

# RCS BOD MEETING MINUTES

October 12, 2022

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CTO/Pledge of Allegiance, 5:06pm

Present: Deputy Headmaster: Mr. Carpine, President: Dr. Schuemann, Vice President: Mr. Rankin, Secretary: Mrs. Hamlin, Member at Large: Mrs. Menon, and Mrs. Mount

Absent: Mr. Anderson, Headmaster

Community Members: none

**Motion:** Move to amend the agenda to include extended trip and FAML program under board business.

Moved: Dr. Schuemann

Second: Mrs. Menon

Vote: Unanimous

**Motion:** Move to accept September minutes and action review, also the notes with edits proposed by Mrs. Menon.

Moved: Mrs. Menon,

Second: Mr. Rankin

Unanimous

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## Board Reports

**Headmaster:** Report was reviewed. The report details continued work on safety and security planning for RCS facilities, Security Advisory committee formation, Financial advisory committee meeting, professional development, event transportation issues, and events including Headmaster's coffee, First Responder's Day, and 12<sup>th</sup> grade outdoor trip.

**Deputy Headmaster:** Reviewed report including disciplinary referrals, security statistics, standardized testing Also reported on Homecoming week and dance details, long with the challenging efforts for consistent attainment of substitute teachers.

**Dean of Students and Student Services:** Provided Student Services summary, Faculty Advisors update, and Carousel summary including upcoming events for the next month.

**Academic Dean:** Provided curricular compliance update including completed, scheduled, ongoing and planned academic projects, College advising summary, Ineligibility policy implementation, and standardized testing analysis.

**Admissions:** Sibling lottery is winding down, then on to regular lottery. New parent information meeting on October 24; it's for new families this year (8:30-9:30 am).

**Registrar:** Provided update on district reporting and plans for RCS class scheduling for 2023-2024 academic year.

**Attendance:** Report provided and reviewed with September 2022 attendance statistics.

The number of late students appears increased among the upper school with the removal of the “tardy bench. Mr. Carpine will ask faculty about the new practice of tardy students going to class and whether this is disruptive to teachers and other students.

**Information Technology:** report provided with updates on SchoolPass, Bloomz, and IT Security. Bloomz contract has not been executed yet as this system is not functional yet. Mr. Ubaña and Mrs. Houdesheldt are working with Bloomz staff to get this system working appropriately for our school.

**Facilities Manager:** reported on transportation fleet, building improvements to elementary cafeteria, solar system proposal, snow removal contract, and HVAC bidding process.

Motion: Move forward with the purchase of the HVAC system per the recommended bid provided by Facilities manager.

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

**Media:** report provided regarding our website and social media performance, planned advertisements, and scheduled, planned, and ongoing media projects.

**Business Office:** September 2022 Financials provided and reviewed.

Motion: Father-Daughter Dance Committee allocate \$3000 to the Teacher Appreciation and \$3000 to Hoplite Families in Need from the from the father-Daughter account.

Move: Dr. Schuemann  
Second: Mr. Rankin  
Vote: Unanimous

Motion: Change the name of the Madrigals PF account to Upper School Music PF account

Move; Dr. Schuemann  
Second: Mrs. Menon  
Vote: Unanimous

Motion: Change name of Choir Club PF to Elementary Music PF

Move: Mr. Rankin  
Second: Dr. Schuemann  
Vote: Tabled until next meeting

**President:** Contact signed with FCCC, Bloomz contract pending, Board training completed with Mr. Rankin and initiated with Mrs. Mount. Mr. Rankin & Mrs. Mount can attend the on-line training offered by the School of Choice. Board review of Headmaster’s expense report completed and approved. Thanks to Mrs. Carvalho for all her work with the Outdoor program; thank you to Mrs. Menon, Mrs. Peyronnin, and everyone involved for their work on First Responders’ Day.

**Fundraising:** Hoedown Committee has met again with no name changes yet, but further future consideration. Funds raised last year were used to pay for outdoor tables, Gaga ball pit upgrades with gravel, mats, and labor.

**Finance Committee:** Had their first meeting. Mr. Anderson & Mrs. Stanton were in attendance. Audit is scheduled for the November session; members of committee are invited to attend this work session. Auditors recommend that the Board should review Headmaster’s expense report and approve them. This review was completed and approval will be provided to Business Office.

**Vice President:**

**SAC:** No UIP need to be filed this year. Still need email addresses for new members and set up a meeting in November. Also get going on the spring survey. Dr. Schuemann recommends keeping a copy of UIP data, because it doesn't save if skipped a year

**Election Committee:** Motion to elect Mrs. Siegal to the election committee

Move: Mr. Rankin  
Second: Dr. Schuemann  
Vote: Unanimous

**Secretary:** Presented the Volunteer Report.

**Member-At-Large:** Thanks to all who helped with First Responder's Day. Kudos to the Ambassadors. More Legislative updates to be emailed prior to election. Lands' End: They are moving to a new facility in a new town for embroidery and there was a time lag. They are very concerned and want to make it right. Talked with Mrs. Stanton about donations. For the IRS, receipts are only required for donations for \$250 and above. Putting together a Christmas glossy catalog for books from the bookstore. Available November 1, 2022, to be delivered by December 9, 2022.

**Mrs. Mount:** Thanks to the board for being warm & welcoming. Attended Headmaster's coffee, book groups, started training with board president, assigned and email account, etc.

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## Board Business

**Policy B 2.0 Expense Reimbursement:** Move to third and final reading with friendly amendments.

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

**Seat C Office:** Move to appoint Mrs. Mount to Treasurer position.

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

**Seat C Liaison Position:** Move to appoint Mrs. Mount as liaison to the finance committee and fundraising committees.

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

**Seat C Policy Handbook assignment:** Move for Mrs. Mount be assigned business policies in the handbook

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

**Extended Greece Field Trip:** Approve the extended field trip to Greece as presented Mr. Ayers.

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

**FAMLI Program:** RCS to opt out of state-run FAMLI program.

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

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## Board Business – Discussion Items

**RCS Christmas Party: Discussion Item:** Reviewed the plans for the party and meal options at FCCC.

**RCS Security Plan:** Tabled until next month.

**Round Square discussion:** An international organization for schools.

**Calendar Debrief:** Some upcoming events include October 27: Fall Fine Arts Show; October 28: Elementary curriculum parties; October 29: Trick or treat street; November 10 – 12: the Fall play.

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## Community Comments

None

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## Adjournment

Motion made to adjourn meeting.

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

Open Meeting adjourned: 9:34

Next meeting is currently scheduled for November 17, 2022 at 5:00pm, RCS R2 Conference Room