

# RCS BOD MEETING MINUTES

Meeting Date: MARCH 9, 2022

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

Present: Headmaster: Derek Anderson, Deputy Headmaster: Domenic Carpine, Vice President: Kelly Trosper, Member at Large: Kristina Menon, (in person) and President: Teresa Schuemann, Treasurer: Megan Stanton, Secretary: Elizabeth Hamlin (virtual)

Community Members: (all virtual) Mrs. Mount, Mr. Mount, Mr. Rankin, Mr. Rutherford, Mr. Poonen

Motion: Move to adopt March consent agenda with the addition of Health Insurance, February Action Review and minutes.

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

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## Board Reports

**Headmaster:** Provided a detailed report on recent school events and performances. Updated the BOD on Senior Leaving Exam, plans to revamp mathematics instruction, redesign of volunteer system, testifying at the Larimer County Commissioner's meeting regarding the upcoming Senior Banquet venue, community outreach effort, Outdoor Program trips, and faculty retention and recruitment.

**Deputy Headmaster:** Provided an update on the current state of character of the student body, facilities: plans to upgrade rooftop units with ESSER funds, touchless plumbing upgrades to bathrooms, scheduling software, and summer rental contracts. Security report reviewed. Standardized testing schedule was presented, and discussion regarding local school math scores and various methods and techniques used to prep students for the tests. Status of employees reviewed.

**Dean of Students:** Summary of Student Services regarding mental health check-ins, IEPs, behavior calls, READ benchmarking. Faculty Advisors program continues to work on ways to help advisors be more consistent. Checklists and guides are being developed for summer training. Summary of club and sports activities was provided.

**Academic Dean:** Complete report on curricular progress through December of 2021 was submitted to Mr. Anderson. Post-Spring Break timeline will be communicated to the teachers for review and submission of new weekly sequences for the 2022-2023 academic year. Summary of projects was reviewed. Standardized testing analysis and specific math preparation being done in grades 3-8 prior to testing was presented.

**Admissions:** Mid-year student enrollment report was provided to the BOD for discussion showing the longevity of students who had been admitted after the October 1 count over the years.

**Registrar:** Civil Rights Data Collection report sent to district. Teacher reports complete and now error free. Report Card March and Graduation Guidelines are being worked on. Scheduling work for third term, elementary schedules, upper school schedules, and electives is being done. Reports for Honor Roll were reviewed.

**Attendance:** February attendance was above the 90% mark. Report on excessive unexcused absences was reviewed and discussed. Attendance average was down and tardy averages were up overall from last year in all schools.

**Information Technology:** Provided updates on copiers, printers, the camera system switches, and facilities management systems. Civic Champs software has been demonstrated and will be used next year if costs are approved. Software and subscription costs for 2022-2023 school year presented, reviewed.

**Media:** Provided updates on website and social media use. Continues to track ads and competitiveness with similar schools, as well as adjusting the daily spend based on activity reported by the Admissions Office. Reviewed upcoming and ongoing projects to include Arts promotional video, Beginning of Ridgeview video, Faculty Spotlights, Valborg and Hoplite Hoedown, and Outdoor Program stickers.

**Business Office:** Reports were not complete due to early BOD meeting date. Preliminary financials were discussed. Rents and fees are on target for our revenue. Loyalty match for 401ks will need to be raised next year. Tech software budget will need to be increased next year. Nothing of note in the financials so far.

**President:** I have met with both declared BOD candidates and want to thank them both for their time. Gratitude was expressed to Dr. Geier and everybody involved in putting the Madrigals performance together. A contract with the Tapestry House was signed for the Senior Dinner. Thanks to Mr. Anderson for all the wonderful Headmaster Perspectives released recently. Thank you for the great first aid administered in the wilderness recently. Gratitude to Mr. Carpine for his recent efforts to investigate relevant programs, classes, and steps that other schools are taking to prepare students for testing. The work session in the April BOD meeting will be spent with the qualified BOD candidates if either completes the Board candidate packets and the Election committee vets the candidates and finds at least one of them meeting all of the Board Qualifications. Completed board candidate packets are due at the RCS front office no later than 3:30p on March 22, 2022. The Election committee has met and established the calendar of election activities per policy, charter, and our bylaws if we have two qualified candidates thus an election. Dates of the events will be posted in the Nuntius and I will present these next meeting in the event of an election.

**Vice President:** I have also met with the declared BOD candidate for two very enjoyable conversations and would like to thank both for their time. Thank you again, Mr. Anderson for the recent perspective. I have forwarded them to friends and family and have received a lot of great correspondence back from them on your well-articulated views about what Ridgeview is all about. I'm thankful for you and the Outdoor Program for being so well-prepared for the inevitable emergencies that will occur on these trips. After such a great track record, the tendency to become complaisant about emergency preparedness has obviously been overcome by the consistent focus on first-aid training and safety. I wish the best for the kids and for speedy recoveries in both cases. SAC: Mrs. Huddleston has accepted the appointment to the Election Committee. Thank you to the SAC for doing a wonderful job with this year's surveys. Nuntius announcements will be going out to the community regarding the dates the survey will be open.

**Treasurer:** Hoedown update for the BOD: Hoedown location will be held at Ptarmigan Country Club on April 9 from 4:30-9pm. I think it'll be a very nice event. Tickets will be \$50 per person. Faculty members who offer an experience will receive 50% off their ticket prices. \$6,700 has been received in event donations so far. \$5,000 to help offset the cost of the event. A generous donation of \$2 for every \$1 raised from a Ridgeview family was offered. The committee's goal is now \$25,000. After resurfacing goals are met, we would like the remaining funds to go toward the purchase of a bus for the athletic department's transportation needs. If the remaining funds do not meet the full purchase price, we will apply next year's funds toward the necessary amount. The decision to move the venue away from the Country Club was based on cost and timing issues.

**Secretary:** Volunteer reports are in the packets. I spoke with Mrs. Douglas about the process to figure the monthly averages. It is purely historical, back 11 years, but we can request a rolling 10-year average, or request that the covid years be left out if we'd like. February volunteer hours looked extremely healthy. Volunteer Appreciation week will be 4/18-4/23, due to Easter Break RCS will celebrate it April 20-22. A proposal for the appreciation week program has been approved by the administration. I also met with both candidates for good discussions.

**Member-At-Large:** Thank you to the BOD candidates for interviewing. I know it takes a lot of time and it's very much appreciated. It was so nice to attend Madrigals and to see everyone attending without masks and enjoying the evening; it was very nice and I believe everybody enjoyed it. RCS is taking advantage of the Amazon account to order gear for the Outdoor Program at no cost. Hundreds of socks, shirts, leggings, and belts have been procured at zero cost thus far. Legislation: Still no negotiations on PPOR to report, though it is expected shortly.

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## Board Business

**Policy SE 10.0 Enrollment:** Motion to move policy to third reading.

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

**Policy SE 2.0 Attendance:** Motion to move policy to third reading was withdrawn. Motion to table policy. Policy will be returned for second reading.

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

**Policy SE 6.0 Student Agenda:** Motion to adopt policy.

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

### Policy SE-6.0 Student Agendas

Organizational skills are so important to lifelong success that we have made them part of our curriculum. To help students manage their assignments, we shall issue them a daytimer/agenda/planner. This book will include an Assignment Log and a Communication Log for parent and teacher comments. The agendas should go home every night and provide parents with a convenient method to monitor their student's work and study skills. In grades 7-12, the assignment notebook serves double duty as a hall pass. All students must have an agenda. If lost, a new agenda will be issued and the replacement cost will be charged to the student.

**Policy SE 8.0 Parent Involvement and Volunteering:** Motion to move policy to third reading.

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

**Policy AP 7.0 Promotion (previous name: Reporting):** Motion to move policy to second reading with friendly amendments.

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

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## Board Business – Discussion Items

**COVID – 19 Update:** We are seeing fewer students in masks as the weeks go by. Teachers are beginning to see the faces of some of these students for the first time in years

**School Fees:** Motion: Motion to keep all fees unchanged for the upcoming 2022-2023 school year. All School \$75, Senior \$130 locker \$15, PE/Krav \$25, 5<sup>th</sup> grade art elective \$20, upper school art elective \$25, photography \$25, robotics and 3d printing \$25, choir \$15, piano elective \$25, musical theater elective \$25.

Moved: Mrs. Stanton  
Second: Mr. Trospen

Vote: Unanimous

**Accounting:** Motion: Move locker fees collected each year into a fund “Locker repairs and replacement.”

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

**Software Subscriptions:** Motion to accept the list of software subscription fees presented to the BOD, with the addition of Survey Monkey.

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

**HUB Insurance Discussion:** Motion: Move to use committed fund “health surplus account” to absorb the coming year’s health premium increase.

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

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

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## Community Comments

None

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## Adjournment

*Motion made to adjourn meeting.*

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

Open Meeting adjourned: 7:46 pm

Next meeting is currently scheduled for April 21, 2022, at 5:00pm, Work Session 4:00 for interview with qualified Board candidates.