



## ROCKY MOUNTAIN ACADEMY OF EVERGREEN

### Board of Directors *Working Session* Meeting Minutes Summary

**DATE:** August 1, 2016 - 4:00 pm

**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	
<b>Call to Order &amp; Pledge of Allegiance</b>	Board Members in attendance: <ul style="list-style-type: none"> <li>• Tim Lane, President, Parent Representative</li> <li>• Laurel Hyslop, Vice President, Parent Representative</li> <li>• Jodi Dorkin, Secretary, Parent Representative</li> <li>• Kyle Stults, Parent Representative</li> <li>• Jeff Wilhite, Community Representative</li> <li>• Dwight Koch, Teacher Representative</li> <li>• Roberta Harrell, Director</li> </ul>
<b>Reading of Vision &amp; Mission</b>	
<b>Public Comment</b>	
<b>Committee Reports</b>	No Reports
<b>Old Business</b>	<ul style="list-style-type: none"> <li>A. CBE was asked to install video monitoring device on back door to enhance security. We agreed to help pay half the cost of installation. CBE would then assume 100% of on-going financial responsibility. <b>A motion was made to approve allocating funds to pay our half of presented bid to upgrade security at CBE. Motion was unanimously approved.</b></li> <li>B. Discussion was held on finalizing the Amendments to the Executive Director Position to also justify the 2 new Deans positions. Changes to Percentages to High-Level Responsibilities were made. Various Titles of descriptions/responsibilities and categories were discussed and changed. Discussion was held on having a specific salary structure. It was suggested to have a subcommittee to go through to create sub-goals with the Director. <b>Discussion on Descriptions was suspended to move to Security Upgrades. Discussion continued after Security Upgrades was approved.</b></li> <li>C. Discussion was held on quotes from security system companies. Protection One is our existing vendor. Safe Systems provided the best quote for our needs. Up for consideration was Leasing vs. Purchasing equipment. The length of term for service/lease was analyzed. Tabor Law allows only for 1 year commitment for schools. Discussion on what security is actually needed. Option A is Front Door Buzz-in Access, B is Keypad entry, C is Add keypad to Lower Door Access and D is Video Surveillance. It was agreed to remove the video surveillance for now, and purchase Access control hardware and service and have panic buttons given at no charge. <b>A Motion was made to authorize SS&amp;P to approve Safe Systems bid to be the provider of our School Security System. Discussion was made on 1 year service contract to be made renewable each year. More</b></li> </ul>
<ul style="list-style-type: none"> <li>A. Security Upgrades at CBE related to Lease Agreement</li> <li>B. Director &amp; Dean Job Descriptions</li> <li>C. RMAE Security Upgrades – Julie Hushen</li> <li>D. Amendments to Bylaws – Inclusion of Preschool Director on BOD</li> </ul>	



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	<p><b>discussion to clarify. The previous motion was withdrawn Another motion was made to engage SS&amp;P to purchase Safe Systems access control equipment options A, B, C with service packages for a one year agreement and panic buttons. Motion was unanimously approved.</b></p> <p>D. The Board accepted the new change to the Bylaws to approve the Preschool Director as a board member. <b>A Motion was made to approve the proposed changes to the Bylaws as a first read to be sent to the RMAE lawyer for review. Motion was unanimously approved.</b></p>
<p><b>Board Working Session Topics</b></p> <p>A. Board Communications to Parents/Staff</p> <p>B. Strategic Plan</p> <p>C. Subcommittees – increase visibility/transparency through web page</p> <p>D. Board Calendar</p>	<p>A. Tim will forward info sent out to parents to the Board first for agreement of information</p> <ul style="list-style-type: none"> <li>• Have an open forum meeting with parents to have a dialogue out side of Board meeting</li> <li>• One board member should attend a staff meeting</li> </ul> <p>B. Would like to set up a strategic plan – put together by board to keep accountable for goals.</p> <p>C. Discussion was held</p> <p>D. Tim will take responsibility for the Board Calendar</p>
<p><b>Action Items</b></p>	<ul style="list-style-type: none"> <li>• Board Calendar – Tim Lane will follow up.</li> </ul>
	<p>Adjourned 7:30 p.m.</p>

**Next Regular Meeting – August 11, 2016 @ 6:30pm**