

RCS BOD MEETING MINUTES

Date: November 17, 2022

CTO/Pledge of Allegiance, 5:00 p.m. Present: Headmaster: Mr. Anderson, Deputy Headmaster: Mr. Carpine, President: Dr. Schuemann (via zoom), Vice President: Mr. Rankin, Secretary: Mrs. Hamlin, Member at Large: Mrs. Menon.

Community Members: In person: Nicole, Kyle, and Jack Scott (Left at 5:11 pm)

Via zoom: Mrs. Daigneault

Motion: Move community comments to beginning of meeting.

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

Motion: Move to adopt November 2022 Agenda, October 2022 Minutes, Action Review (as published in Dropbox).

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

Motion: Vote on approval of October 2022 notes at December meeting.

Moved: Mrs. Memon
Second: Mrs. Mount
Vote: Unanimous

Board Reports

Headmaster: Provided report details including continued work on safety and security planning for RCS facilities, *Round Square*, athletics, professional development, event transportation issues, and events including Headmaster's coffee and parent reading groups.

Deputy Headmaster: Discussed disrespectful and inappropriate behavior on campus and how it's being addressed with both students and parents of those involved. Also shared notes regarding a visit to Windsor Charter School.

Dean of Students: Student services update, faculty advisors summary, upcoming events and trips.

Academic Dean: Reviewed report which included details about curricular compliance, college advising and Tutorial use.

Admissions: Enrollment numbers and October count numbers are in process of being submitted to the state (736 students and 708.14 FTE). New family meeting was held October 24 and was well-attended.

Registrar: All appropriate reports have been submitted to the school district and work on next year's schedules has begun.

Attendance: Reported on October attendance numbers and tardies. No actual rule about 10% absences for illness for required shut down.

Information Technology: Bloomz is still in the works. No contracts for Bloomz have been signed by the Board.

Facilities Manager: Talked about MERV filters and how to reduce the stain on the system, especially in the spring & summer months.

Media: Miss Pritchett's report was reviewed. It included details about the RSC website performance, the social media platform, and advertising. She has multiple media projects planned and ongoing.

Business Office: Reported on the October financials.

Motion: Change Choir Club Pupil Fund to Fine Arts Club Pupil Fund, Amended name to Lower School Music Pupil Fund.

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

Motion: Close the FACE account and split the funds equally (\$1887.11) between the following clubs: Drama Pupil Fund, Art Pupil Fund, Lower School Music Pupil Fund, and Musical Theater Pupil Fund.

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

Motion: Move the Veritas Pupil funds to Restricted Art Fundraising Account.

Moved: Mrs. Mount
Second: Mrs. Hamlin
Vote: None
Motion withdrawn

Motion: As requested by the Numis Committee, move the remaining \$508.59 out of the Hoedown Pupil Fund account, and use it for the Gaga Ball Pit labor expenses.

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

President: (via Zoom):

- Mrs. Anderson provided a report on the execution of the Noetic Math contest which occurred on November 14, 2022. The Spring test has been set for Wednesday, April 19, 2023
- Thank you for your time on Tuesday for our Special meeting.
- A contract was executed for our HVAC replacement system with Tolin Mechanical along with a contract for the Solar system.
- Plan to review AP policies 1.11, 1.12, and 1.13 with Mr. Anderson for any necessary updates with Administrative structure.
- Thank you for the wonderful Headmaster Perspectives and for the Christmas catalog put out by Mrs. Menon and Miss Pritchett for the bookshop
- Friendly reminder to observe our employees in the classroom and complete policy review(s)

Vice President:

- Offered thanks to Mrs. Dixon for a successful junior college planning retreat and to the Middle School CVC for a great dance. Attended the Fall play dress rehearsal and was impressed with the performances and overall production.

- SAC met last Monday and appointed Mrs. D as Secretary and Mrs. Smith are chair. Talked about UIPs, spring surveys and scheduled next meeting date. SAC is scheduled to meet February 13, 2023.
- Election committee this week went through the calendar of what needs to be done in the spring for elections. Next meeting: Jan 21, 2023

Secretary: It is with a heavy heart, but after long and careful consideration I have sent the president of the board my letter of resignation, effective December 9, 2022. This time frame allows me to continue on the Board for the last two meetings of 2022, this one and in December. I am happy to train my replacement should the Board choose to appoint someone to fill my seat during this time. **This being said**, Seat B will be open for appointment. Also reviewed Volunteer report. It will now be printed as part of the Admin report to streamline things. Mrs. Douglas is currently copying me, as the volunteer liaison. I will send an email tomorrow letting staff know my last board meeting is next month. Also, I concur with Mr. Rankin in offering thanks to Mrs. Dixon for a successful Junior retreat. Also Thank you to everyone who worked so hard on the fall play. A special thanks to those who volunteered, including Mrs. Daigneault & Mrs. Carvahlo, neither of which had children involved in the play, but offer help when it was desperately needed.

Member-At-Large:

- There is a parent concerned with a new proposed mandate on social studies curriculum in CO. In Colorado the state does not have the ability to mandate school curriculums, and thus is no threat to any charter school that is unwilling to change their current program (we do not need to follow PSD mandates, as we have freedom over our curriculum per our charter.)
- Free lunch passed - doesn't apply to RCS; this is being funded via taxed (deduction from joint filers lowered from 60K to 16K.)
- Charter school funding promises to remain a hot topic during this legislative year
- Passed a program for students to remain as 5th or 6th year high school students as they obtain college credit.
- Increase in PPF by an average \$800 along with a promise to decrease the budget stabilization factor to 3%
- Meeting weekly with Miss Pritchett for marketing: brochures, ads, social media, etc.

Treasurer: approved request for fund transfers, meeting with Mrs. Stanton; reviewed audit; treasure bond purchase

Fund-raising committee Numis: moving ahead – Black & white theme chosen for this year’s event. Request a wish list from the administration. **Consideration of a family business directory as part of a fundraising campaign.**

Board Business

Policy B 2.0 Expense Reimbursement: Move to Adopt as follows:

Eligible expenses must have a Headmaster’s or designee’s written authorization. To be reimbursed for an authorized expense, one must submit an expense report/voucher accompanied by original receipts attached to a check request form to fulfill accounting and auditing requirements. As a tax-exempt organization, RCS does not generally reimburse sales tax paid by employees and volunteers who make RCS-related purchases. The Business Office can provide proof of tax-exempt status for employees and volunteers to present to vendors.

Mileage reimbursement is available to employees at the current IRS standard mileage rate, given that the following criteria are met:

- The mileage reimbursement has been approved in writing by a Headmaster or designee.

- All mileage was incurred in the course of official RCS business only. This does **not** include commuting mileage.
- All mileage was incurred on a personal vehicle, not a rental vehicle or RCS-owned vehicle.
- The mileage was at least 50miles per trip. Reimbursement may be requested for more than one trip at a time but must be requested no more than 30 days after the mileage was incurred. The reimbursement rate will be the rate in effect at the time of travel.

If RCS will be collecting revenue related to the expenses incurred, then the revenue must be received prior to reimbursement. Reimbursements may take up to ten business days to be issued.

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

FAMLI Program: RCS will decline all participation in the FAMLI program.

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

Board Business - Discussion Items

RCS Faculty and Staff Christmas Party: The Subcommittee reported updates on the party.

RCS Security Plan: Discussed potential policies related to safety and security and how those policies might fit in with the School Environment Policies section of the handbook.

Fiscal 2022 Audit: reviewed via zoom Mrs. Stanton & Allison Slife, (of CLA)

Community Comments

Nicole Scott presented comments and a letter (of the same).

Adjournment

Motion: Move to adjourn the meeting.

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

Open Meeting adjourned: 9:07 pm

Next meeting is currently scheduled for December 8, 2022, in the R2 conference room.