



COLLEGE PREP IN A SMALL SCHOOL ENVIRONMENT

**PEAK TO PEAK
CHARTER SCHOOL**

BOARD OF DIRECTORS MEETING MINUTES

**AUGUST 7, 2013, 5:00 PM
SOUTH 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.

Board Members Present: Elizabeth Gable, Scott Hudson, Kyle Mathews, Phil Mehalko, Suzanne Ovelman, Kelly Reeser, Greg Richards, Noelle Roni, Sam Todd, Lisa Walther, and Thomas Willetto

Board Members Absent: Brad Elliott

Guest(s): Derek Cole, Traci Schoeneweis, Ted Wahler, and John Wilcox

5:05p – Meeting was called to order by Mr. Hudson.

5:05 p – Agenda Change Requests (Hudson):

- Mr. Todd requested to move the end-of-year financial transfer agenda item ahead of the budget update.

5:07p – Administrative Business (Hudson):

Motion by Mr. Richards to approve BOD minutes from June 25, 2013, second by Mr. Mehalko; motion passed 6-0-0.

Mr. Hudson invited Traci Schoeneweis into the meeting to discuss the board of directors' staff lunch on August 13th. There was a discussion regarding whether or not to hold the staff lunch. Consensus was yes.

Andrew Moore, Boulder Valley School District (BVSD) Chief Information Officer (CIO), will address the board on November 14th (3:30 pm board meeting).

Deirdre Pilch, BVSD Deputy Superintendent, will attend the board meeting on December 18th.

5:15p – Public Comments (Community):

- Ms. Reeser gave kudos to:
 - John Wilcox managing the IT upgrade work and to BVSD IT team;
 - the custodians for their work over summer;
 - Melissa Christensen for her work over summer

- Megan Freeman, Jen Dauzvardis, Keri Dunphy, and Melissa Christensen for induction.
- Elizabeth Gable gave kudos to:
 - Traci Schoeneweis for her hard work over summer;
 - the entire custodial staff - Wayne Bowen, Steve Hubbard, Michael McDermott, Carmen Mireles, Tony Trujillo, and Renay Ulibarri – for their hard work over the summer;
 - the Hiring and Organizational Development (HOD) committee for their continued great work with a lean staff.
- Mr. Willetto thanked Traci Schoeneweis for the painting and décor in the South Conference Room.
- Mr. Todd thanked:
 - John Wilcox for the solar project work;
 - Loise Peng who worked through July to close out the books and finish financials;
 - Cathy Kakavis for coordinating the ball field rentals and organizing concessions.
- Ms. Ovelman echoed the kudos and thanks expressed by Ms. Reeser and Ms. Gable.
- Mr. Mathews thanked:
 - Kelly Reeser for being here every day over the summer;
 - Megan Freeman, Kelly Reeser, and Jen Dauzvardis for attending and presenting at the Charter School Conference in Washington D.C. this summer;
 - echoed Ms. Gable’s kudos to HOD, particularly to Deea Frisbie
- Mr. Mehalko thanked:
 - Mr. Wilcox for facilities work and giving him a tour of campus;
 - Brad Elliott and the Finance and Budget Committee (FBC) for setting up the meetings with Bernstein Global Wealth Management regarding planned giving;
 - last year’s board dealing with the financial challenges and great reserves at the end of last school year.
- Ms. Walther gave kudos to Tom Jannsen and the baseball coaches for hosting the wonderful alumni baseball event the weekend of August 3-4.
- Mr. Hudson welcomed the new board members.
- Ms. Schoeneweis thanked:
 - Kelly Reeser for her work over the summer;
 - John Wilcox and the custodial crew for their summer work;
 - the community for being patient with all of the changes being thrown at them.
- Ted Wahler, new community member, introduced himself.

5:25p – Election of Board Officers and Committee Assignments (Hudson):

Mr. Richards moved to nominate the following panel of officers for the 2013-14 school year:

President: Mr. Willetto
 Vice-President: Mr. Hudson
 Treasurer: Mr. Richards
 Secretary: Mr. Mehalko

The nominations were seconded by Mr. Willetto; motion passed 6-0-0.

5:29p: Committee Assignments: The board discussed specific assignments for board members to fill various liaison positions on both internal committees and with external entities. The assignments are as follows:

Hiring & Organizational Development Committee:	Ms. Walther, Ms. Gable
Accountability Committee:	Mr. Mehalko, Mr. Hudson
Finance & Budget Committee:	Mr. Elliot, Mr. Richards
Curriculum:	
Elementary –	Ms. Walther, Mr. Mehalko
Secondary –	Mr. Hudson, Mr. Richards
Volunteer Coordination Committee:	Ms. Gable, Mr. Elliott
Facilities Team:	Mr. Willetto, Mr. Richards
City of Lafayette Liaison:	Ms. Gable
BVSD Liaison:	Mr. Willetto
League of Charter Schools and Legislative Liaison:	Mr. Elliott, Mr. Mehalko
Advancement Liaisons:	Mr. Elliott, Mr. Hudson
Elections:	To be determined in November 2013

5:40p – Motion by Mr. Hudson to enter into Prairie View, Inc. board meeting; second by Mr. Richards; motion passed 6-0-0

5:40p – Prairie View, Inc. Meeting to Elect Officers and Approve Minutes (Holstein):
 (See separate Prairie View, Inc. meeting minutes)

5:45p – Return to the regular Peak to Peak Board meeting

Motion by Ms. Walther to enter into Friends of Peak to Peak board meeting, second by Mr. Willetto; motion passed 6-0-0.

5:45p – Friends of Peak to Peak Meeting to Elect Officers and Approve Minutes (Holstein):
 (See separate Friends of Peak to Peak meeting minutes)

5:53p – Return to the regular Peak to Peak Board meeting.

5:53 – Approve End-of-Year Financial Transfers (Board):

Mr. Todd reviewed the 2012-13 end-of-year financial transfers.

Motion by Mr. Richards to approve the end-of-year transfers as presented by Mr. Todd; Second by Mr. Mehalko; motion passed 6-0-0.

5:59p – Budget Update, Review of Summer Facilities Improvements, and Budget Surplus Spending (Todd):

Mr. Todd gave a summary of the Q4 FY 2012-13 financial report as well as the draft 2013-14 budget. The budget surplus from the 2012-13 school year was primarily used to pay for the BVSD information technology (IT) upgrades that were approved by last year's board and done over the summer.

6:15 – Update on New Information Technology (IT) System (Reeser):

Mr. Willetto invited Mr. Wilcox into the meeting for the IT discussion.

Ms. Reeser felt the BVSD IT transition project went very well over the summer despite losing Peak to Peak's IT director. Cost for the new equipment came in slightly higher than estimated last spring due to change orders. BVSD has transferred all relevant files to their server. Old files were backed up and removed from the main server to reduce the amount of space taken up on the main server.

6:35p - BREAK

6:50p – Peak to Peak Philosophy, Board Norms and Protocols, Handbook Signing, Communication Pathways (Willetto):

The board reviewed Board of Directors' (BOD) Handbook and signed the signature page.

Ms. Reeser gave a brief narrative on the history of Peak to Peak.

Mr. Willetto lead a board discussion regarding Sunshine Laws, communication pathways, and board protocols.

7:40p – Strategic Plan Recap and Board Goals (Board):

Strategic plan recap:

Ms. Reeser gave an overview of the Peak to Peak. Ms. Reeser recommends forming a subcommittee to review the following key performance indicators (KPIs):

- Teacher compensation percent to target
- Positive/negative referrals: 6-12
- Budget performance
- Fund development
- Replacement reserves

Mr. Richards suggested that this work be done as a full board since there are three new board members. Board meeting time will be set aside at future board meetings to address this.

Mr. Hudson proposed the use of an outside consultant (professor at the University of Colorado) to do an independent assessment of Peak to Peak's strategic plan, the metrics being used, and the threshold for those metrics. More discussion will be held at a future board meeting.

2013-14 board goals:

1. Engaging the Peak to Peak community / Volunteerism
2. Fundraising
3. Succession Planning

7:45p – Future Meeting Topics

Barry Arrington, Peak to Peak's attorney, will attend the August 21st board meeting to discuss Sunshine Laws and other suggested board protocols.

Executive Session: (Some portions of this agenda are conducted in executive session, per C.R.S. § 24-6-402(4), as individual personnel, legal or contractual issues may be discussed.) Personnel issues will be discussed today.

8:02p – Motion to move into executive session by Ms. Gable, second by Mr. Hudson; motion passed 6-0-0.

8:05p – Mr. Hudson and Ms. Ovelman left the board meeting.

8:12p – Motion to move out of executive session by Mr. Richards, second by Mr. Mehalko; motion passed 6-0-0.

8:12p – Motion by Mr. Mehalko to adjourn the board of directors' meeting, second by Ms. Walther; motion passed 6-0-0.

Respectfully submitted,

Scott Hudson

For the Peak to Peak Board of Directors