



*College Prep in a Small School Environment*

**Minutes of the Peak to Peak Board of Directors Meeting  
Wednesday, May 18 at 8:00am in the College Counseling Conference Room**

*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 8:05am. Vote 7-0.

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

**Guests in attendance:** Derek Cole, Diane Scott, Megan Freeman, Kristianna Vedvik, Jen Dauzvardis, Jennifer Douglass, Sarah Miley, Joanne Hyman, Carey McClure, Mindy Justice, Sarah Boonstra, Scott Grimm, Paul Griffin, Traci Schoeneweis, John Wilcox, Brittany Johnson, Heather Shockey.

**Minutes:**

Approval of the minutes from the May 4, 2016 meeting; Motion from Ms. Gable, Second from Ms. Sicker. Vote 7-0.

**Public Comments:**

Fourth grade students Peyton Larsen and Cayden Justice presented to the Board their petition with 74 signatures to wear pajamas to school. Melissa Christensen recognized the petition and acknowledged that the students will have one day each semester to wear pajamas to school during their 5<sup>th</sup> grade year.

**Executive Director of Education:**

Ms. Reeser discussed the Strategic Planning subcommittee activities including a suggestion that the groups assemble in June, with a plan to begin work in the fall.

Ms. Reeser provided an update on the BVSD Transgender and Gender Nonconforming Policies. The AC-E3 policy has been revised to include adults, focused on employees. The information has been reviewed by BVSD and by default, P2P has adopted that policy, as well. Ms. Reeser noted that she has a communication drafted for the community with links to the policies and protocols. There was discussion as to whether these policies and protocols should be pulled out separately for the community; however, the Board came to a general agreement to not post the policies and protocols separate from any other waived policies. Ms. Walther acknowledged the positive engagement of our Board and community with BVSD as the District sought clarity for students and the broader community with the policy.

**Executive Director of Operations:**

Mr. Todd reported that the Certificate of Occupancy was received for the North and South Building and move in has started. Graduation will be held in the new gym on Saturday. The project will finish approximately \$150k less than the projected \$11m. Tennis courts will be finished once the weather lets up; could be June before we see the tennis court project finalized.

With regards to the budget, Mr. Todd noted that the legislature approved the budget with the projected levels we included in our P2P budget. The Governor is considering reconvening the Legislature to revisit the hospital provider fee.

Mr. Todd reported that \$40k raised at Run for the Peak. He offered congratulations to Rachel Hirt and all of the volunteers who made the event a success.

Mr. Todd reported that Fransen Pittman will be working with many parent volunteers to finalize the school garden project.

Mr. Todd noted that staff offer letters will be generated in mid-May after PPR has been approved and the board approves the 2016-17 preliminary budget.

The Board recognized Mr. Todd and Mr. Wilcox for the work they did to get the new space open in advance of the end of the school year.

**Elementary School Principal Report:**

Ms. Christensen talked about how the change in homework policy this year brought to light ways in which faculty can better communicate with parents about the progress students are making in the classroom, particularly with respect to math.

Teachers are asking to be on the same page around behavior expectations for students. Ms. Christensen celebrated how significant this was to the K-5 community.

The Board discussed the homework policy and the success of the new policy in this first year. Initial reports show that 81% of students K-5 met reading benchmarks at the end of the year. Not all grades have exact math scores entered, but based on the summary data the median is higher than ever previously recorded with multiple grades having an average score above 90%.

**High School Principal Report:**

Mr. Mathews recognized the test-takers, proctors and staff who supported the facilitation of over 850 AP exams in the first three weeks of May.

Two new science team members – Mr. Myatt and Mr. Marti – were recognized for their collaboration with freshman biology students and 6<sup>th</sup> grade life science students.

Post-season athletics: Girls Soccer, state round; 16 athletes moving on to state for track.

Mr. Mathews reviewed activities for seniors this week. Reminded Board members to be present by 8:30 on Saturday morning. Reception will go until 11am.

Mr. Mathews discussed work that needs to be done related to the new airlock system. There will be work around processes and procedures done over the summer by the ELT and those protocols will be communicated to families before the start of the school year.

Finally, Mr. Mathews thanked the Curriculum Committee for their work over the school year.

### **Middle School Highlights:**

Ms. Peterson provided a middle school update. She commented that students have greatly enjoyed visiting the new space.

She noted that CPR Training took place in 7<sup>th</sup> grade health classes with kits donated to the school. Mr. Brison was able to observe how professionals train students and apply learning to class.

Ms. Peterson discussed the consideration of changing the name of Standard to Honors Prep in an effort to shift the mindset for such a class. She discussed a move to the Honors Prep name signals an increased emphasis on the rigor of the coursework and expectation for students to embrace a college preparatory curriculum. There will not be any curriculum changes, but this will be an opportunity to address social stigma with “Standard” course name. The name change will be piloted in the upcoming school year. The board discussed the need for follow up on this pilot and adjustment of course language. Mr. Mathews noted that the principals will discuss this further and appreciated the input.

### **Human Resources Update: (ASK FOR REPORT)**

Ms. Vedvik provided year end data related to Human Resources and noted we are in a positive place with regard to most areas including benefits, compensation, FMLA, and compliance issues with FLSA.

She noted two areas worth further monitoring within the strategic plan include the quality of instruction: retention and hiring data with instructional staff, including those with the Peak Option as well as those completing the national board certification; and the quality of relationships with regard to monitoring the staff survey results and the ELT with a particular focus on workers’ compensation, short-term and long-term disability and benefits information. She celebrated that we have been able to present the information to the staff in the year in which the survey was taken.

Ms. Vedvik reviewed retention data noting an instructional retention rate of 94.6% and a combined administrative/instructional rate of 93.9%. She noted these figures are the highest achieved by Peak to Peak and that these averages are outstanding against nearby district data and state data. She celebrated all of those who have done a good job attracting candidates and working to improve retention. Specifically, Ms. Vedvik acknowledged a lot of our success with retention is in large part related to the work done by the Hiring and Organizational Development Committee as well as the support we offer staff in the area of benefits and support.

Ms. Vedvik discussed the Fair Labor Standards Act (FLSA) and the proposed change by the US Department of Labor (DOL) that would impact Exempt/Non-Exempt employees. As of 5/11, the proposal is under review by the DOL and current predictions include a release date to Congress on May 15. It is anticipated that the salary level will be set at \$47,000 rather than \$50,440 with a 60-day implementation period. This federal legislative change will have impact on our benefits and payroll.

Mr. Sommer raised question about additional overtime costs. Also wanted to know how that impacts their status. Ms. Vedvik said that monitoring at a supervisory level will be required to address any overtime worked.

Heather Shockey and Brittany Johnson from Mountain States Employers Council presented the Employees Satisfaction Survey Results. All employees were asked to participate in the survey; 134 of 188 participated for a response rate of 71%. The average mean of the survey is 4.16.

**Succession Planning Updates:**

Mr. Todd discussed the succession planning approach and how he has addressed each position against the critical skills, qualities and risks associated with succession planning needs. Ms. Reeser echoed the same sentiment of her process. Both Executives have been able to put plans in place to bridge the gaps when holes occur.

Daily operations are captured in a Risk Mitigation plan for the Executive including steps to be followed and taken in response to a situation that may arise that requires intervention.

Ms. Walther noted that work needs to continue and she recommends checking in twice each year with each Executive and make appropriate updates.

**Preliminary Budget Approval:**

Mr. Todd discussed the preliminary budget approval process. The final revised budget will be approved in October. Yet to be seen actions from Legislature.

Mr. Sommer made a motion to accept the FBC Recommendation to approve the preliminary budget; Second Mr. Dalton, Vote 7-0.

**Financial Reserves Level:**

Days Cash On Hand (DCOH) needs work to determine appropriate levels and what formula will be used. A recommendation was made to take the issue back to FBC and review second formula and make a decision, using a side by side formula comparison.

Mr. Sommer noted that we are in stronger financial position than previously presented. He believes that we can tighten up the communication process to ensure the Board has the information in format that is easy to understand.

The Board discussed work that needs to be done in the next two weeks to be able to have an informed discussion about what resources will be available as we look to next year. The discussion on capital projects was tabled as a result of the desire to come to an agreement on DCOH. Mr. Todd noted that we will have answer before June 1 on the DCOH formula from FBC.

Mr. Todd recommended to the Board that we use surplus dollars to fund a \$20k bonus pool for the support staff. This recommendation reflects support staff survey results and addresses one of the highest needs we have with those staff. The bonus levels will be around \$500 and will be a one-time bonus. Ms. Reeser noted that this aligns with philosophy with one-time bonus with teachers as phase out. The Board will vote on the recommendation at the June 1 meeting.

**Move Financial Reserves to Colorado Trust:**

Mr. Todd presented a recommendation to move reserve monies to a single account at Colorado Trust.

Mr. Sommer asked if we want to keep a diverse portfolio, based off comments from Mr. Mathews. There was a desire to keep some accounts at other banks and slowly make transition of funds. By making the move of funds to Colorado Trust, we will be able to add \$10k of income. BVSD keeps all liquid reserves at ColoTrust.

The recommendation was modified to approve opening an account w Colorado Trust. We will maintain approximately a \$1m balance at Great Western Bank and maintain our operating account at Chase. This recommendation will move approximately \$2m to Colorado Trust. Motion by Mr. Sommer, Second by Ms. Sicker. Vote 7-0.

**Future Capital Needs:** The discussion was tabled to June 1 meeting. Ms. Walther suggested sending an updated document in advance.

**Volunteer Guidelines:**

Mr. Dalton discussed a recommendation that all board candidates fulfill volunteer guidelines, including background checks as part of declaring their candidacy for the board. He reminded the Board that we have the authority to set qualifications to be candidates. There was discussion as to whether this is in the purview of the Board, or the Election Committee. There was also discussion about eligibility requirements for running for the board versus meeting those requirements once seated on the board. A modification will be made to the recommendation offered by Mr. Dalton to reflect what is currently stated in the board handbook around volunteer requirements and will be brought for further discussion and a vote at the June 1 meeting.

**Election Recap:** Ms. Griffin discussed the recent election and concerns around appropriate board conduct related to the promotion of candidates.

Motion to Adjourn from Mr. Dalton, Second by Ms. Sicker, 7-0.

Respectfully Submitted,  
Alison Griffin

**Action Items:**

Mr. Todd/Mr. Sommer: FBC Meeting to discuss Days Cash On Hand formula

Mr. Todd: Bonus for support staff

Mr. Todd/Ms. Reeser: Capital needs discussion

Mr. Dalton: Update to volunteer guidelines as related to board candidacy

Principals: to oversee continued alignment w course titles/classes