



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

**October 16, 2013, 7:45 AM
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: Brad Elliott (telecom), Elizabeth Gable, Scott Hudson, Kyle Mathews, Phil Mehalko, Suzanne Ovelman, Kelly Reeser, Greg Richards, Noelle Roni, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Absent: None

Guest(s): Joanne Hyman, Tom Janssen, Sandy Ray, Traci Schoenweis, John Wilcox, Kristianna Vedvik

7:53a Call to order and roll call; Agenda change requests (Mr. Willetto)

The meeting was called to order by Mr. Willetto.

7:55a – Administrative Business (Mr. Willetto):

Mr. Willetto notified the Community that there will be an executive session topic to discuss a contract issue and a personnel issue.

Motion to approve BOD minutes from September 18, 2013 was made by Mr. Richards, seconded by Ms. Walther and approved by the Board 7-0.

Motion to approve the hire of Dr. George Jouaneh, long term substitute position in Calculus was made by Mr. Richards, seconded by Ms. Walther and approved by the Board 7-0.

Motion to approve the hire of the Mr. Tim Laramy, long term middle school substitute for social studies was made by Mr. Richards, seconded by Ms. Walther and approved by the Board 7-0.

8:00a – Public Comments (Community):

Mr. Richards gave thanks and recognized:

- The Hiring Organization and Development (HOD) team for their last minute efforts to hire and staff long term substitutes.

Mr. Mehalko gave thanks and recognized:

- All of the volunteers that supported this year's College Fair, Homecoming Events and the Elementary School book fair.

Ms. Roni gave thanks and recognized:

- Conferences Wednesday-Friday All teachers, especially The Learning Services Team (Cheryl Shwiner, Ryan McFarling, Robyn Mead, Sammi Wehmuller) and Terese Roob. In addition our specialists, Jeri Chandler, Jewel Wolfe, and Katy Mathes, helped guide 5th grade Writing conferences in Chris Botvinick's absence. Jessica Knorr helped organize the structure of the meeting.
- UIP Team Leaders Melissa Christensen, Jeri Chandler, Lori Douglass, Heather Green, Paul Moore, Susan Prieto, Julie Robbins, Tammy Trasky, Sherrie Walter, Jewel Wolfe
- 5th grade team- Jessica Knorr, Melissa Christensen, Dan Seidman for helping out in the absence of a long term sub.
- Thank you to HOD –Jennifer Reese and Sherrie Taylor for their tenacity in the 5th grade sub hire.
- Parent Classroom Coordinators for providing treats to staff meetings
- Book Fair- Christina Gillen and parent volunteers

Ms. Ovelman gave thanks and recognized:

- Sandy Ray for organizing and supporting the National Junior Honor Society & National Honor Society Induction Ceremonies
- Manele Short and Andrea Salvo for their support and efforts for career day.
- Kimberly Gannett and the K-12 counseling team for working on RAMP certification.
- All of the parent volunteers who have supported the Middle School this year.

Mr. Hudson gave thanks and recognized:

- The Elementary teachers for parent conferences

Mr. Mathews gave thanks and recognized:

- Traci Schoeneweis and the front office staff for getting door magnets in place for safety for all rooms and offices. Internal doors remain locked, but open for students and staff with magnets on door jams. This is to speed the transition to any lock-out or lock-down scenario on campus. This was a great move for under \$70 to improve our campus safety.
- Thanks to our high school counseling team (Kimberly Gannett, Linda Bostic, Mary Campbell, Kathryn Wilson and Rachel Kuntz-Benitez) for preparing for today's 9th and 11th grade PSAT testing, and for 10th grade PLAN testing. I also appreciate their monstrous effort to get all college letters of recommendation for seniors out before November 1st.
- Thanks to Rebecca Weiss for a great high school production of The Trojan Women as her fall production. Well done with a highly challenging play.
- Thanks to Peter Chandler for 11 years of incredible boys and girls soccer coaching at Peak to Peak. Mr. Chandler is taking a break from coaching following this fall's season to devote more time to other responsibilities as Athletics Director for the 6-12. Please join me in congratulating Mr. Chandler on many years of great service, and for state recognitions as Coach of the Year, for 3A CHSAA high school soccer.
- Thanks to Melissa Christensen for assistance in planning PARCC, computer-based pilot testing for seniors in November and juniors in April/May. We were selected for

computer-testing pilots in preparation for state PARCC testing in 2014-15. Thanks as well for running data on student achievement for the Unified Improvement Plan, and for collaborating with me on what it will take to move Peak to Peak to a 1:1 or Bring Your Own Device (BYOD) school.

- Thanks to our high school staff for cooperating with my request to pilot the international PISA test in English, math and science with 15-year-olds at Peak to Peak this winter. This assessment will help us see how our Pumas stack up academically against similar students in the US and around the world.
- Thanks to Karen Amidon and Josh Benson for collaborating with me to pilot a character measures survey with the Colorado Ethics in Business Association and the IEE. This survey will run in January for a selected group of juniors.
- Thanks to Craig Harper, Clara Quinlan, Josh Benson and Karen Lenser for planning today's 9th and 10th grade climate and service initiatives including our upcoming K-12 Food Drive for Sister Carmen Center October 28th-November 1st.
- Thanks to our school administrators for making adjustments with space to allow us to host the Colorado Department of Education's Administrator Mentoring Cohort (AMC) in our auditoria on October 22nd.

Mr. Todd gave thanks and recognized:

- Elizabeth Begley and Cheryl Sack of food services for bringing in new vendors, successfully meeting with Colorado Department of Education, resolving software problems and for adding an additional lunchroom line.
- John Wilcox for overseeing the solar panel installation.

Ms. Reeser gave thanks and recognized:

- Melissa Christensen and Karla Friar for their efforts and support to Peak to Peak's strategic planning.
- John Wilcox for his continuing support of technology updates.
- BVSD IT team for their support to Peak to Peak.

Ms. Gable gave thanks and recognized:

- Karen Tominek and all the volunteers for College Fair. She noted that all the college representatives were impressed by Peak to Peak.
- All the Book Fair volunteers.

Mr. Willetto recognized:

- A Lewis and Clark college representative he met on vacation who praised Peak to Peak and how the college enjoyed recruiting at Peak to Peak
- Middle School soccer team for winning their first round of the State soccer tournament

Ms. Schoeneweis gave thanks and recognized:

- The High school student and service council for raising \$2,300 for flood relief victims
- Heather for testing for text system

Kristianna Vedvik gave thanks and recognized:

- Traci Schoeneweis for her ongoing support of hiring, BAASC, food service programs and High and Middle School staffing
- Holly Ford for understanding the legislation, providing good information, and for implementing the impacts of the Affordable Health Care Act on health care management at Peak to Peak.

Tom Janssen recognized his daughter Sara for developing and engaging in anti-bullying campaign event on October 22nd.

Mr. Mathews gave thanks and recognized:

- Peter Chandler retiring from soccer coaching (11 years)

8:19a – Accountability Committee Report (Ms. Hyman)

Ms. Hyman reported that there are 18 members on the Accountability Committee this year. The next the Accountability Committee meeting is on Monday October 21 at 5 p.m. Ms. Hyman reported that this year's Accountability Committee goals include:

- Providing an Accountability Committee member for all Board of Directors' meetings
- Trends in KPI and UIP
- Complete the 2013 parent survey responses (continuing to address issues)
- Review budget with Mr. Todd
- Provide representation provided to multiple councils
- Post meeting minutes.

8:25a – Human Resources Director Report (Ms. Vedvik)

Ms. Vedvik reported on the Human Resources goals and strategic planning for 2013-2014. She reviewed and provided status on the Human Resources Goals and Strategic Plan with respect to Peak to Peak's Key Performance Indicators (KPIs). Ms. Vedvik provided a report regarding HR's KPIs (Quality of Instruction, Teacher Compensation, Quality of Relationships, and Employee Satisfaction Survey Results).

Ms. Vedvik discussed employee compensation through total reward philosophy. Peak to Peak's total reward philosophy includes opportunities for professional development, benefits, work life quality, performance recognition, variable pay, and base pay.

8:55a – Executive Director of Education Report (Ms. Reeser)

Ms. Reeser reported that the next Key Performance Indicator (KPI) meeting will be November 14.

Ms. Reeser also reported of staff feedback on bonus structure. She stated that teachers prefer a bonus structure based on a student's growth versus population threshold levels. She also stated that the Staff appreciates open discussion with regards to the bonus structure they and would like to find time as a K-12 staff to discuss it. The full staff discussion was originally scheduled on the professional development day that was cancelled due to the flooding. Ms. Reeser will look for another opportunity to present the bonus structure to the full staff.

9:00a – Executive Director of Operations Report (Mr. Todd)

Mr. Todd reported on the following activities at Peak to Peak:

- Solar Panel installation is proceeding on schedule. Solar panel installation should be complete by the end of November.
- The Elementary School playground mulch was replaced.
- There will be a finance meeting on 22nd at 3:30p.
- Mr. Todd is working on white paper on the impact of Amendment 66 to Peak to Peak. He noted that Amendment 66 includes funds for facilities and operations. Mr. Todd attended policy summit for charter schools and saw that there was not unanimous support for Amendment 66. Denver Public Schools and Aurora Public Schools will benefit more than other districts. Mr. Todd estimates that Amendment 66 will bring \$1.2-3M in additional revenues to Peak to Peak.
- Food services – good things are happening bright horizons.

9:06a - Vote on 2013-14 Budget (Board)

Motion to approve this year’s school budget was made by Mr. Richards, seconded by Mr. Hudson and approved by the Board 7-0.

9:07a Break

9:15a – Elementary Bonus System (Board)

The Board discussed the thresholds for mathematics that will be used to determine the bonus structure for the Elementary School. Mr. Hudson presented a revised Elementary School bonus schedule. The revised schedule maintains the minimum thresholds for 5th Grade mathematics as required by the Peak to Peak’s Key Performance Indicators (KPIs). The new schedule narrows the spread between the differing bonus levels. The Board agreed that this year’s bonus schedule is a pilot schedule and should be revisited in subsequent years.

Motion to approve the revised Elementary School bonus thresholds was made by Mr. Richards, seconded by Mr. Walther and approved by the Board 7-0.

9:40a – Board Goal Discussion (Board)

After some initial discussion and due to time constraints, the Board agreed to table discussions on Board Goals this meeting.

9:50a – Future Meeting Topics (Board)

Capital Campaign
 Priorities for Amendment 66
 Status update on goals (engagement and succession planning)

10:04a Personnel Discussion regarding Ms. Roni

Mr. Willetto asked for a motion to move into executive session. Mr. Willetto asked the EDO and EDE to remain in the executive session as the topics being discussed were twofold: 1. a

contractual issue and 2. a personnel issue. At that time, Ms. Roni announced that since she had been noticed that she was the employee of reference in the personnel discussion, she would like to remain in the meeting, and therefore requested the discussion take place in an open meeting. She was reminded of process related to open meeting minutes and discussion by Mr. Willetto and agreed to continue. Mr. Willetto announced the meeting would remain in open session and the topic originally scheduled to be discussed first, in executive session, (a legal contract with the City of Lafayette (JUA)), was moved to later on in the agenda.

Mr. Willetto stated that the personnel issue involved claims that had been brought to Human Resources by Ms. Roni. Mr. Willetto stated that the charges were serious allegations and that they would be treated as such. He notified the Board that an investigation into the charges had been initiated through appropriate Human Resource channels and that it would include appropriate legal counsel. Mr. Willetto also stated that the board would review the matter after the completion of the investigation. Mr. Richards again reiterated the seriousness of the two specific allegations she had made to HR, and inquired if Ms. Roni understood that her complaints did not constitute what she was alleging formally with HR. Ms. Roni did not respond directly. Mr. Willetto asked if there were any further questions or comments and none were offered. The board concluded the discussion pertaining to the personnel topic involving Ms. Roni. The Board then moved into executive session to discuss a contractual issue with the City of Lafayette.

10:12a – Executive Session (Board)

Motion to enter Executive Session was made by Mr. Hudson, seconded by Mr. Richards and approved by the Board 7-0.

10:36a – Adjourn (Willetto)

Motion to adjourn the board was made by Mr. Richards, seconded by Mr. Hudson and approved by the Board 7-0.

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors