

# RCS BOD MEETING MINUTES

Meeting Date: APRIL 21, 2022

---

## **CTO/Pledge of Allegiance, 5:00 p.m.**

Present: Headmaster: Derek Anderson, Deputy Headmaster: Domenic Carpine, Vice President: Kelly Trospen, Member at Large: Kristina Menon, President: Teresa Schuemann, Treasurer: Megan Stanton, Secretary: Elizabeth Hamlin.

Community Members: Mrs. Mount, Mr. Mount (virtual), Mrs. Smith (departed: 5pm), Ms. Cohen.

Motion: Move to adopt April consent agenda with the addition of extended field trip and CLA audit, March Action Review and Minutes.

Moved: Mrs. Schuemann  
Second: Mr. Trospen  
Vote: Unanimous

---

## Board Reports

**Headmaster:** Provided an update on courses taught, recent school events and performances attended. Reported on Senior Theses, meetings with Deans and Department Heads, Advisors, Student Council, Ambassadors, Administrative Staff, and Ridgeview Alumni. Outdoor Program trips were discussed, along with a review of the recent parent book group meetings, podcast and video creation activities, Student Ambassador recruitment, great attendance of the Valborg event, community outreach efforts culminating in meetings and tours of RCS, parent teacher conferences, and faculty retention and recruitment activities.

**Deputy Headmaster:** Provided an update on the current state of character of the student body, referrals increasing. Review of facilities, and security. Standardized testing schedule was presented, and discussion regarding Liberty Commons' math scores and various methods and techniques used to prep students for the tests. Status of employees reviewed; one TA will be resigning as of March 11.

**Dean of Students:** Summary of Student Services regarding mental health check-ins, IEPs, behavior calls, READ benchmarking. Faculty Advisors training for preparing students for next year. Carousel summary of clubs, and review of sporting events was provided.

**Academic Dean:** Completed timeline for review/submission of new weekly sequences for 2022-2023 academic year. Requested brief report from teachers reviewing their classes for next year. Report on required sequences for the year. Latin Department proposal for adjusting Elementary program under review. Investigation into assessments, due dates, policies for makeups, and retakes is underway and will drive training discussion next year. Summary of project completed was reviewed, along with the College Advising activities, and standardized testing.

**Admissions:** Current enrollment headcount and capacity was reviewed. Report on lottery activity and depth presented to the BOD, along with Hubspot and enrollment event schedules.

**Registrar:** Reports to the district reviewed, along with scheduling work. Election process is moving forward, aligned with policy. Second term grade due dates presented.

**Attendance:** March attendance numbers presented. Attendance Average and tardies reviewed and discussed.

**Information Technology:** Provided updates on copiers, printers, the camera system switches – all fixed and switches are handling the load. Report that the SchoolPass add-on to Powerschool will be demonstrated and a recommendation will come forward if the administration believes it will benefit the school.

**Media:** Performance of website, social media, and advertisement campaigns was reported to the BOD. Competitiveness with local schools is improving after adjustment to SEO settings. Scheduled, planned, and ongoing projects presented and reviewed.

**Business Office:** Financials were presented and reviewed. Rents and fees revenue goal was reached.

**President:** Thank you for the Hoplite Radio “Why teach at Ridgeview” show. It was very enjoyable. Thank you to the Hoplite Hoedown Committee and their fundraising efforts. Congratulations to the girls’ basketball team, it was very exciting to see how well they did. Election Committee: Things are moving forward. We interviewed the candidates today. The next event will be speeches to the faculty April 26<sup>th</sup> and community speeches April 27<sup>th</sup>. Election will be the night of the ‘State of the School’ address. Voting: Week before election night will include absentee voting May 2 – 6 at 4:00p, in person voting will occur from May 6, 5pm-6pm. The RCS corporate members list has been completed and will be at the RCS Front desk along with numbered ballots and ballot box to ensure confidential yet tracked voting. Quorum will be set and announced on May 6.

**Vice President:** Congratulations to the Science Bowl Champions. Hopefully they will go on to find success at Nationals. SAC: Finished fourth quarter meeting, Nuntius summary will go out next week. BOD will have the ad for review. Administration has the links to the results. BOD will have access to the data within the next week. Final deliverable for the SAC is the historical graphs for discussion at summer session. UIP is still a responsibility of the SAC and we are watching the website for submission dates.

**Secretary:** Thank you to the Hoedown Committee for putting on a great evening. Almost \$40,000 was raised. Thank you to Mr. Anderson for continuing the reading groups. Volunteer report: March numbers were up year over year, which is great news. Volunteer Appreciation Week planning is ongoing, and it sounds like it’ll be a great week.

**Member-At-Large:** Thanks to the Hoedown Committee for the hard work. Thank you to Ms. Cohen for guiding the work. Mr. Anderson, thank you for the break we had going into the 90 days of May. Shadow season is going on now and it’s going well. I’ve had a chance to attend several sporting events, which were great. Miss Pritchett has put together some great videos of Ridgeview. Our attendance of reading groups is going up, which is wonderful. Lands’ End rebated us \$4000. We’re also scheduled for a big PPOR increase; it is now higher than ever.

---

## Board Business

**Policy SE 10.0 Enrollment:** Motion to adopt policy with friendly amendments.

Moved: Mrs. Stanton  
Second: Mrs. Menon  
Vote: Unanimous

### Policy SE-10.0 Enrollment

Per the Admissions Process defined in our charter application and contract with Poudre School District (PSD), Ridgeview Classical Schools will not make any distinction on account of the disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Enrollment is open to anyone who chooses to attend. We encourage parents to review carefully the Ridgeview Classical Schools’ charter, handbook, and curriculum and to enroll their children if they value the school’s mission, philosophy, and educational offering.

Vacancies exist whenever the number of students enrolled in a class is below that class's capacity. As vacancies occur, those vacancies will be filled using a lottery system with enrollment priority outlined below. To be included in the lottery list, parents must complete a Letter of Intent.

Enrollment priority is given to applicants in the following order:

1. Siblings of currently enrolled students;
2. Children and grandchildren of current teachers, administrative staff, and full-time employees of Ridgeview;
3. Children and grandchildren
  - a. of formerly employed faculty, administrators, and full-time employees of Ridgeview-who left the school in good stead and were employed for a minimum of six years,
  - b. of former students who studied at the school for a minimum of six years and left the school in good rapport,
  - c. of Ridgeview graduates;
4. All other applicants.

Enrollment for Kindergarten and first grade students is dependent upon the age criteria for placement as determined by Colorado law and funding.

PART-TIME STUDENTS: Space permitting, part-time students are allowed in grades 7-12. Part-time students must come to the school at a specified time and leave the school upon completion of their last course for the day. Due to Ridgeview being a closed campus, students may not leave school grounds between classes. Part-time students are not eligible for the honor roll, all-school awards, or school scholarships.

**Policy SE 8.0 Parental Involvement and Volunteering:** Motion to adopt policy.

Moved: Mrs. Stanton  
Second: Mrs. Trospen  
Vote: Unanimous

#### **Policy SE-8.0 Parental Involvement and Volunteering**

Volunteers are an integral part of Ridgeview Classical Schools. Ridgeview relies on parental involvement and support. We request that each family volunteer at least four hours per month for each K-6 student enrolled, and at least one hour per month for each student enrolled in grades 7-12. All volunteers must complete a background check application through the volunteer database used by RCS, have a signed annual RCS confidentiality agreement on file, and wear a name badge at all times when volunteering at the school.

Any grievance or concern a volunteer has with a classroom or a teacher will be handled per Policy SE-8.5 Parent Grievances. Under no circumstance is it ever acceptable for a volunteer to confront a teacher about an issue when students are present. Volunteers may be removed for conflicts of interest or violation of confidentiality by an administrator or the Board of Directors if either believes it is in the best interest of the school.

**Policy SE 2.0 Attendance:** Motion to move policy to third reading.

Moved: Mrs. Stanton  
Second: Mrs. Trospen  
Vote: Unanimous

**Policy AP 7.0 Promotion (previous name: Reporting):** Motion to adopt policy.

Moved: Mrs. Menon  
Second: Mr. Trosper  
Vote: Unanimous

### **Policy AP-7.0 Promotion**

K-6 students: Our primary goal at the elementary levels is solid literacy. A child cannot go on to more complex studies if he or she does not have adequate reading skills.

A student may pass to the next grade if they read just above grade level. For example, first graders must read at a minimum of a 2.0 instructional level to pass to second grade; second graders must read at a minimum of a 3.0 instructional level to pass to third grade; third graders must read at a minimum of a 4.0 instructional level to pass to fourth grade. (2.0 means 2nd year, 0 months)

To avoid loss of reading skills over the summer, a vacation reading program will be instituted. This will consist of reading specified works and completing written assignments. These assignments are due the first day of school and will be evaluated.

In addition to literacy, K-6 students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; history; math; science) over the course of the year and attained at least a C average. Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates not only the ability of the student in the various subjects but also the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level will be retained. "Borderline" cases will be decided by the teacher and the Headmaster.

In addition, students in grades K-2 must achieve mastery of the phonograms at the following minimum levels:

- Kindergarten: 50% of phonograms taught at the kindergarten level
- First grade: 80% of phonograms taught at the first-grade level
- Second grade: 100% of phonograms taught at the second-grade level

Age is the second criterion for placement in a grade level at Ridgeview Classical Schools. A student must fall within state guidelines to enter a grade. The upper age limit for 9 – 12th graders will be determined by Ridgeview's administration in accordance with Colorado law.

Intermediate and High School Students (grades 7-12): It is our goal for parents, teachers, and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses. A student must attain a 1.7 GPA in core courses (English, history, math, science) to pass to the next grade level. Students who make a C in a single class may re-take that class with the approval of the Headmaster. A 'D' in a single class may be a passing grade and may be awarded credit at the discretion of the teacher and principal. The student may be required to retake that class based on the recommendation of the teacher and Headmaster. Failing a core course will require the student to re-take the class. A student who fails an elective course may retake that course with the approval of the Headmaster.

**Policy AP 1.0 Educational Priorities:** Motion to move policy to second reading.

Moved: Mrs. Menon  
Second: Mr. Trosper  
Vote: Unanimous

**Policy M 1.4 Donations:** Motion to move policy to second reading.

Moved: Mrs. Hamlin  
Second: Mr. Trosper  
Vote: Unanimous

## Board Business – Discussion Items

**Remote Access to BOD Meetings:** Agreement to conduct in-person only BOD meetings moving forward.

**COVID – 19 Update:** County is still requesting reports. There has been a strong decline in positive tests. The COVID Counter will be discontinued on our website.

**Preliminary Budget:** Motion to adopt the proposed budget, moving \$250,000 to salaries and benefits.

Moved: Mrs. Stanton  
Second: Mr. Trospen  
Vote: Unanimous

**Extended Field Trip:** Outdoor Program trip First grade overnight campout (May 5-6): to Crow Valley approved.

Moved: Dr. Schuemann  
Second: Mrs. Hamlin  
Vote: Unanimous

**CLA Audit:** Motion: Move to contract CLA as auditor for 2022-2023 school year

Moved: Mrs. Stanton  
Second: Mrs. Hamlin  
Vote: Unanimous

**Calendar Debrief:** Discussion of upcoming events.

---

## Community Comments

Ms. Cohen submitted an impromptu comment to the BOD.

---

## Adjournment

*Motion made to adjourn meeting.*

Moved: Mr. Trospen  
Second: Mrs. Menon  
Vote: Unanimous

Open Meeting adjourned: 10:42pm

Next meeting is currently scheduled for May 19, 2022, at 5:00pm, Work Session 4:30.