

Ridgeview Classical Schools
Board of Directors Meeting Minutes
12-15-2005

Regular Business Meeting

Present: Board members. Dr. Moore, Kim Miller, Peggy Schunk, Jim Powers, Dom Carpine, Laurel Van Maren, Patrick Quadrel. Others: Susan Bebo, Jerry Patterson. Melissa Buick, David Buick, Tim Bebo, Gerry Hernblom, Jacque Bermel, Kurt Kniegge, Brian Robertson, Chelli Purcell, Monique Fink, April Treloar, Heidi Fennel, Randall Wiederhold, Christy Johnson, Laura Hester, Amie Sharp, Lori Zuccolin, Chris Zuccolin, Diane Dooley, Colleen Weissmann.
May have been others that did not sign in.

Absent board members: None

1.0 Call to Order

President Kim Miller called the regular business meeting to order at 6:18 PM.

2.0 Pledge of Allegiance

3.0 Adoption of Agenda

Jim motions to adopt minutes with corrections. Jim Yes, Kim Yes, Peg yes. Laurel abstains, Patrick abstains.

Motion passed 3-0. 2 abstains.

Jim motions to adopt minutes with corrections for special meeting on Dec 1st Peggy seconds. Motion passed unopposed. Kim yes, Jim yes, Peg yes, Laurel Yes. Patrick abstains. (did not attend meeting.)

4.0 Reports

A. President – received notice from CLCS raised yearly fees \$1.00 per student. We will pay usual fee this year and increase next year, since we have already made our budget. Peg and I attended Colorado League of Charter schools. We participated in the annual league vote; expressing our most important issues needing attention. Our #1 priority – facility financing. Alternative chartering authority was second. CLCS is also organizing a list serve to email directly to interested parties, parents can sign up to have information sent to them. We will send postcards to our parents. Peggy motions to put post cards in weekly notes with directions. Kim amends motion by sticking high schools post cards in their SAR envelopes and mailing home. Patrick seconds. Jim seconds amendment motion. Vote passed with no opposition. Parent advocacy will be notified of all voting. Notification from PSD that we received monies for entitlement funds. Totaling \$4,893.25. We will use to offset Riggs trainer to come back in middle of year. At the monthly Northern area Charter schools Luncheon, other schools wanted to know if we were interested in round table for elementary teachers. Dr. Moore will ask our teachers. mNew charter school opening in Fort Collins. New Area arts Academy. They were approved

by Institute. They have to give automatic 5% of PPOR back to Institute, we usually get approx. half of that back from PSD. Schools in Greeley are likely to lose their accreditation. What will happen to charters there? District will be asking Dr. Moore to do a paper and verbal review. We are #1 HS in state – Dr. Moore has been consulting with schools outside state and we got a congratulatory email from them. Also one from a professor in Wyoming. And a graduate student at Ohio State Dept of history.

B. Vice President/Secretary – no comment.

C. Treasurer – reviewed bank statements and they are all in order. Going through box of materials used in audit to be more informed. Working on printers and copiers. Has been communicating with CSU to get on T1 line. Trying to share with them for less money. SPAM – removing email addresses from website is only hope. Mr. Jones will work with Mr. Carpine. They will bring some answers to next BOD meeting.

D. Member – no comment

E. Member – no comment

F. Principal – Article in Coloradoan -Aristotle contest with 6th graders. Working to get college applications - due in Jan. We can look for college acceptances in weekly notes and on sign out front. HS #1 – official RCS cookie. Ranking in Coloradoan - did very nice job on article. Miss Lingle was very fair and nonjudgmental of our school, teachers, and students. We were in Rocky mountain news. Picture and article. History 1st year #2, 2nd year #2 3rd year #3. Last year (1.76) this year 2.49. D'Evelyn was 2.41. Classical academy 1.74. We made a significant jump in one year. What is this due to? Longevity of students. Lot of them were in remedial math class when they came here. And they had never written a paper. Their improvement has been amazing. Performing at college level. PSAT's just came in. Our Juniors that scored in the 90thile is 10 out of 32. 4 of these students were over 97%. Soph. were just as impressive. We also have some students that scored very low. Comments on elementary school and why we did not rank excellent. One particular grade has a lot of high needs students. We have found they are so far behind when they get to us that although they are making great progress, they are not on grade level. We are one of few schools in state that don't stop to do CSAP prep. We would have higher scores if we did this in elementary school but we are not willing to sacrifice student education for our scores. Math placement may also play a part. We refused to play the CSAP game even though we may always score slightly lower because of that. RCS Jr high scored excellent with improvement (was only high last year) every JR high student was proficient.

G. Assistant Principal – DRP calibration test results – looks like we did well but are still sifting through material. Two winter concerts. Surprise inspection from fire inspection during school day. We passed with only 3 violations that were easily fixed. Classrooms are safe. Winter formal for upper school. Currently contracted with Carrier for heating, vent, and AC. Contract is up today. Also maintenance contract. We are comparing companies. HPM, Carrier and Tolin all put in bids. Mr. Carpine recommends going with Carrier. That is what most of our equipment is. Peg motions to go with Carpine's recommendation to continue with Carrier. Jim seconds. Vote passes unopposed. There are hairline fractures on two units – (money comes out of “Arrington's bucket”) we need to replace. Picnic tables are still needed for lunch outside and cement area. Approx. \$2,000.00. This will also fix handicap ramp. Tables would be an extra \$2,500.00. Tables will come from fundraising – it has already been appropriated. Fundraising will pay for a total \$4,000.00, board votes on remaining \$1500.00. Jim motions to appropriate \$1,500.00 to come from money market account to make up difference, Peggy seconds. Vote passes unopposed. Fundraising money was designated to improve

PAC, they now have enough money to make this possible. Looking to BOD for direction where to spend money first. The board had already appropriated \$8660.00 from money market. But also need to upgrade transformer. We will be doing this for remodel anyway. Patrick moves to considered at Jan meeting. Laurel seconds. Vote passed unopposed. Need to discuss costs.

H. Business – was not able to discuss any business last month. Looked at Oct .reports. Nov. are not ready. Discussed % of budget spent in first 4 months. We are slightly over in a few categories but should balance out. Bottom line is 28% of budget has been spent in 4 months, so we are operating under budget.

Credit card discussion – we now have school credit cards. Auditors had no problem with how we have been functioning, however we think we should use a school credit card. Need to write a policy limiting days to turn in receipts. Patrick will write this policy. Patrick motions that Mr. Carpine and Cherie Carvalho have already been using cards and can continue. No one else will use theirs until policy is written. They will sign an agreement to be responsible for any receipts lost. They will not let anyone borrow their cards. Peggy seconds Vote passed unopposed.

I. Fundraising – Chelli Purcell – Dec 3 holiday gift shop was successful. Made approx \$2,000.00 plus \$550.00 saved on carnival. Working on carnival and auctio, there is a meeting on April 22nd. Looking for volunteers. \$57,000.00 sold in scrip. Tuition credit for Italy is growing. Over \$3,000.00 credit for 5 or 6 kids. Mr. Smith is talking about another trip next year. Meeting will be after first of year. This will need to get approved each year. They do get course credit. Fundraising has raised a total of \$11,000.00 since this summer (since Chelli took over).

J. Other committees – Accountability committee – sent their report to PSD. Peggy thanked committee for their hard work. They will have more later.

K. Teachers –No comment. Teachers want to change bylaws so teachers can be members and vote for issues. We will discuss this in board discussion

5. Old Business

A. Enrollment/Lottery Update – we have lost 18 kids in elementary school since Oct and only 5 in Upper school

B. Info Meetings -Update – info meeting was very slow but phone calls indicate a high interest in our school for next year.

C. Policy Violations – One policy violation that we dealt with. Accountability committee is working on one.

D. Facility Discussion with Building Corporation

1. Addition – discussion on whether to draw new plans 15,000 square feet – band room move 5th and 6th classrooms to larger rooms. Karate room padded/shared music room. Resource room, classroom for student services, place for kids to work on computers. We are still in process of suing the business park to change the easement. Until easement is settled we cannot get title insurance. It is going to trial so we cannot start construction in time to be completed by next Sept. We need to draw new plans to put addition in a new location. We will work with PSD's planning. Best case, Planning & Zoning will let us build and it doesn't have to go to PSD. It cannot be completed by Sept now. but part of it could. Peggy motions to pursue new plans with an architect to design alternative structure. Jim seconds. Role call vote Patrick No, Laurel abstained, Jim Yes, Kim, yes, Peggy, yes. Vote passes 3-2. We will continue to pursue law suit as well.

1. Heath construction will meet with us Monday or Tuesday. Terrence, Kim, Peg and Dom will attend.
2. Building corporation needs to approve previous motion. Amie motions to approve. Jim seconds. Vote passes unopposed.
2. Entry Area – Patrick moves to allocate funds not exceeding \$2500.00 for storage space for front office. Laurel seconds. Vote approved unopposed.
3. Volunteer Hours – Kim 100 Peg 70 Jim 47 Laurel 75 in November

F. Review Action Items -

6. Community comments – 3 min per person

7. Susan Bebo – questioned BOD members and understanding of process. Monique concerned with identifying more clearly with accountability, what are they? how do you give a grievance? when is timeline to respond, should they respond in a timely manner. Need some kind of process. Where does grievance go after accountability committee – maybe put something in handbook.

7. New Business

A. Policies Third and Final Reading- Policy Revision

1. AP 3.5 Student Network Acceptable Use. Jim motions to accept this policy as is. Peggy seconds. Vote passed unopposed. Patrick abstains due to unfamiliar with previous readings.

B. 2nd reading – Revision/Review

1. E2.1 Selection Process - Need to add sentence “ If there are adjustments to be made to the selection process the principal will keep the board informed.” Put after sentence “all available information. . . “

C. 1st reading – Revision/Review

1. SE 13.0 Philosophy of Sports – Decide on name. Policy reflects intent of founders. “If they are”... 4th paragraph delete space.
2. E 2.15 Conflicts of Interest – third paragraph has been added. discussion. will revise paragraph – “Is legal in the state and in the bylaws of RCS.” Recusing is from vote, not necessarily discussion. “Identify conflict” not necessary in writing. Delete last sentence. Laurel Van Maren will rewrite. BOD to employee, employee as BOD, family to BOD, business relation to BOD.
3. G2.6 Special Meetings Procedure Policy – agenda will not be able to be voted. Scratch first sentence. Agenda can be modified, approved like any other meeting. This is for special meeting for members not board. Title needs to change (Members meetings) This should apply for all member meetings not just special. Will table and rewrite. after talking to our lawyer.
4. SE 8.5 Parent Grievances – BOD and accountability will not entertain anonymous complaints nor can they hold information in confidence that is not in the best interest of the school. Add sentence at end. 2a, 2b, 2c depending on what the issue is depends on which of entity you go to. “Grievances regarding policy should be directed to a BOD member.” Need to add: “grievances regarding an administrator should be directed to individual first, then the BOD at a meeting in writing. Flush every position out. BOD, staff member,
5. SE? Use of Facility for School Sanctioned Events: No need for this policy,

we already have policies that cover all areas (listed below). Need to fill out activity request form.

6. AP 1.1 Special Events-Parties, Field Trip, Guest Speakers
7. SE 8.03 Chaperone Policy
8. SE 12.0 Utilization of Facility
9. SE 12.5 Schoolwide Events
10. Grievance from Accountability committee – received a letter. One teacher distributed a personality survey in class that was disturbing. Was discussed with teacher's supervisor agreed a letter should be sent home. The letter was very brief and caused more concern than ease. Emails followed and words were mistyped. Policy violations occurred. Teachers should have approved survey with Dr. Moore. Accountability committee discussed and reviewed. Recommendation is that we remove personality surveys from all parts of survey. 2nd – upper school staff review moral virtue policy now so nothing else happens and during every summer training. 3rd. BOD send letter to policy violators and in writing notify accountability committee. AC has drafted letter to parent who brought issue to them.

8. Budget work – Update Kim suggests herself and another member or two detail budget outside BOD meetings. Jim, Kim and Patrick will do this and post meeting. District says our PPOR was 617 ½ we disagree by ½ but cannot may not receive money.

9. Discussion Regarding BOD training discussed best practices and worse from CDE. Would like to go to Denver and talk to Barry. should do before next BOD meeting. Roberts Rules – include in bod packet and attendance of meetings. Need new board books for all.

Discuss Christmas Party – Jan 7th (sat) 5PM at Peggy's house. Gifts - \$25.00 per teacher – same as last year. \$15.00 for other. Peg motions to spend up to \$4,000.00 for party and gifts. Laurel seconds. vote passes unopposed

conferences – Charter school conferences: Kim and Peg going. Two people from SS can go to LDA conference.

Music – all state or western state – 2 or 3 day stay. Hotel, registration etc, would school be pay for it? Dr, Moore will decide if RCS will pay and it will come from student funding.

10. Community Comments – 3 min per person NONE

13. Meeting adjourned

Peggy Schunk moved to adjourn at 11:50 pm. Jim Powers seconds. Motion passed unopposed.

Director Schunk moved to go into Executive Session. “The Board went into executive session concerning _____ [description of topic, e.g. “personnel matter”] as authorized by Colorado Revised Statutes, Section 24-6-402(4)(_) [fill in proper letter number].”

Director Powers seconded the motion.

Those voting AYE: Directors Miller, Schunk, Powers

Those voting NO: None

Motion passed 3-0

Pursuant to C.S.R., 24-6-402(4)(c), the Board voted to meet in executive session for discussion of AC grievance, teacher letter, and baby gift for teacher. Executive Session adjourned at 12:40 am