



# Ridgeview Classical Schools BOD Minutes

February 21, 2008

Room # 208 6:00 P.M.

Log 4:30 Work session to Review Hiring Process Document and Applicant Tracking

5:00 Motion for Exec Session - confidential personnel items and contract issues

5:55 Adjourn

I. 6:00 P.M. Call to Order / Pledge of Allegiance at 6:07 Mr. Carpine, Laurel VanMaren, Chelli Purcell, Margaret Provencher, Kim Miller, Patrick Quadrel, Heidi Fennel, Brian Robertson, Cherie Carvalho, Tatjana Wyns, Kristin Weiss, Mr. Massoudi, Mrs. Massoudi, Cyrus Massoudi, Mr. Hild, Mr. Pait.

II. Review / Adoption of Agenda Move VIIIC to IVG. Laurel moved to adopt with changes. Chelli seconded. Passed unanimously.

III. 6:05 P.M. 1-17-2008, 1-24-08, 2-2-08 (work session) Minutes Review-Amend / Approve pgs 1-7 Chelli moved to adopt all minutes with changes. Laurel seconded. Passed unanimously.

IV. 6:15 P.M. Reports (others as needed/added per agenda adoption)

A. Principal - Dr. Moore not present. Mrs. Provencher reported that we have one Boettcher finalist, Lexi Tsoi, who has done the interview. Our 4 National Merit Semifinalists are now Finalists: Lexi Tsoi, Josh Purcell, Emmaline Ashley, and Greg Wilson. We have mailed 126 college application packets and 20 scholarship packets. There have been 41 college acceptances for 19 seniors. Scholarships have been offered in the amount of \$234,000. B. Curriculum C. Homework D. AP Annual health inspection last month. No major issues. Have to have fire-proof containers in art rooms, locking, done. Disinfectant was too weak - switched to stronger one. CSAP trainintg29 Jan attended by Mr. Carpine, Mrs. Provencher. New rules: no cell phones in testing room, students spaced farther apart, other changes that will be gone over with faculty. Turn-in times changed. 3rd drop off, science testing first, then other tests. CELA testing last month went well, no errors. Cyrus Massoudi working on Eagle scout status. He has to do project; 100% of materials have to be donated. He wants to improve grounds at corner of Lemay and Stuart. Trees, shrubs, bark. Possible move large lighted sign to corner of bldg. He has gotten approval from the city that walkways etc. are in code. Won't effect sprinkler system. If we move sign, the school will have to pay the expenses of materials.. Kim - need to vote if we move sign. Has to be completed by 18 May 09. Patrick - how does it affect neighbors? Dom will look into planning and zoning requirements. It is a BOD issue to approve such changes to the property.

COMPUTER FAILED. MINUTES LOST FROM HERE UNTIL BREAK. RECONSTITUTED FROM MEMORYAND WRITTEN REPORTS.

E. Safety/Security - Lockdown drill was held on February 20, 2008 at 9:17 a.m. The drill was held during a passing period and only the PA system was used, the speaker phones in the classrooms were not utilized. The drill overall was successful in regards to students getting into classrooms immediately and being locked down. The building was locked down within three minutes. We have a number of issues that still need to be dealt with. The safety committee will review the input from administration and faculty and make changes if necessary. There will be an assembly tomorrow of upper-school students to address lock down behavior, CSAP testing, and a few other items. In the past week we have experienced a number of exterior doors being left open after normal hours. The doors have been to the gym, front of the building, and the double doors facing Lemay Ave. where the bridge is located. There were about 3 weeks in late Jan/early Feb when there were no doors left open at night. Patrick - Why? Did the security man patrol then? Does he send a report if there are no infractions? No. Dom - was the last one out most of the time during those weeks.

F. SS Coordinator - Heidi: has been a busy time with conferences. CDE sponsored training on Secondary Literacy held at Peak to Peak Charter School. Alpine Training for RTI progress tracking and student monitoring. Courage to Risk Conference - this conference focuses on learning

disabilities, specifically research in writing and reading, and how to address behavioral concerns with students. We took 12 teachers to this conference. Some from Student Services and some classroom teachers, this is the first time that this many classroom teachers attended this conference, it was good to have these discussions and it seemed to be helpful for the people who attended. - Love and Logic Conference/Training - empathic problem-solving approach for discipline, specifically for the roughly 5% of students who don't respond to traditional discipline techniques. My general statement: "I am looking forward to applying this knowledge with the students we work with. This is good, useful information."

G. Teachers Mrs. Wyns and Miss Weiss asked for an increase in art fees due to increasing expenses of supplies and desire to have students be able to do more mature art projects. Most of what they use are expendable supplies. Some of the supplies are used for drama, madrigals, etc., to make posters, etc. Kim suggested \$2000 from general fund. Patrick moved to increase art fees by \$5 to \$14 per student, thereby increasing the all-school fee to \$37 and to give the art department \$1000 from general fund. Laurel seconded. Laurel - yes. Chelli - yes. Patrick - yes. Kim - no. Motion passed 3 - 1.

H. President Kim - Love and Logic conference was good. 1 student to state spelling bee, both Mock Trial teams to state.

I. VP/Sec. J. Treasurer Patrick likes the schedule J. Brings us into compliance with what the auditors wanted with the reserve requirement. K. Member Chelli - Love and Logic conference was good. L. Member Laurel - Love and Logic conference was good.

M. Committees - Fundraising - asked board to approve getting gift cards for the Barnes and Noble book fair so we get 15% instead of 10% profit to go to fundraising. AAC - Brian - Parent surveys - still tabulating results. Dom wants to know the classes with 100% return for free dress days. Brian referred him to Mr. Yu for that information. Heidi asked him to tabulate student services surveys - have not been sent out yet. He will tabulate and Laurel will type up comments.

V. 7:15 P.M. Business - Continued

A. January Balance Sheets and GF exp to budget pgs 8-22 - Kim - we are very close to where we should be at this time of year. Patrick - office staff expenses are high. Kim - working more hours than budget for.

B. Updated 07-08 Budget pgs 23-33 Added line in budget for appropriated expenses from reserve. It is the July 1, 2007, unrestricted amount of \$738,281. Used \$93,434 to date with balance of \$644,847. Added schedule J to budget. This will show specifics regarding appropriated expenses. Everything taken from this line will have to be approved by BOD in meeting. BOD to be explicitly aware if an approved expense is to be allocated from this reserve.

7:30 P.M. C. Facilities

1. Proposed Camera System for Exterior of School pgs 24-26 Dom - bid for 32 cameras for complete external coverage \$70,000. Problem with current system - once lights are off, can't tell who the persons are leaving the building. One person was identified and fined for leaving a door open. 3 cameras will max out the current server. Get them and put at doors most often left open. Then evaluate need for more cameras. Patrick moved to purchase 3 exterior infrared cameras and wiring up to \$2000. Laurel seconded it. Passed unanimously. From M&O.

2. Carrier Contract for roof top units pgs 27-38 Dom - maintenance contract doesn't cover service calls. Old one has expired. Patrick moved to approve new maintenance contract for 2 years for \$14,200, to begin 1 April. Laurel seconded it. Passes unanimously.

7:45 P.M. D. Policy Violations / Communications - Mr. Carpine has a policy violation and will deal with it and report to BOD.

E. Volunteer Hours

F. Consent Agenda

1. Vote Re: Confidential Personnel Actions - none

VI. 7:55 P.M. Community Comments - 3 min per person Brian - "learn by suffering" t-shirt - RCS already has an image problem with demanding workload. Don't need to advertise it.

8:05 P.M. BREAK

VII. 8:15 P.M. New Business

A. 3<sup>rd</sup> Reading/Review

1. AP 1.14 Guidelines for Extended Field Trips (separate document) Chelli - wants to get sense of board - guidelines, not procedures. Should parts of regular field trip policy be in extended field trip policy? Laurel - roll regular policy into extended one? Kim - all those things are in PSD policy to which we are bound. Chelli - discipline - PSD makes us reference their policies in ours. Why are we referencing others voluntarily? Why do we list policies that will be outdated when PSD changes theirs? Someone should check PSD policies before an extended field trip to see if there have been changes. Kim - we have to pull policies from PSD for extended field trip. We are bound to all PSD policies but we don't rewrite them into our policies. Chelli - PSD policies will be in procedure, the place where the person starts. It needs to be clear to teachers/parents that they have to follow all of PSD's policies; don't just say go look at PSD policies. Laurel - adopt something short as a policy and add what Chelli did as procedures and put all of it in handbook. Chelli and Kim will meet Monday to discuss further. Chelli - 180 days before or 90 days? Laurel - 90 for state and regional, 180 for outside the region. Release of indemnity and power of attorney forms have been handed out for Italy trip. Confusion as to who signs in what spots. Kim - ask PSD to see one that has been filled out so they know who to put in the blanks. Chelli is getting lots of calls about field trips. Calls/emails should go to Dr Moore.
2. SE 8.0 Parental Involvement and Volunteering pg 39 - no changes from meeting.
3. B 1.0 Cash Receipt pg 40 - Chelli - what happens for later in day functions? Laurel, still have to count money at end of function. Wording not clear. Change to "unless the money is collected at an after-school event." Chelli - if the office is closed before the cash is collected or turned in, the cash is to be. ... Kim - remain in 3<sup>rd</sup> reading, Chelli/Laurel work on it and send it to Kim. Chelli moved that we adopt parental involvement policy, table guidelines for extended field trips to Thursday morning, and move cash receipt to 3<sup>rd</sup> reading. Laurel seconded. Passed unanimously.

the last

8:40 P.M.

B. 2<sup>nd</sup> Reading/Review

1. SE 4.0 Discipline pg 41 - Moves to 3<sup>rd</sup> reading.

8:55 P.M.

C. 1<sup>st</sup> Reading/Revision

1. AP 5.5 Plagiarism pg 42 - Dom - a disciplinary referral will be given for plagiarism and cheating. Move to 2<sup>nd</sup> reading.
2. AP 5.6 Cheating pg 42 - move to 2<sup>nd</sup> reading
3. AP 7.5 Eligibility pg 43 Dom - when should it be enforced? Quarter? Semester grades? What is a term? How often should grades be pulled to determine eligibility? How long will they be ineligible? Should policy be re-written? Other PSD schools get a weekly report from Dom for sports. Our policy seems to make it so that students have no way to redeem themselves and become eligible. Laurel - grades and discipline issues should be separate. Dom - pulling the grades is an easy report. How often should I pull grades? How long do the grades have to be up before they become eligible? Heidi - for our students it would be a huge benefit for them to have a goal they can reach. 2 weeks is reasonable; 1 week would be great. Dom - not difficult to pull reports that often. Kim - inequity because teachers aren't putting grades in on a regular basis. Laurel - has to be communicated to teachers. Might make teachers get grades in sooner. Brian - long-term events like plays, musicals - student gets a role, gets an F, is ineligible, part is re-

cast, students gets grades up, but is out of the play. Dom - Dr. M prefers semester grades should be used and the student can't participate for the entire next semester. Heidi - downward spiral, nothing to work for. Motivation not there. Semester too long to let students not participate. Kim - we say a C isn't a bad grade, but they get ineligible with 2 D's, just one letter away. Extracurricular is saving grace for many students. Dom will come up with a proposal about practicing, understudies, do we give them time to redeem, look at D thing for being ineligible. Laurel - not fair to use a previous semester - need fresh start for next semester. Kim - look at GPA of core classes, too, as a cut-off. Heidi will also get involved. Dom will come back with proposals. Kim - put to second reading.

4. E 8.11 Employee Professional Development and Reimbursement pgs 44-45 - Kim - after employees go to conference they want reimbursed for expenses. They often turn in a handful of wadded up receipts. When several teachers go, it is uncoordinated. Designate a conference coordinator who will collect the receipts and put it in order before claiming reimbursement. The current way causes an audit problem. Last sentence is new to the policy. Laurel - makes sense. Move to 2<sup>nd</sup> reading.

5. Dress Code wording question/change pg 46 - dress code guidelines, not in policy. Remove "and/or student body." Not a policy so can just vote. Laurel moved that change be made. Chelli seconded. Passed unanimously.

#### VIII. Discussion Items

9:10 P.M. A. Operational changes due to audit findings -Mrs. Miller has been removed from accounting function - have view-only capability in the accounting system. She will continue in her approval and review functions.

9:15 P.M. B. Computers for RCS families pg 47 - Allow Mr. Hoffman to dispose of or recycle computer components as he deems fit and will notify Dom of the things he throws away.

C. Art Department Fee increase Request 48 - moved to 4G

D. 2008-2009 School Calendar pg 49 - Fall break stays as it is. Calendar goes to parents for comments in *Weekly Notes* on Monday. Two Jan 2's. PSAT and ACT dates have been set. Heidi wants teacher work day 5 Jan. so students would return 6 Jan. and come on 14 April. Laurel moves come back 6 Jan and 14 April. No second. Motion dies.

E. Projector for BOD pg 50 - Patrick - personal one costs \$500 from Dell. Doesn't want to spend \$1500. Secure it in Kim's office. Laurel moved to spend \$700 for projector from tech budget. Chelli seconded. Passed unanimously.

F. Attendance of College Advising Conference pg 51 - High school counselors conference in Tuscon. Patrick moved to send up to 2 attendees, based on cost projections allowing for need of 2 rooms. Laurel seconded. Passed unanimously.

G. College Advising Location pg 52 - Kim - need a space for college advising. Need to house files.

H. Min. Job Requirements for Principal and Hiring Committee progress pg 53 - Kim - are we holding applicants to the masters requirement? Laurel - experience could trump a masters. Patrick - doesn't want to be handcuffed to not consider other candidates. Ad states masters, but website job description says or equivalent combination of education and experience.

I. Love & Logic Conference - Kim - was a good conference. Got DVDs. Have someone come to teacher training. Make sure we're not re-consequencing a student for the same thing. How to reach the 1%, the gray areas, emotional issues. When basic needs aren't met, it becomes very difficult to do homework or learn. Dom - learned that a student's problem is not his; hand it back and say what are you going to do about that? Kim - in solving your problem, you can't make a problem for someone else. Dom - what will board do with this information? Kim - bought resources to use, some to give to parents. Chelli - create school's core beliefs in concise and simple manner. Not all solved the same way for all people.

1. 10:15 P.M. Other - debrief - Patrick - shed break-in. Dom - door pried open - snow blocked it so couldn't open all the way. Leaf blower stolen. Hasp is not bolted on. Hinges are on outside with screws. Maintenance man will change them to inside of door. Fence is

fixed - bigger pole. Heidi - meeting was concise. Figure out the extended field trip - don't want to keep hearing it. Patrick - extended field trip discussion is out of hand. Don't want to spend any more time on it. Art teachers - don't need 10 min presentation, it has been submitted, don't need to be walked through it. Eagle scout thing - felt like he needed an answer tonight and we weren't prepared to decide. Concerned about bushes/trees. Dom - He had wanted to present it. Being spoken over by audience. Patrick - it is a board issue because of all the changes. Chelli - asked to send email to see how other schools found principals. Handout. Did they use headhunters? Which one? Results? Cost? It was a hit and miss in value of data. Kim - PSD accountability report handouts. We did get accredited, even though they asked Kim to explain data and use the "free PSD data analyzer." Laurel - glad art teachers were here to present their case.

X. 10:20 P.M. Community Comments Mr. Pait - seems that some of our students are unprepared for college. Not an academic issue. College is boring, it's not Ridgeview. Help prepare seniors for an atmosphere that is different from here. Patrick - can't we offer them just one dumb class? Pait: is there something we can do to ease the transition to a very different atmosphere? Brian - quiet week - has there been any feedback to change structure? Esp. with musical rehearsals.

XI. 10:30 P.M. Adjourn 10 p.m.