



ROCKY MOUNTAIN ACADEMY OF EVERGREEN

Board of Directors Meeting Minutes Summary

DATE: August 11th 2016, 4:00pm (training session)/ 6:30pm Meeting

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 (via phone) • Kyle Stults, Parent Representative • Jeff Wilhite, Community Representative • Debbie Caruso, Pre-School Director • Roberta Harrell, Director
Reading of Vision & Mission	Laurel Hyslop
Public Comment	Public Comments: (2) – Ned Parker and Mitch Goldberg
UPDATES: Consideration of Consent Agenda Meeting Minutes	Vote to approve July 7, 2016 Meeting Minutes Vote count: Approved, no abstentions
Committee Reports	See summary next page
Old Business A. Interview of Parent Representative Candidates – BOD Vote B. Amendment of Bylaws - RE: Preschool Director C. Executive Director Job Description D. Staff Handbook revisions E. Teacher Appreciation Dinner	<p>A. Interview for open parent position. Alan Scheik, Amy Goode and Mitch Goldberg (standing in for Laurie Morrill) (interested candidates) were present. Rob Espinoza (an interested candidate) was traveling on business and could not attend meeting. Jamie Price withdrew his name. Before voting, it was expressed that the board give some thought to the voting process. Discussion was held on whether to fill 2 open positions or just fill 1 open spot right now. Discussion was also held on whether to have a "secret" ballot or not. It was agreed to fill 1 vacancy with a "secret" ballot at this board meeting. Laurie Morrill was voted in by ballots by the board.</p> <p>B. Lawyer approved everything as written for the Amendment to our Bylaws. A motion was made and seconded to approve the new bylaws that include the Preschool Director on the Board of the Directors. Motion passed unanimously.</p> <p>C. Executive Director Job Description had some more revisions. A motion was made and seconded to approve the changes to the Executive Director Job Description with modified changes. Motion passed unanimously.</p> <p>D. Staff Handbook had some additional corrections. A motion was made to approve the staff handbook with the modifications that were just made in this meeting. Motion passed, Kelli Anderson abstained.</p> <p>E. Teacher Appreciation Dinner at Kelli Anderson's house-5:30 on August 19th.</p>
New Business A. State of the School	A. Need to start preparing for a State of the School Meeting. Mid September and the Evergreen Fire House were recommended.



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Planning	
B. Schedule of 1 st Parent Forum Meeting	B. Time and Place for Open Forum Meeting are needed. Possibly in October after State of the School. Time for parents to talk to the Board openly – no decisions will be made. Just conversations will be encouraged.
Action Items	<ul style="list-style-type: none">• Executive Director Job Description needs to be finalized with corrections that were approved – Tim Lane• State of the School Date/Place needed• !st Parent Forum Date/Place needed
Next Meeting September 8th, 2016 Adjournment	Adjourned 9:29 p.m.



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Committee Report Summary	
Student Council	No Report
Policy Task Force	No Report/Laurel Hyslop has asked for member to join committee. A meeting will be set up.
SAC	No Report/Laurel has been in contact with Sheila Atwell regarding getting parents & teachers to be a part of SAC
Financial	Written & Verbal/Kelli met with Stephanie and Roberta to review current budget to make adjustments after Oct 1 count and then another set of revisions in November. Questions and discussion about how to cover cost of smartboards/chromebooks and monthly security fees & Risk Management. FTE numbers will affect budgets. Need to discuss as a board. Audit is coming up. Finance Committee meetings are Friday before board meeting as an open meeting. Stephanie asked for policies to be put in place for nonpaying parents of fees. We are trying to follow Jeffco rules and a few other suggestions for collection. Thanks to volunteers who showed up for Volunteer Clean Up day.
RMAE Foundation	No Report
Marketing	No Report – Need new Marketing Committee Chair
PTO	Written/Verbal Report. See attached (President Tiffany Fontaine was present). Spoke about Bank Statements. – Approved software that will be integrated into the website to help track volunteer hours, membership management and help pay online. Ice Cream Social is planned for August 19 th . PTO Meetings will be held on first Tuesdays of the month at 8:20. Location is TBD. PTO has also reviewed insurance policies and settled on one.
Preschool	Debbie Carouso gave FTE counts for Preschool. ESP Program may be effecting some enrollment. She is meeting with Leah from CBE to discuss concerns. Security Cameras are being installed.
Facilities	
Safety, Security & Privacy	Contracts were signed for Security Upgrade
Technology	Written Report (Kyle Stultz)
Director's Report	Written and Verbal Report (Roberta Harrell). Ads being submitted for Serenity and Canyon Courier and Postcard will go out. RMAE will have a tent at Bluegrass Festival. Attended Jeffco School Leadership Meeting in July. Jeffco Code of Conduct is being replaced by Jeffco Student and Family handbook. Discussion was held on student loss numbers and what schools they went to. Test score comparisons (among our school and other schools) were discussed.
President's Report	No Report



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Committee Written Reports August 11, 2016

- Financial
- PTO
- Technology
- Director's Report

RMAE Technology Committee Agenda

August 3, 2016

5:30 PM

Location: Tech Lab

Members: Kyle Stults, James Allen, Rom Van Der Zee, Wendy Forsythe, Ian Dunbar

Old Business:

- Status of moving old computers- MS teachers have 3-5 in their classroom. 8 were placed in the commons. All 90 Chromebooks will be in the MS. Old laptops - 26 for 4th and 26 for 5th grade.
- Status of projectors - All machines and arms are here. Need to find someone to install them. Roberta will ask Ned Parker.
- Phone app - In the works, they sent us a preview. Just gave them a staff list. It's in development.
- Chromebook - All are in, waiting on funding before we set them up. Hoping to get approval ASAP. Need to get them ready for MAPS testing August 22.
- Website development/maintenance - Joanne is working on it. She moved the majority of things behind the Grizzly Gateway. August 16th teachers will be trained on how to use their new classroom Word Press website.
- Security cameras - video surveillance off the table. Safe systems - access control on door by lab. Will need to be buzzed in at front door. There will be a camera to watch for visitors.
- Computer in front entry- parents to log hours, etc.
- Mounting a TV monitor in the entryway for an ongoing Power Point running to communicate upcoming events.
 - Julie donated a small TV
 - Roberta will look into buying a bracket to mount the tv- parent volunteer to hang it in the entry
- Relocating/networking the copier to the teacher's lounge

- Flipcause- Foundation and PTO - It's being set up. It will be used for membership, volunteer management, spirit wear. \$300 will be paid by Foundation and PTO will cover the rest. It's \$90 a month.

Next Meeting: Wednesday, September 7th at 5:30 in the Tech Lab



Rocky Mountain Academy of Evergreen, PTO

July 2016 Monthly Report to the RMAE Board

July PTO Financial Statement 2016

Beginning Balance Date: June 2016
Beginning Balance: \$39,663.92

Withdraws over \$250:
None

Ending Balance Date: 29-July-2016
Ending Balance: \$39,642.97

State of the PTO:

The August PTO meeting was held on 8/10/2016

The purchase of the FlipCause software was formally approved by the PTO executive board. It is currently in the process of being integrated into the website for use by the start of school.

Ice Cream Social is set for August 19 from 2-5 pm

Future PTO meetings will be the first Tuesdays of the month at 8:20 am, location to be determined.

The executive board reviewed and voted on securing an insurance policy for the 2016-17 school year.



Director Report to the Board of Directors

August 11, 2016

I. Public Relations Updates

- Serenity Article – An article about Parenting and Homework will appear in the August issue
- Canyon Courier – An advertorial and ad will appeared in 3 consecutive Back-To-School issues.
- Postcard – A postcard will go out next week to families in the Evergreen area; promoting RMAE
- Jeffco Schools Leadership Meeting – Attended the Jeffco Leadership meetings July 18-21 with our two academic deans, Cherie Mazurek and Rosanne Jalbert. Topics addressed:
 - Jeffco Code of Conduct being replaced by **Jeffco Students and Family Handbook** – Teachers must review with students and keep a record of who was in attendance. Review with new families coming after the first day of school. All parents need to sign off as read the Handbook.
 - Suspensions held at school level/Expulsions at the district level
- Jeffco Charter Leadership Meeting – Attended this meeting for all Jeffco charters. Topics addressed:
 - MAP Testing – to compare our scores with Jeffco
 - Google Docs – for required documents
 - Lead Testing – we are responsible for our own testing
 - Jeffco Website – support for principals
 - New teacher induction
 - Admin Conference Tab – To track student and parent meetings
 - Attendance letters
 - Student Services
- Attended the Jeffco Charter School meeting to discuss the possible Bond distribution of funds.
 - It was decided that the 5.3 million that is allocated for the charter schools would be divided equally between 15 charter school. This would mean approximately 3.5 million would come to RMAE. We have submitted plans to build a gym, performing arts stage/cafeteria with these bond proceeds.

II. Financial Updates

- Current enrollment numbers:
- Kindergarten: 25
- First Grade: 35
- Second Grade: 32
- Third Grade: 42
- Fourth Grade: 45
- Fifth Grade: 43
- Sixth Grade: 31
- Seventh Grade: 37
- Eighth Grade: 38

Total as of 7/1: 331 = 318 FTE

III. Educational Success

- The 2016 CMAS results for Social Studies and Science will be available on August 11. I will present a report to the board.
- The 2016 CMAS reading, writing, and math scores are embargoed until September 1. I will have a report at the September Board meeting.

IV. Staff Management

- Professional Development Week: All staff returns on Monday, August 15. Attached is our schedule for the week. Board members are invited to join us for breakfast (sponsored by PTO) and meet staff.
- Hiring is not complete except for a one day/week OT
Updated Staff List:
 - Kindergarten – Pam Vernon, Frances Vaughn
 - First Grade – Anna Grose, Jaye Scheid
 - Second Grade – Ann Hushen, Karen Hines
 - Third Grade – Sharon Narans, Laura Benninger
 - Fourth Grade – Mary Gordon, Molly Small
 - Fifth Grade – Betsy Bartelt, Sarah Deeter
 - Sixth Grade – Cathy Goodheart, Kimberly Darrington
 - Seventh/Eight Grade – Tony Bryant, Dwight Koch, Emily Johnson, Elise Landau
 - Art – Kathy Saari, Brinda Pumphrey
 - Music – Gretchen Moritz, Don Williams, Claudia Bloom
 - PE – Wendy Forsythe
 - SPED – Shawwna Jermano, Melanie Kilroy, Kathy Grubb

V. Operations

- We accomplished a great deal of tasks during our Volunteer Clean-Up Day Saturday, August 6. Over 40 people helped to paint classrooms, plant flowers, fix the shed roof, build shelves, and a great deal of yardwork! Home Depot contributed \$300 worth of supplies. Thanks to PTO for providing breakfast and lunch items.
- Cleaning – We are getting bids from 5 cleaning companies to take over our nightly cleaning while includes vacuuming and taking out trash. We will no longer be working with Go Clean Keepers.
- We are getting bids from electricians for electricity in the new teachers' workroom downstairs, and for the wood shop shed.

Professional Development Week -- August 15-19

Monday – All Staff – Grab Breakfast in Lounge/then Spanish Room

8:00 a.m. – 8:30 a.m.	Meet/Greet/Eat – Breakfast by PTO
8:30 a.m. – 9:00 a.m.	Welcome from Board/PTO/Foundation
9:00 a.m. – 11:30 a.m.	Vision – The Power of Yet
11:30 p.m. – 1:00 p.m.	Lunch on your own
1:00 p.m. – 3:30 p.m.	Staff Handbook/Business Items

Tuesday—Meet in Spanish Room (Aides for morning only)

8:30 a.m. – 9:00 a.m.	Breakfast provided by RAK
9:00 a.m. – 11:00 a.m.	Random Acts of Kindness
11:00 a.m. - 1:00 p.m.	Lunch on your own
1:00 p.m. – 4:00 p.m.	Meet in Tech Lab

Wednesday – Meet in Spanish Room (Aides not required)

8:00 a.m. – 12:00 p.m.	Core Knowledge Presentation
12:00 p.m. – 1:00 p.m.	Lunch on your own
1:00 p.m. – 3:30 p.m.	Core Knowledge Presentation - Curriculum Maps

Thursday –Work in Classrooms

11:30-1:00 Working lunch with elementary or middle school teams

Friday – Aides required until 2:00

9:30 a.m. – 10:30 a.m.	Pictures for badges-Stop by to get your badge photo.
1:00 p.m. – 2:00 p.m.	Kindergarten Round-Up followed by Ice Cream Social
3:00 p.m. – 5:00 p.m.	Ice cream social
5:15 p.m. – 8:00 p.m.	All Staff party at Kelli Anderson's home (sponsored by the Board. Spouses welcome (no children please)