



*College Prep in a Small School Environment*

**Minutes of the Peak to Peak Board of Directors Meeting**

**Wednesday, October 7, 2015 at 5:00 pm in the Auditoria**

*The Peak to Peak community will inspire students to fulfill their academic dreams for college, to develop their creative passions and athletic talents, and to become responsible citizens.*

**Call to Order-** Lisa Walther called the meeting to order at 5:04 pm.

**Board of Directors in attendance:** *Voting Board:* Elizabeth Gable, Alison Griffin (arrived 6:15 pm), Hank Dalton, Gregg Sommer, Lisa Walther, Sandy Ray. **Absent:** Lisa Sicker. *Ex-Officio:* Kelly Reeser, Kyle Mathews, Melissa Christensen, Sam Todd, Suzanne Ovelman.

**Guests in attendance-** Jerry Howard, Sheryl Howard, Amy Brasier, Doug Brasier, Krista Stowell, Janice Thorpe, Jennifer Douglass, Daryl Yeakley, Theresa Bell, Rachel Hirt, Kristianna Vedvik, Jen Dauzvardis, Vicki Lundquist, Karen Amidon, Kirsten Otey, John Wilcox, Traci Schoeneweis. *Student Council Representative:* Alexander Mowery.

**Administrative Business:** Sandy Ray moved to “return to the practice of recording minutes as they were done prior to the 2013-2014 year and record a brief synopsis of a community members’ comments in the Public Comments section of the minutes.” Motion FAILED (4-1) by a roll call vote: Gregg Sommer, Lisa Walther, Elizabeth Gable, and Hank Dalton voted AGAINST, Sandy Ray voted FOR. The minutes will continue to only record the person’s name and note the topic they commented upon without summary of their comment. Minutes from 9/16/15 will be modified accordingly, and considered for approval at next Board meeting.

**Public Comments:** none

**Executive Director of Education Report:** Kelly Reeser provided a written report to the Board and highlighted the following:

- A new teacher evaluation tool is being piloted throughout this school year with several instructional staff who have volunteered to participate, along with those who are new employees at Peak to Peak. The new tool is expected to provide more flexibility in evaluating teachers.
- Ms. Reeser asked for a “Call to Action” around Hiring and Recruitment. The increasing difficulty in staffing new positions (HS Biology, MS Science, Special Ed) is revealing a nationwide shortage of teachers and tight labor market issue that is not unique to Peak to Peak. The following steps are being taken: Working on increasing the number of P2P preferred substitutes, creating a new category of “Long Term Daily Sub” to place a consistent sub in a classroom while during recruitment of permanent teacher, expanding advertising, increasing connections with teacher candidates who are finishing their education training, reaching out to recruitment firms, with other ideas to be considered. An ad hoc committee was formed to further research solutions for hiring going forward. Committee members identified include Kelly Reeser, EDE; Sandy Ray, Board liaison to HOD, Jaimee Miller and/or Steph Branscum HOD chairs, Megan Freeman and others to be identified as necessary.

**Executive Director of Operations Report:** Sam Todd provided a written report to the Board and highlighted the following:

- Campus Build Out- on schedule and going well.
- High probability that P2P credit rating will go from BBB+ to BBB as S&P downgrades the overall charter sector. In the event this occurs, it will be discussed with the FBC at the first meeting on October 27th. This is not anticipated to affect P2P as no additional borrowing is anticipated.
- Mr. Todd is working on a “white-paper” to help describe the Scholarship Endowment Fund to the P2P community.
- P2P will be participating in *Colorado Gives Day*, an online giving platform that enables matching funds to increase total amount raised on Tuesday, December 8th. Robyn Steuer will release a communication to community on how to donate online through this activity.
- 120 people participated in the P2P Golf Outing fundraiser for athletics, and was considered very successful.
- Free and reduced lunch applications represent approximately 8% of our student population.

- Colorado League of Charter Schools state conference will be February 25th-27th, at the Omni Interlocken Hotel in Broomfield. Board members are encouraged to attend.

**High School Principal Report:** Kyle Mathews provided a written report to the Board and highlighted the following:

- Update of 9th grade Biology. Ms. Sessions and upper level AP students are helping to support weekly Monday office hours for 9th grade Biology students, and tutoring is available in the Think Tank.
- Secondary conferences using the new format of 10-minute appointments by invitation and pre-scheduled will take place this week.
- Mr. Mathews' personal goal is to have 90%+ of our students pursue an educational trip to support curricula, world languages, character education and global citizenship. HS staff members are developing additional opportunities for trips (Rocky Mountain National Park, Mesa Verde, Gettysburg, Washington DC, Fiji, Moab, Panama, Spain, Cuba, Normandy-Paris, France).
- This fall, Newsweek 2015 HS Rankings did not mention P2P in their list of top 100 high schools. After extensive contact with Newsweek, Mr. Mathews reported they were unable to provide him a substantive reason for the omission leaving him to surmise it was due to misadministration rather than missed metrics as those have not significantly changed from past years when P2P was included in the list. US World News report will be published later this year.
- Intercom/bell system upgrade is needed; Mr. Mathews advises the Board begin to plan an investment in this area.
- The following changes to curriculum will be presented to the Board for consideration (in November) for 2016-17:
  - High School Student Council; 5 general elective credits per semester (full year course)
  - Philosophy; 5 social studies credits per semester (one-semester course)
  - "Parking-lot topics": AP Art History, AP Capstone Program (2-years or research practices and AP courses) Standard Economics (semester course, 10th grade, to pair with Standard US Government and Politics) and updated graduation requirements for Technology
- Mr. Mathews reported that changing half the Curriculum Committee meetings from K-5 and 6-8; to K-12 has been a positive change overall and has also been helpful to streamlining budget requests.

**MS Principal Report:** Suzanne Ovelman provided written report to the Board and highlighted the following:

- Implemented in-class technology device protocols that includes signs used by the teachers stating "Off and Away" and "Academic Purposes Only" to help support appropriate use of technology devices.
- Continue to develop English Language Learners (ELL) strategies for bridging students.
- Implementing "Teacher to Teacher Observations" to provide opportunities for MS teachers to observe colleagues across K-12. These observations are tied to goals as outlined in Professional Growth Plans and Goals.
- Ms. Ovelman will present a detailed report of her goals listed in the report, at the next Board meeting.
- To facilitate better understanding by teachers and students, MS has created "One-stop IC Shop" which is a link on teacher's EdLine pages, to provide a detailed explanation of the different components of Infinite Campus (IC); how grades are calculated, etc. It was discussed that not all parents were aware of this and that perhaps it's not available on all of the teacher's EdLine pages as of yet. Ms. Ovelman is working on a plan to "advertise" it to parents and students.

**ES Principal Report:** Melissa Christensen provided a written report to the Board and highlighted the following:

- As of Sept. 30th, review of data from i-Ready shows a slight improvement in reading proficiency from last year, and the number of students scoring in the "Significant Reading Deficiency" category is smaller than last year. She shared while this data is encouraging; it is too early to be conclusive.
- Staff members are working on ways to make homework meaningful and ensure students are receiving the repetition and practice needed in all content areas.
- Parent-Teacher conferences upcoming, goal is to have 100% of families participate.
- Beginning the process of researching and evaluating new curriculum options for literacy instruction. ES hopes to identify new resources and bring forth a proposal for new curriculum by the end of this year.

**Report from Human Resources-** Kristianna Vedvik provided a written report to the Board and highlighted the following:

- Retention rates for 2014-2015 were 92.9% overall
- HR Goals are to maintain and employ legally compliant hiring and termination practices, advise HOD and monitor employee retention, analyze trends and track overall implications related to employee turnover.
- The employee satisfaction survey rating for 2014-15 yielded positive or very positive responses in all categories.

- Strategic HR initiatives for this year include: Working with Traci S on a subcommittee to review support staff salary compensation, professional development, PD days and community involvement, and appropriate classification of salaried vs non-salaried personnel with respect to hours worked and exemption statuses.
- A key point of discussion was around the potential for minimum wage to increase again this year from \$8.33 to \$8.41 per hour, and how that might affect salaries and hiring.

**Update from Volunteer Coordination Team (VCT) Committee-** Theresa Bell (K-12 Volunteer Coordinator) highlighted the following:

- VCT has coordinators in place for HS, MS, ES, and Friends. A parent has volunteered to focus on staff appreciation events, and they are considering an athletics coordinator as well.
- Ms. Bell highlighted events the VCT has been working on: Reading Buddies (2nd grade), Puma Spirit Events, Tutors for Latin Student Union Group, Golf Tournament, College Day, Staff Appreciation Luncheon(s), MS ROAR Breakfast, MS Field Trips, MS Career Day, Canned Food Drive, Hearing & Vision Screenings, Grandparents Day.
- Ms. Bell discussed the following projects that VCT is working on this year: 1) a more organized structure for volunteering, including the use of Google docs for signups available from the website 2) better training with succession plans 3) help from the Board with a budget for the VCT so there is some method to support volunteer appreciation; and 4) electronic, automated method for tracking volunteer hours/contributions.
- It was suggested that VCT utilize their process documents and procedures for succession planning and transitioning between leaders.

**Accountability Committee Update-** Jennifer Douglass (Chair) and Janice Thorpe highlighted the following:

- The Committee continues to expand its membership. They meet once per month and have changed the meeting times to 3:30 the first Monday of the month. The time change was to try to involve previously under-represented classroom teachers. Parental involvement in the meetings has declined with the change in time.
- Ms. Thorpe presented the [Accountability Committee] *Response to the 2015 Family Survey Results*, which will be posted on the Accountability Web page.
- The Committee will be starting work on the 2016 survey soon.

**Budget Discussion-** Sam Todd summarized following changes to the last preliminary budget highlighting:

- Revenues were slightly lower due to decrease of PPR, mill levy adjustments, adjustments to student fee revenue, and BAASC revenue to reflect increased staff participation.
- Small changes to expenses due to changes in budgeted vs. actual salaries; administration program costs increased due to higher unemployment [insurance] costs; facilities salaries and benefits were adjusted down to reflect a change to contract some cleaning to Service Master; slight food service FTE change; small change in BAASC staffing, and Kindergarten enrichment.
- Increase to financial reserves driven by savings from various parts of the budget.

### **Compliance with District Policies and Review of Implementation Practices**

Lisa Walther opened discussion on this topic, noting the importance of this topic, its sensitive nature, and that this was the first time the Board was having a chance to discuss the topic, in direct response to the feedback provided by community at the previous Board meeting. Amy Brasier requested that she address this with the Board, so Lisa Walther invited Amy Brasier into the meeting. Doug Brasier read a letter on behalf of his family about the Nondiscrimination/Equal Opportunity Policy. The Executives discussed how the policy would be implemented at Peak to Peak, and the Board discussed as a group. Lisa Walther invited the public to join in the discussion, and comments and questions were asked by parents, Brian Dupras, Krista Stowell and Sheryl Howard, regarding the implementation and communication surrounding the policy. Ms. Walther thanked the community for their input and time helping to improve P2P.

### **Board Goals-**

Members of the Board will meet with their subcommittees prior to the work session to help further work on the Board goals, and time will be set aside during the work session for this topic.

### **Future meeting topics-**

Budget Q & A in work session

**Adjourned 8:26 (6-0)**

Respectfully submitted,  
Sandy Ray, Alison Griffin