



# Minutes: Ridgeview Classical Schools

## Board of Directors Meeting

October 4, 2012 @ 4:30PM, Room #208

1800 S. Lemay, Fort Collins, CO

### Agenda Item

### Action

### Who

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#### CTO/Pledge of Allegiance, 4:30PM

Present: Principal: Mr. Hild, Assist. Principal: Mr. Carpine, President: Kristina Menon, VP: Lisa Hoffman, Treasurer: Dan Nygaard, Members: Paul Heyliger, Fred Wagner, Faculty: Mr. Anderson, Mr. Smith, Others: Mr. Bodley, Mrs. Schuemann, Mr. Nauman, Mrs. Reynolds

#### Review and adoption of agenda

*Motion to adopt agenda with addition of discussion of internet donations and Music Booster's request.*

Moved: Paul  
Second: Lisa  
Vote: Unanimous

#### Reports

##### Principal:

Mr. Hild has completed 23 full faculty evaluations. He has been observing the new teachers and all is going very well (in addition, he has their mentors doing evaluations as well.) There have already been four colloquiums to date, which is a good start to the year. He is also participating in reading groups with both teachers as well as parents.

##### Curriculum:

The new classes are going well.

##### Homework:

There have been no issues so far. This topic was covered extensively during teacher training.

##### Assist. Principal:

Mr. Carpine reported that there has been a good start to the year with many activities and few concerns. The following events took place over the last month: Back to the Barracks, Senior Lock-in, and a middle school Ice Cream Social. Dress code violations are down this year. We are receiving peer pressure help from Student Council on this front. Students seem to want to earn the Denim Friday at the end of the month. The first fire drill went poorly due to lack of information regarding the new alarm panel. To run the drill, the "test" button was used (afterward, we were informed that the button is typically not wired for drills). The next drill will be done following the standard practice of pulling the alarm. The PSAT assembly took place, and testing will occur in October. Fall concerts are scheduled to take place at the end of the month. Pink Slips are down this month over last year. Mr. RCS will take place under the watchful eye of Mr. Ayers. The new substitute program is going well. Mrs. Petterson co-authored an AP Biology study guide which was shown to the Board. Mr. Wagner inquired if it was possible to get the teachers a pdf of room assignments so they have an easier time when looking for an open room during the day for special events.

##### RCI:

Mr. Anderson reported that training continues, with the three apprentices participating both in the classroom as well as in weekly discussions groups. He is meeting with all of them and their master teachers. There will be one math training done later this month for another charter school.

##### Safety & Security:

Mr. Carpine reported that two violations occurred due to mechanical failure. Both issues were fixed.

##### Student Services:

Mrs. Hayhurst reported they will be starting Homework Club in the next few weeks. They are currently finishing up the DRAs (they have 62 in the upper school to do). There are more 504s this year, and about the same number of IEPs.

- President: Mrs. Menon reported the Board Coffee to meet the parents went well, allowing for good discussion. She assisted the Science department with the SPIE Grant submission process. We are looking for a grant to buy netbooks for the science lab; several parents have offered their assistance if/when the grant is processed. She is working with Mr. Doremus to get a donation page set up on the website. Principal candidate interviews with parents, upper and lower school faculty, and staff have taken place, and all feedback has been gathered and compiled. Mrs. Menon has been attending the Principal's Book Club and commented that several parents have been gathering after the 45 minute session to continue the discussion either on walks or at a local coffee shop for several hours after each meeting. We have received positive feedback on the new format of the Nuntius, and would like to thank Mrs. Smith for all of her hard work. She also attended the North Area Charter School Luncheon and would like to begin setting up school visits to other charter schools in the Denver area. Mr. Anderson's apprentice study group is highly recommended as an opportunity to learn about educational philosophy, and as an occasion to observe RCS intellect in conversation. Finally, she was happy to have had the opportunity to attend the Colloquium on Bach.
- Vice President: Mrs. Hoffman reported that she has attended many of the same functions, and her report will be done under the PR Committee section.
- Treasurer: Mr. Nygaard has been working with Mrs. Miller analyzing why July cannot be closed. He reports they are working closely with the auditor to understand a ~\$7 mismatch. He has spoken with Mrs. Story to better understand her job function. He also attended several of the Principal candidate interviews. There is no update on the small mismatch with RCI, however he plans to have it resolved by the next meeting.
- Dr. Heyliger: Dr. Heyliger informed the Board that his son has been doing substitute teaching for 5th, 7th and 9th grades. He is amazed at just how much work is required to do this job, and wants to once again state his heart-felt thanks to ALL of our teachers!
- Mr. Wagner: Mr. Wagner informed the BOD that drivers are still making illegal left-hand turns out of the parking lot onto Lemay. Mr. Carpine confirmed that the city said we can put up an additional sign to make it more visible. Mr. Wagner also asked if there was interest in a Junior ROTC program. He was referred to Mr. Carpine who is responsible for after-school clubs.
- Teachers: Mr. Tim Smith reported the good news that Whole Foods has selected our school to receive the "Bag Donation" during the months of January through April. This money will be used to remodel the kitchen for better use by both the teachers as well as the summer cooking classes. He also went to a Star Teacher Retreat. The topics included discussion on the new state standards for teacher evaluations, and the usefulness of teachers presenting at the Colorado Charter School Conference. He says he has made many contacts and will work with Mrs. Menon to arrange school visits for those interested.
- Committees: PR Committee: Mrs. Hoffman reported that Mr. Hild was able to submit an article on Artem Bolshakov's perfect ACT score in the local newspaper. We have submitted a "Thumbs-Up" blurb for Dr. Kim in thanks for his presentation on Bach at RCS. Initial editing work has begun on the RCS page on Wikipedia. Mrs. Hoffman reports that she has edited the PSD Wikipedia page to both inform the general population that we are a PSD school serving elementary, middle and high school students. In addition, she added links which will take users directly to the Ridgeview Website. She also reported that she has reviewed the Facebook website and found 5 pages associated with our school name. She will attempt to gain control over the page with the actual name "Ridgeview Classical Schools." Mrs. Menon reported the Technology Committee has been fully populated with the addition of Mrs. Jhones and Mr. Edwards. Mr. Schroth has begun interviewing our technology consultants as part of the first stage of the Technology Audit.

## Monthly Business

Enrollment/Lottery Report – The October count was held. We currently have 757 enrolled students; down 16 to budget. The lottery database has been cleared out and there are less than 1,000 students in it at present. There is no lottery above the 6<sup>th</sup> grade. Mrs. Schunk believes we need to look at more ways to recruit students, be it advertising, open houses, or additional events at the Christmas Bazaar. It would be nice to have more internet presence as well. Exit interview forms are being revised in order to capture better feedback from departing students.

Facilities – Mr. Carpine reported all classrooms but 5 have the projectors and speakers installed. The chemicals used to clean the facility have been changed. He filed a claim with the insurance company due to hail damage. No updates on a possible solar grant.

Policy violations – None

Volunteer hours – For the month of September there were 296.5 Board hours and 416 other hours. In 2011-2012, there were a total of 7557 volunteer hours with 701 board hours. Mrs. Schuemann is having a difficult time finding a Volunteer Coordinator replacement. She is looking for suggestions of individuals who might be interested. She will post it again in the Nuntius.

## Policy Business –

One policy was presented for 1<sup>st</sup> reading:

**Policy AP – 9.0 Student Fees and Supplies** This policy was modified to reference waived fees (per AP 9.01).

*Motion to move to second reading with modifications:*

Moved: Lisa  
Second: Paul  
Vote: Unanimous

Three policies were presented for 2<sup>st</sup> reading as follows:

**Policy SE - 2.3 Attendance of RCS Events by Alumni and Former Students** This policy needs to be updated for clarification.

*Motion to move to Third reading with modifications:*

Moved: Paul  
Second: Fred  
Vote: Unanimous

**Policy SE - 5.0 Mass Communication** This policy needed updates to clarify that the Principal is in the approval path for all internal and external mass communications.

*Motion to move to Third reading:*

Moved: Dan  
Second: Paul  
Vote: Unanimous

**Policy AP – 6.0 Reporting** This policy needed to be updated to current practices.

*Motion to move to Third reading:*

Moved: Paul  
Second: Dan  
Vote: Unanimous

**Finances** – Mrs. Menon reported that the advertising opportunity with 9-News did not work out as planned, so they will be refunding our money. We were also notified by PSD that, due the reconciliation process for SPED fees, they will be returning \$35,330.

The Board reviewed the preliminary July reports, however there were issues with the percentages reporting incorrectly (July and subsequent months cannot be closed out until SDS locates the software bug causing this and is able to correct it. All subsequent months are ready and waiting to be closed.) Mr. Nygaard reported that,

although it was expected, no transfer was needed from the reserve in order to balance the 2011-2012 Budget. He reviewed the Activity Ledger with the Board, and answered specific questions that had been posed.

## Discussion Items

**Report on Test Results:** Mr. Carpine reported that he is still unable to find out why the state is reporting different numbers than those reported to us by ACT. He will be getting with Dr. Heyliger to review and graph results on other tests.

**LB Update:** Mr. Carpine is investigating how/if it is advantageous for us to combine lots with the current Little Bear property. This process would involve replatting, which would require a meeting with the city (Mr. Carpine has obtained the paperwork needed to request the required hearing, and will submit it). Dr. Heyliger asked what affect this would have if we wanted to sell the lot at a later date (we will find this out once our city visit is complete). He has followed up with the Tax Assessors Office and has received no additional feedback. No bids at this time with respect to the leaking roof (per the existing Triple Net Lease, it is possible that LB could be held responsible for roof repairs). Our renter is expected to move out in mid-January, per our latest conversation.

**Exit Interviews:** Covered in Enrollment/Lottery report.

**Veritas/Clothing Closet:** Mrs. Menon reported that Veritas has donated \$4,000 out of their budget to offset the cost of buses for field trips. In addition, Mrs. Schmidberger would like the Clothing closet money to also be designated for this purpose. The Board has no issue with this concept.

*Motion to designate the \$4000 donation and the Clothing closet fundraising to offset bus expenses by dividing it equally between grades K-6:*

Moved: Lisa  
Second: Dan  
Vote: Unanimous

**Insurance Reimbursement:** Mrs. Menon asked that the annual reimbursement from the Health Benefit be distributed by the end of November so that employees may make use of it during the holiday season.

*Motion to provide reimbursement at end of November/Beginning of December:*

Moved: Paul  
Second: Lisa  
Vote: Unanimous

**Faculty Christmas Party:** Preliminary discussion held. There will only be one more meeting prior to the party.

**Vote on SAC Members:** SAC has not met yet. No grievances have been filed.

**Internet Donation:** Mrs. Menon reports that there is an application for charitable donations which uses Amazon.com. She would like to set it up, and authorize use of a special account for collecting these donations.

*Motion to set up the online donation using a special account:*

Moved: Fred  
Second: Lisa  
Vote: Unanimous

**Piano donation request:** The Music Boosters would like to set out a donation box during the Faculty Recital to pay off the ~\$300 balance on the new piano the purchased.

*Motion to allow donation box at event:*

Moved: Dan  
Second: Lisa  
Vote: Unanimous

**Other:** Next Board meeting will take place on 10/11/12 for the Board Interview of the Principal Candidate.

**Community Comments:** N/A  
**6:30PM**

**Meeting Adjourned:**