

# RCS BOD MEETING MINUTES

Date: December 8, 2022

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CTO/Pledge of Allegiance, 5:00 p.m. Present: Headmaster: Mr. Anderson, Deputy Headmaster: Mr. Carpine, President: Dr. Schuemann, Vice President: Mr. Rankin, Secretary: Mrs. Hamlin, Member at Large: Mrs. Menon. Community Members: Mrs. Daigneault, Mr. Garcia, Mr. Rutherford

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## Opening Items

**Motion:** Move to amend agenda to add extended field trips to discussion.

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

**Motion:** Move to adopt November Board Action Review with amendments.

Moved: Mrs. Mount  
Second: Mrs. Menon  
Vote: Motion withdrawn

**Motion:** Move to adopt November Board Action Review.

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

**Motion:** Move to adopt October Meeting Notes.

Moved: Mrs. Menon  
Second: Dr. Schuemann  
Vote: Passes (4 Yea, 1 Nay)

**Motion:** Move to postpone adoption of November Board Meeting Notes and Minutes to January 2023 Board Meeting.

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

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## Board Reports

### Headmaster:

- Met with seniors to ensure paths to graduation are in place.
- Held check-in meetings with new faculty as well as the music faculty to manage Dr. Geier's departure.
- Met with the Financial Advisory Committee on 11/28.
- Met with Mr. Reilly to work on a grant application for security funding.
- Met with faculty advisors regarding tutorial, chambers, and the advisor system.
- Reviewed Headmasters Coffee on 12/2.
- Discussed teacher observation plans for the 2<sup>nd</sup> term

### Deputy Headmaster:

- Discussed TA staffing as well as continued disciplinary updates.

### Dean of Students and Student Services:

- Student services update, faculty advisors summary, upcoming events/trips.

### Academic Dean:

- Reported on PSAT/NMSQT results.

### Admissions:

- Elementary and Middle school both at capacity. High school at 70%.

### Registrar:

- Submitted staff reports to PSD and beginning work on 2023-24 schedule.

### Attendance:

- Reported on November attendance data.

### Information Technology:

- Bloomz is up and running.

### Facilities Manager:

- 5 new HVAC Roof Top Units (RTUs) installed over Thanksgiving Break.

### Media:

- Reported on holiday break media plans

### Business Office:

**Motion:** Move to close FACE pupil fund account and split its remaining funds (\$1887.11) equally between three existing fine arts related pupil funds: Drama Pupil Fund, Lower School Music Pupil Fund, and Musical Theater Pupil Fund.

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

**President:**

- Dr. Schuemann reported that the FAMLI notification has been delivered to employees
- Contracts executed include Tolin Mechanical for HVAC installation and Fort Collins Country Club for 2023 Prom.
- Presented policy review with regards to recommended security measures..

**Vice President:**

- Mr. Rankin attended the RCS girls volleyball match this week.
- Thanks to the Christmas Party Committee
- Working with Mr. Anderson on Security Committee data collection

**Secretary:**

- Thanks to all who supported and encouraged me during my time on the board.
- Thank you to everyone involved for a successful staff and faculty Christmas party at the FCCC.
- Spoke with several potential board members
- Will work with Mrs. Douglas on volunteer report updates

**Treasurer:**

- Working with Mrs. Stanton on the upcoming budget modifications.
- Met with Mr. Reilly and Mr. Anderson regarding the security grant.
- Met with Numis on 12/8 to discuss plans for this year's event and pre-plan for 2024.

**Member-At-Large:**

Update:

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## Board Business

**Seat B**

Mrs. Hamlin will provide a list of people she has talked to about serving on the board.

**Secretary**

**Motion:** Move to appoint Mr. Rankin as Board Secretary

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

**Preliminary Budget Review**

- Discussed updating the website version of the budget as well as final adjustments to the 2022-23 budget for review in January.

**Policy AP-1.11 Special Events – Parties**

**Motion:** Move to adopt policy “AP-1.11 Special Events - Parties” with friendly amendments as follows:

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the Headmaster or Academic Dean at least 2 weeks prior to its planned execution. Approval for one year does not carry over to the next.

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

**Policy AP-1.12 Special Events – Guest speakers**

**Motion:** Motion to adopt policy “AP-1.12 Special Events - Guest Speakers” with friendly amendments as follows:

Guest speakers utilized during the school day must speak on topics covered in the course or grade. If possible, the students should be in process of studying the topic to be presented. Guest speakers must be approved by the Headmaster or Academic Dean prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest speakers who cover controversial topics must be screened by the Headmaster or Academic Dean. The screening may include an interview of the guest by the Headmaster or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions. Parents may have students excused from such presentations and understand that the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for students to be excused.

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

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## **Board Business - Discussion Items**

**RCS Faculty & Staff Christmas Party Subcommittee**

- Reported on party attendance as well as lessons learned to apply to next year’s event.

**Remote meeting option**

- The Board discussed pros and cons of remote meetings and opted not to pursue this further at this time

**Policy SE 4.01 Ridgeview Anti-bullying**

- Reviewed current policy. Dr. Schuemann will respond to parent letter.

### **2023-24 School Calendar**

- Reviewed the proposed 2023-24 calendar and approved to send it to faculty and parents for review.

### **Extended Field Trips**

**Motion:** Move to approve 4 extended field trips.

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

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## **Community Comments**

None

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## **Adjournment**

**Motion:** Move to adjourn meeting.

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

Open Meeting adjourned: 10:38 pm

Next meeting is currently scheduled for: January 19, 2023 at noon in R2 Conference room.