\$ 1,200.00			
* Odyssey - reimbursement to Christine Emery		\$ 700.37			
* Decker Equipment - 8th Grade gift to school		\$ 586.98			
<u>Total:</u>		\$20,370.80			
<u>Ending Balance Date:</u>		31-May-16			
<u>Ending Balance:</u>		\$39,663.92			
<u>Additional Notes:</u>					
* Musical Account: has been established at Evergreen National Bank. It no longer is under the school or PTO. All money(s) owed to PTO for covering the Musical transactions have been paid in full					
* Odyssey: Odyssey did not budget to go to Worlds this year so they did a number of fundraisers to cover the cost to parents. The parents covered the full costs then once the totals from the fundraisers came in a reimbursement check was issued to the parents. The Emery's paid for 3 kids therefore their reimbursment check was \$700.37 as opposed to the \$256.79 issued to the other parents.					



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

Summer Events

Upcoming Volunteer Opportunities:

August 6th- annual volunteer day

August 19th- Back to school Ice Cream Social

August 27th- Bluegrass Festival

State of PTO:

Transitional meetings for all PTO Board positions have been completed.

Incoming Treasures and President will meet with the book keeper and will be signed onto bank accounts July 6.

Planning of the August 19th Ice Cream Social has begun

A meeting to review previous PTO Fundraising activities will be scheduled for the week of July 11.



Director Report to the Board of Directors

July 7, 2016

I. Public Relations Updates

- Serenity Article – An article about our RMAE All-Stars appeared in the July issue of Serenity.
- Canyon Courier – RMAE received a front page feature story in the Courier's "upslope" B
- RMAE mats – Thanks to the graduating classes of 2015 and 2016 for our beautiful logo mat that arrived this week. It will be a great addition to the entryway of the school.

II. Financial Updates

- Current enrollment numbers:
- Kindergarten: 27
- First Grade: 37
- Second Grade: 32
- Third Grade: 45
- Fourth Grade: 47
- Fifth Grade: 47
- Sixth Grade: 34
- Seventh Grade: 42
- Eighth Grade: 36

Total as of 7/1: 347 = 334 FTE

III. Educational Success

IV. Staff Management

- Staff Handbook – requesting Board approval
- Staffing updates:
First Grade Teacher: Current first grade teacher, Mr. Payson Schotters, has turned in his resignation for the 2016-2017 school year. We are sorry to see Mr. Schotters go but wish him well at his new school which is a better location for his family. We are beginning the hiring process immediately.

Sixth Grade Teacher: Current sixth grade teacher, Ashley Sportel has turned in her resignation to pursue a leadership opportunity at another school. We have advertised the position and have received many qualified resumes. We are beginning the interview process.

V. Operations

- We scheduled our Volunteer Clean-Up Day for Saturday, August 6.
- We are relocating the Teacher Workroom to the storage room adjacent to the Teachers' Lounge on the lower floor in building one. The former workroom will now be a classroom for Helen McLeman to teach math to small groups. Thanks so much to Deb Carbone, Candy Tabor, and Cherie Mazurek for taking on this HUGE project!