



College Prep in a Small School Environment

**Minutes of the Peak to Peak Board of Directors Meeting & Work Session
Wednesday, December 16, 2015 at 8am 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: Ms. Walther called the meeting to order at 8:00am.

Board of Directors in attendance: Voting Board: Hank Dalton, Alison Griffin, Sandy Ray, Lisa Sicker, Gregg Sommer, and Lisa Walther. Ex-Officio: Kelly Reeser, Sam Todd, Melissa Christensen, and Kyle Mathews. Joined by Phone: Elizabeth Gable.

Guests in attendance: John Wilcox, Megan Freeman, Traci Schoeneweis, Jen Dauzvardis, Derek Cole, Jennifer Douglass, Joanne Hyman, Kimberly Gannett, Brian Rauscher, Robyn Steuer, Sarah Boonstra, Sarah Miley, Allison Slife, Louise Pery, Manele Short, Libbi Peterson, Vicki Lundquist, Steph Branscum, Jaimee Miller, Brian Dupras

Minutes: Approval of Board Meeting Minutes from December 2. Motion to Approve: Mr. Dalton, Second, Mr. Sommer. Vote 7-0.

Public Comments: Kelly Reeser congratulated Traci Schoeneweis on being a BVSD Impact on Education Award Finalist.

EDE Report: Ms. Reeser discussed the activities to date regarding the Middle School principal vacancy. Currently the staff is not in favor of a staff restructure and the job description reflects the position in the same capacity as it has been previously. The job description will reflect an official start date in August, but with preference for an earlier on-boarding process.

EDO Report: Mr. Todd provided a brief overview of construction progress, which has been impacted, but not delayed significantly, by the weather. There will be further construction progress over the holiday break. Mr. Wilcox provided additional detail on construction progress that will occur over the holiday break including fire alarm upgrades and window locks.

Mr. Todd informed the Board that the team is working with three different vendors on furniture and fixtures for the new spaces, seeking bids and confirming our needs. The furniture order will need to be placed in January for receipt in April. Mr. Todd will provide a detailed furniture list to the Board.

The Board discussed design work related to the track expansion, to 8 lanes. Mr. Todd suggested Mr. Chandler and the track coaches attend the January 20th board meeting to discuss the scenario with the

track. Following that discussion, the Board will make a decision about the next steps with the track expansion project.

Mr. Todd informed the Board that S&P has provided a new formula for calculating cash on hand using 118 days.

Mr. Todd recognized Ms. Steuer for her excellent execution of Peak to Peak's participation in Colorado Gives Day, which brought in \$63,055; bringing the total to date for the Annual Fund to \$84,849; about 50% to goal of \$170,000. As part of our participation in Colorado Gives Day, Peak to Peak is eligible for additional funds from the broader incentive fund. It is estimated Peak to Peak will receive an additional \$2k from the Colorado Gives Day Incentive Fund. To date, 17% of the Peak to Peak community has participated in the annual gift campaign; goal is 100% participation.

Mr. Todd noted we have started work on our 990 Tax Filing, which will be completed by February 15. Payroll will be different this month, paying staff at the end of the month, as opposed to the last day of the school year. This change has been communicated to staff.

Mr. Todd reported that workers' compensation claims are down significantly from previous years, which is good news for our risk and stability.

Financials: Audit Report: Allison Slife from CliftonLarsonAllen reviewed the financial statements and the independent auditors' report. Peak to Peak achieved an unmodified (or "clean") opinion. While there were no material weaknesses found in the Peak to Peak audit, the auditor noted significant deficiencies in the school's internal controls around Journal Entry Review. Specifically, given Peak to Peak's size, there are a limited number of personnel performing accounting and administrative functions and therefore, complete segregation of duties and responsibilities is not practical. The auditor emphasized the need for on-going management review of the school's operations and recommended that a second individual review and approve journal entries made to the general ledger for accuracy.

Mr. Todd agreed to work with his team to address these recommendations and report back to the Board.

Principal Reports

High School: Mr. Mathews reviewed the response to the December 15 snow day and the impact on students' finals' schedules across the K-12 school. Mr. Mathews reminded everyone that staff is in a position to adjust and support families and students should anything impact their schedule(s) in the coming weeks, as we are in the midst of many high-stakes activities with our community.

Mr. Mathews reviewed the "table top" emergency response protocols and processes, and noted the BVSD is looking to Peak to Peak on how we address such training and planning.

Mr. Mathews reviewed the protocols and assurances related to the implementation of AC-E3: how to create confidentiality and how to create assurances with gender non-conforming policies. The goal of the protocols and assurances is to ensure confidentiality for those students who have not consistently

identified and want to remain confidential, and support those students who have consistently identified and allow them to use facilities that align with their stated gender identity. Mr. Mathews reminded the Board that the protocols are for use across K-12, and not specific to high school only, all being age-appropriate. The next step is to post the protocols and assurances to the Peak to Peak community through the Friday Digest before a Board vote at the January 20 meeting and include a discussion of the protocols at staff training in January with an ultimate goal for handbook inclusion this semester.

Elementary School: Ms. Christensen discussed the MTSS processes and how the team is working to improve how they address and support students' needs appropriately. She discussed the need to consistently implement processes and supports for students across the K-5 spectrum including improved communication between grade levels and interventionists and teachers.

HOD Committee Update: Ms. Branscum and Ms. Miller provided an update on five open positions: social studies LT subs (MS, HS); Varsity Girls' Volleyball coach (a lot of time before next season); MS principal (still forming a team, no kick off meeting yet); Elementary SPED position (to be discussed at 1/5 HOD meeting). Ms. Branscum will be phasing out of her role as HOD co-chair and Eveline Grady will come on as co-chair with Ms. Miller.

Ms. Miller talked about the creation of a sub-committee to address shortage in substitutes and candidates for open positions. There was a discussion about being more creative and attractive for substitutes. In addition, HOD is continuing to review hiring tools including phone screens and demonstration processes and determine if they are yielding the results we need/want in candidates.

The first HOD meeting of the new year will involved a discussion of recruiting new members to HOD.

Middle School Principal Job Description: Ms. Reeser presented the job description for the Middle School principal and highlighted changes in the updated description. The last job description was written in 2011 and some elements of the responsibilities have been updated to reflect current needs and practices. Ms. Reeser recognized the Middle School team and the full administration for collaborating on the job description and working together to provide support to the community.

Mr. Dalton moved to approve the job description; Ms. Sicker seconded. Vote 7-0.

Board Goal Updates:

Alumni: Ms. Reeser provided an update on the work of the Alumni Board Goal committee. She highlighted the June 2nd event and noted that the school is looking for a list of families who have historically been part of the Peak to Peak community. If members of the broad Peak to Peak community want to submit names, please send them to Brian Rauscher. The team is working with Mr. Rauscher to develop outreach tools for each graduating class through social networking sites including both Facebook and LinkedIn. The committee is also exploring the creation of an alumni association with the Fundraising team/Friends of Peak to Peak.

Creating an Environment of College Financial Planning: Mr. Dalton and Ms. Griffin expressed their gratitude to the counseling team, which is making great progress with planning events and activities to connect families with information about financial planning/financial education for college.

Community Perception of Peak to Peak: Ms. Sicker noted the team is working on the idea of creating a community event for community and board member interaction. She noted that all of the Board members want to move forward in some way, but there are issues about public meetings that must be taken into consideration. The team will present a new proposal during the next Board session on January 20.

Endowment Structure: Ms. Walther noted that the team has agreed to 1) the separation of funds (endowment, operating) on financial statements and 2) to explore how overhead costs for the endowment fund are calculated and paid. The team will continue that discussion and seek to gain an understanding of next steps. The next team meeting will be December 18 and then the team will come back to Board with a proposal for next steps.

Business Meeting Adjourned: Motion to adjourn by Mr. Dalton, Seconded by Ms. Sicker; Vote 7-0.

The meeting was adjourned at 9:54am.

Respectfully submitted,
Alison Griffin