



College Prep in a Small School Environment

**Minutes of the Peak to Peak Board of Directors Meeting
Wednesday, February 3 at 5pm 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 5:06pm.

Board of Directors in attendance: Voting Board: Hank Dalton (arrived at 5:17), Elizabeth Gable, Alison Griffin, Gregg Sommer, and Lisa Walther. Ex-Officio: Kelly Reeser, Sam Todd, and Kyle Mathews. Absent: Sandy Ray, Lisa Sicker.

Guests in attendance: John Wilcox, Megan Freeman, Traci Schoeneweis, Derek Cole, Janice Thorpe, Robyn Steuer, Kristianna Vedvik, Vicki Lundquist, Rachel Hirt, Brian Dupras.

Minutes: Reconsideration of Board Meeting Minutes from December 16, 2015, with amendment. Motion: Ms. Walther, Second Ms. Gable. Passes 4-0.

Approval of Board Meeting Minutes from January 20, 2015. Motion to Approve: Ms. Gable, Second: Mr. Sommer. Vote 4-0.

Public Comments: Janice Thorpe spoke to the Board on the initial results from the Accountability Survey. The response rate was higher in years past, with a record turn out of 467 total respondents (55%). Ms. Thorpe noted that the reminder emails and sticky notes were impactful. While there were concerns raised about the community's ability to attempt to complete the survey multiple times, an initial review of the results does not indicate skewed data. The Accountability Committee will formally report out to the Board the results of the survey during an early spring meeting.

Phil Melhalko has been conducting an independent benchmarking report of the school over time. He presented his findings and noted that the school is doing a great job. Did comparisons of the school to private institutions and found that Peak to Peak is a great value.

Brian Dupras discussed issues related to privacy in our school restroom facilities; requested the Board seek an estimate of possible modifications to restroom facilities.

EDE Report: Mrs. Reeser discussed the open enrollment numbers. Peak to Peak continues to be a top choice for many families, with far more interest in the school than what we can accommodate.

Ms. Reeser discussed the Recruitment Subcommittee work, which has a goal of increasing the pool of substitutes and candidates for permanent positions for the school. Ms. Gable suggested having a place

at the Job Fair to collect interest for substitutes. Ms. Freeman responded and noted that there are plans in development related to the Job Fair as well as collaborations with the League of Charter Schools to address the broadening the pool of substitutes.

Ms. Reeser provided an update on the RAMP application process. An appeal has been made to the lead reviewer on behalf of Peak to Peak.

EDO Report: Mr. Todd provided an update on the campus build-out to date. Additional delays are not anticipated given the level of foundational work that has been completed. The construction budget is being managed well and we will come under budget on FF&E. Project is expected to be completed under budget and on-time.

Following the Board's approval of the track expansion project, Mr. Todd responded that price quotes will soon be obtained.

The format of the budget has been modified to reflect the following changes: 1) Friends of Peak to Peak has its own separate budget that reflects a net transfer back to the P2P operating budget; 2) the Friends budget includes the endowment, which removes it entirely from the P2P operating budget; and 3) the beginning/ending fund balances are broken into restricted and unrestricted amounts. The ELT will begin work on the budget for 2016-17 in February.

Mr. Todd noted that the Colorado legislature is still debating issues around K-12 school funding.

In follow-up to the audit report presented during the December 16 meeting, Mr. Todd shared with the Board that a procedure has been developed to review each journal entry monthly.

Mr. Todd reported that the Annual Gift campaign has reached 71% of goal for Annual Fund. There will be a few spring house parties to bring in additional support for the Peak Fund. Mr. Todd recognized Ms. Steuer for her leadership in these areas. Ms. Hirt is planning for the Peak to Peak Gala on April 1 and tickets will be available beginning February 19. Planning has started on Run for the Peak, which will be held on May 5.

Mr. Todd shared that the food service program is tracking slightly better than last year, financially. While student participation is up from last year, food costs are higher, which makes it challenging for the program to remain at breakeven. Mr. Todd expressed his appreciation for the work of the Food Services Advisory Committee, which has won grants for salad bar, a garden and milk dispensers. Parental involvement has been extraordinary in this area.

Mr. Todd recognized the work of the HR team on the compensation statements, reflecting the total investment in each employee.

2016-17 Calendar: Motion to accept the 2016-2017 calendar: Mr. Dalton; Second by Ms. Gable. Vote: 5-0.

Q2 Financial Report, 2016/17 Budget Scenarios: Mr. Todd presented the second quarter financial report and the 2016-2017 budget scenarios to the Board.

FBC Committee Update: Mr. Todd noted that the FBC meeting will be rescheduled due to inclement weather.

Curriculum Committee Report: Mr. Mathews and Ms. Reeser presented three proposals from the Curriculum Committee. Mr. Mathews recognized Ms. Christensen for running a strong meeting where the curriculum recommendations were considered.

The first proposal removes Life Science Honors as an option for 6th grade. Discussion was held around allowing all students the opportunity to explore life science and how removing the honors designation provides all students the ability to grow in abilities and skills. Previously, placements were made based on math placements, which do not show to have a direct correlation to science abilities.

The second proposal is in support of requiring elective enrollment in Middle School including a requirement for students to enroll in and complete one semester in PE, Visual/Performing arts and Technology. The intent of the proposal is to broaden students' exposure to different electives. Ms. Reeser reminded the Board that the elementary and high school students are broadly exposed to electives, and this proposal aligns elective offerings across the Middle School, as well.

The third proposal is to update the earth science text books and materials, which include a new text and a consumable notebook/online support for each student. Mr. Dalton recognized how thorough the proposal was and acknowledged the work of Mr. Knox. Mr. Mathews noted that the faculty have the ability to negotiate relationships with vendors to identify the best price and materials needs.

Motion to approve all three Curriculum Committee approvals: Ms. Gable; Seconded, Mr. Dalton; Vote 5-0.

Fundraising Committee Update: Mr. Sommer provided an update from the Fundraising Committee including inviting Board support for the Peak to Peak Gala and reminding the Board how important ambassadorship by the Board for this event will be. Mr. Sommer and Ms. Griffin invited the Board to talk with them directly about ways in which we can support the event on April 1.

Ms. Hirt talked about the plans for the Gala, including a new mobile bidding system. The Gala planning committee is actively looking for auction items. Ms. Hirt noted that this year's Gifts from the Heart program will be focused on new spaces in the build out and will showcase special items to support staff and faculty. Tickets will go on sale on February 19.

Ms. Steuer discussed the Annual Fund appeal and informed the Board that we have currently raised \$122k; 71% toward goal; 23% of households given. She reminded all in attendance that we are still pushing for 100% community participation. Ms. Steuer noted that this year the Peak Fund will award scholarships from the endowment distribution in an amount of \$42,400; applications will be announced within the week and then a selection committee will meet on April 11 and April 18 to decide the scholarship recipients.

Endowment Goal Committee Update: Ms. Walther and Mr. Sommer noted that there will be a meeting to discuss where we stand with policies related to the endowment including how the

endowment works and how restricted and non-restricted funds are reported. The process will be put in place and there will be a meeting of the Endowment Committee following the Board meeting (today) to review these process documents. Once the processes are finalized, Mr. Todd will author a white paper on the process and status, which will be made available to the public. Goal is to share the process plan at the February 17 board meeting.

Business Meeting Adjourned: Motion to adjourn by Ms. Gable, Seconded by Mr. Dalton; Vote 5-0.

The meeting was adjourned at 6:23pm.

Respectfully submitted,
Alison Griffin