

RCS BOD MEETING MINUTES

Meeting Date: April 22, 2021

CTO/Pledge of Allegiance, 5:08 pm

Present: Principal: Derek Anderson, Vice Principal: Domenic Carpine, President: Teresa Schuemann, Vice President: Kelly Trospen, Treasurer: Megan Stanton, Secretary: Ian Rutherford, Member at Large: Kristina Menon.

Community Members: Mrs. Mount, Mr. Ayers, Mrs. Allori, Mrs. Lohan

Motion: Move to adopt April Agenda, Notes, and Minutes and February Minutes.

Moved: Mr. Rutherford
Second: Mr. Trospen
Vote: Unanimous

Board Reports

Headmaster: Updates on reading groups, administration meetings, graduation plans, faculty staffing and student awards. Also presented updates on the changes for the coming school year.

Deputy Headmaster: The city will be repairing the LeMay entrance and some sidewalk over the summer. Vision and Hearing Screenings are complete. The last item for the PAC project has been received. All standardized testing has been completed. Updates presented on upcoming and potential facility projects. The dress code was discussed at the middle school sports meeting. There will not be an all-school picnic. This year we will be securing an ice cream truck for the last day of school.

Motion: Move to use Reserves to cover the extra \$12,000 for March energy costs.

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

Student Services: Report on IEP and 504 applicants. Report on check-ins and behavioral calls. The next benchmark for READ testing is April 7th – May 4th. Results will be available in June. We will contract with PSD for limited psychology services for the 2021-2022 school year. The school will provide in-house psychology services during next school year.

Admissions: Admissions numbers and lottery updates were reviewed and discussed. Tours are being given to prospective parents at the end of the school day. Welcome cards are being sent to new kindergarteners. Hoping to host the new parents' Welcome Breakfast before the end of the school year. There will be an orientation for kindergarten parents next Wednesday in the PAC.

Registrar: Class scheduling is almost complete.

IT: The school does not see a pressing need to upgrade to fiber for internet access at the present time.

Media: Production for new marketing material is proceeding well. Quotes have been requested for graduation programs and tickets. Report on social media and website engagement was reviewed. Podcast recording may be started again in the 2021-2022 school year.

President: Thank you to the Administration for ongoing efforts to ensure a recovery plan that makes sense. Thank you to Mrs. Houdesheldt for her incredible efforts with the calendar and day schedules (overall, faculty, and students). Thank you Mrs. Stanton for all of the financial review for our budget and tax filing preparation. . Our negotiations for the charter agreement for the fourth renewal with PSD continues. The PSD Board will vote on our recharter at their April 25, 2021 meeting. Three contracts have been executed on behalf of the Board: PowerSchool for 2021-2022 school year, Clifton Larson Allen, LLC for Form 990 preparation and filing, RCS placement committee contract addendums for 2020 – 2021 school year.

Vice-President: **SAC Liaison:** Summary for the Nuntius will be created for the May Nuntius.

Secretary: Thank you to the Admin for opening the PAC for Senior Theses. **Legislative Liaison:** The legislature may present a bill later this session to force all public school teachers into unions.

Treasurer: March financials were reviewed and discussed.

Member at Large: Attended all parent meetings about the school changes. Thank you to Mr. Carpine for scheduling and administering all the standardized tests. It took three days to generate a breakdown of attendance records for in-person remote students which the state subsequently said it didn't need.

Fundraising Liaison: Fundraising efforts were reviewed.

Monthly Business

Volunteers: Volunteer hours were increased in March 2021.

Board Business

Editorial policy changes: It was unanimously moved by the board to change the title of “principal” to “headmaster”, the title of “assistant principal” to “deputy headmaster”, and all references to “quarters” and “semesters” to “trimesters”.

Principal/Assistant Principal to Headmaster/Deputy Headmaster

Employer/Employee Performance Policies
Policy E-2.0 Employment Application

Policy E-2.1 Faculty Hiring Process
Policy E-2.15 Conflicts of Interest
Policy E-6.2 Family Medical Leave Policy
Policy E-7.0 Business Hours
Policy E-7.1 Work Schedule
Policy E-7.16 Software installation; Equipment usage
Policy E-7.3 Safety
Policy E-8.11 Professional Development and Reimbursement
Policy E-8.15 Responsibility for Adherence to the RCS Mission and Philosophy
Policy E-8.16 Curriculum Oversight
Policy E-8.5 Harassment and Discriminatory Behavior
Policy E-8.51 Sexual Harassment/Abuse
Policy E-8.6 Drug Free Workplace
Policy E-8.7 Employee Grievances
Policy E-8.8 Personal Matter
Policy E-10.0 Intellectual Property Rights
Policy EP-2.5 Workers' Compensation
Policy EP-4.0 Performance Reviews

ACADEMIC PROGRAM POLICIES – AP

Policy AP-1.0 Educational Priorities
Policy AP-1.13 Special Events – Field Trips
Policy AP-2.0 Human Sexuality
Policy AP-2.2 Teaching Controversial Issues
Policy AP-2.3 Student Publications Policy
Policy AP-3.0 Video Viewing Policy
Policy AP-4.0 Grading Policy
Policy AP-4.2 Class Rank, Valedictorian, Salutatorian
Policy AP-5.0 Homework
Policy AP-5.5 Plagiarism
Policy AP-7.15 Graduation Requirements
Policy AP-7.35 Online Courses
Policy AP-8.0 Schedule Changes
Policy AP-8.5 PE Injuries
Policy AP-9.0 Student Fees and Supplies

SCHOOL ENVIRONMENT POLICIES- SE

Policy SE-1.7 Ridgeview School Cancellation Policy
Policy SE-2.0 Attendance
Policy SE-2.3 Attendance at RCS Events by Alumni and Former Students
Policy SE-3.0 Classroom Placement
Policy SE-4.0 Discipline
Policy SE-4.1 Suspension and Expulsion
Policy SE-4.2 Dress Code
Policy SE-4.25 Personal Hygiene
Policy SE-5.0 Mass Communication Policy
Policy SE-5.02 Parent Communications to Administration, Faculty, and Staff
Policy SE-5.2 Standardized Testing and Parental Rights
Policy SE-8.02 Volunteer Confidentiality Policy
Policy SE-8.5 Parent Grievances
Policy SE-12.4 Security of Site and Assets

GOVERNANCE POLICIES – G

Policy G-1.05 Board Candidate Qualifications
Policy G-2.1 Procedure for Annual Meetings of the Members of the Corporation of RCS

BUSINESS POLICIES – B
Policy B-1.5 Expense Reporting Policy – RCS Credit Cards
Policy B-2.0 Expense Reimbursement

Quarter/Semester to Trimester

ACADEMIC PROGRAM POLICIES – AP
Policy AP-5.0 Homework
Policy AP-6.0 Reporting Policy AP-7.15 Graduation Requirements
Policy AP-7.3 Volunteer/Work for Credit
Policy AP-8.0 Schedule Changes
Policy AP-8.5 PE Injuries

SCHOOL ENVIRONMENT POLICIES- SE
Policy SE-1.5 Guidelines for Creating the School Calendar
Policy SE-4.0 Discipline
Policy SE-7.0 Lockers

Moved: Dr.

Schuemann
Second: Mrs. Menon
Vote: Unanimous

Policy G – 1.15 Conflict of Interest:

Motion: Move to adopt policy G – 1.15.

Moved: Dr.

Schuemann
Second: Mrs. Menon
Vote: Unanimous

Board members shall serve *qua* board members without compensation but may be reimbursed for any necessary expenses incurred by them in performing their duties as members of the board.

Any transaction, contract, or agreement with the school (including but not limited to employment contracts or agreements) involving a member of the Board shall be approved by the full Board with the interested member abstaining. Each Board member is responsible to make known to the Board any circumstances that could involve a potential conflict of interest and to make a full written disclosure of all material facts prior to any vote to approve the contract or transaction and shall not attempt to influence the decisions of other Board members.

A written disclosure shall list, as applicable, the amount of the Board member's financial interest, the purpose and duration of any services rendered, compensation received for services, or information necessary to describe the interest.

Policy SE – 1.5 School Calendar:

Motion: Move to adopt policy SE – 1.5.

Moved: Mrs.
Second: Mr.
Vote:

Menon
Rutherford
Unanimous

The Board and Administration will create an annual school calendar to be approved no later than the April BOD meeting of the preceding year. Calculated hours of student instruction will meet or exceed the number required by the Colorado Department of Education. The school calendar will be presented to the Administration, employees, and parents of Ridgeview Classical Schools prior to its adoption, enabling comments and suggestions to be heard by the BOD. Adjustments, if deemed appropriate, may be made by the BOD in conjunction with the Administration.

Policy SE – 2.0 Attendance:

Motion: Move to adopt policy SE – 1.5.

Menon
Rutherford
Unanimous

Moved: Mrs.
Second: Mr.
Vote:

Regular attendance is important to ensure achievement in school. We discourage outside appointments, vacations, and trips taken during the school year. When scheduling conflicts are unavoidable, students are responsible for any make-up work accrued during their absence.

Excused Absence/Tardy

The following will be considered excused absences:

- Absences for medical reasons
- Absences for mental or emotional disabilities
- Pre-arranged absences must be approved by a Headmaster (e.g., visits to colleges or scheduled, performance-related activities)
- Attendance at any school-sponsored activity
- Bereavement (notify school if absence will extend beyond three days.) Ridgeview may require suitable proof of excused absences, including written statements from medical sources.

To Report An Absence

If your child is absent because of illness or an appointment for which we have not been notified previously, please call to make us aware of the situation before classes begin. Please notify the school every day your child is to be away from school. Office staff will place calls daily to parents for unaccounted absences.

Unexcused Absences

If a student has more than four unexcused absences in one month or ten in one academic year, the student may be classified as habitually truant according to Colorado Revised Statute (C.R.S) 22-33-104. An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. A parent/guardian of the student receiving an unexcused absence will be notified by the school.

Late Arrival /Tardiness

Tardiness is a form of absence and interferes with student learning. Disruption and loss of instruction time result when students are not in their classrooms ready to begin learning on time. Parents are expected to have their students at school a minimum of five minutes prior to the start of classes. Tardy students should be checked in at the office by their parent or guardian before going to class.

Intermediate and High School Tardiness

Promptly at class start time, doors to classrooms are closed and instruction begins. For Intermediate and High School classes, tardy students will not be admitted to class and will incur an unexcused tardy. Four unexcused absences in one month or ten in any year may cause credit to be withheld.

Extended Excused Absences

Extended excused absences will include, but are not limited to, acute or chronic illnesses/injuries, a terminally ill family member, or family death. Due to the individual nature of extended excused absences, each instance will be handled on a case-by-case basis by appropriate Administration and Faculty.

Closed Campus / Student Check-out

Ridgeview is a closed campus and a student may not leave campus for lunch unless signed out and accompanied by his or her own parent or guardian. In order for a student to be signed out, a parent must either come in person to the school or provide a written letter for recurring events. A student may only leave an activity or event with his or her own parent or guardian unless prior written authorization is given to the teacher or sponsor. No student may leave campus without the express permission of his or her own parent per occurrence. Recurring permission must be approved by the Assistant Principal.

NOTE: After School Program

There are many after-school activities available to Ridgeview Classical Schools' students. If students are not participating in a scheduled event or activity, they are not to be in the building.

All students who have not been picked up by 3:30pm will be allowed to use the phone to call a parent but must wait outside until transportation arrives.

Policy SE – 3.0 Classroom Placement First and Final:

Motion: Move to strike policy SE – 3.0.

Menon
Schuemann
Unanimous

Moved: Mrs.
Second: Dr.
Vote:

Policy SE-5.02 Parent Communications to Administration, Faculty, and Staff:

Motion: Move to adopt policy SE – 5.02 with friendly amendments.

Menon
Rutherford
Unanimous

Moved: Mrs.
Second: Mr.
Vote:

Parents may use any of the following ways to contact/communicate with Administration, Faculty, and Staff of Ridgeview Classical Schools.

- email
- note handed to RCS Office personnel for forwarding
- voice mail
- face-to-face meeting (scheduled in advance using one of the means listed above)

Useful Guidelines

**For guidelines regarding best person to contact please follow chain of command (see Policy SE 8.5)*

- Headmasters and Deans: Due to the amount of day-to-day responsibilities facing them, they will have many requests. Responses should be received within 5 business days.

- Administrators, faculty, and staff should respond within 3 business days (under normal circumstances.)
- Teaching Assistants: Questions and concerns should be directed directly to the teacher.
- Student Service issues: questions regarding teaching should be directed to the appropriate instructor, other issues should be directed to the Director of Student Services.
- Recess/lunch monitors, substitute teachers, etc. please contact the Deputy Headmaster.

Policy SE – 12.0 Utilization of Facilities:

Motion: Move to strike policy SE – 12.0.

Menon
Rutherford
Unanimous

Moved: Mrs.
Second: Mr.
Vote:

Board Business - Discussion Items

2021-2022 School Calendar:

Motion: Move to adopt the Ridgeview Classical School Calendar 2021-2022.

Schuemann
Second: Mrs. Menon
Vote: Unanimous

Moved: Dr.

COVID-19 Update: No new updates.

Form 990 Review: Reviewed filing options and came to a consensus on how to proceed.

Audit Firm Contract:

Motion: Move that the school sign the engagement letter with CLA, LLC to start the audit pending confirmation that the fees are reasonable.

Stanton
Second: Mr. Trospen
Vote: Unanimous

Moved: Mrs.

Pupil Fund:

Motion: Move existing pupil funds accounts on the list provided to the general fund along with existing funds and change the fundraising account into two accounts - Fundraising and Father-daughter. Keep \$5,000 in Fundraising account.

Stanton
Second: Dr. Schuemann
Vote: Unanimous

Moved: Mrs.

Graduation Board Responsibilities: The rehearsal is on May 28th from 10-12. Graduation is on May 29th from 10-1:30. Mrs. Stanton will provide the welcome to our community on behalf of the Board.

Extended Field Trip:

Motion: Move to accept the extended field trip request for the senior class.

Moved: Dr.

Schuemann
Second: Mrs. Stanton
Vote: Unanimous

4th Charter Renewal:

Motion: Move to accept the revised Fourth Charter School Renewal agreement received from PSD.

Moved: Dr.

Schuemann
Second: Mr. Trosper
Vote: Unanimous

Community Comments

None

Adjournment

Motion made to adjourn meeting.

Moved: Mr. Rutherford
Second: Dr. Schuemann

Vote: Unanimous

Open Meeting adjourned: 9:55 pm.

Next meeting is currently scheduled for May 20, 2021 with an Open Session at 5:00pm. In-person and Zoom meeting options will be available.

Zoom link for the next Board meeting is available on request.