



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

November 6, 2013, 4:40 PM
Auditeria

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, Elizabeth Gable, Scott Hudson, Kyle Mathews, Phil Mehalko, Suzanne Ovelman, Kelly Reeser, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Absent: Greg Richards (away on business)

Guest(s): [See scanned sheets]

4:40p Call to order and roll call; Agenda change requests (Mr. Willetto)

The meeting was called to order by Mr. Willetto.

There were no agenda change requests.

Mr. Willetto notified the Community that there will be an executive session topic to discuss attorney client advice.

4:45p Executive Session: Attorney Client Advice (Board)

Motion to enter Executive Session was made by Mr. Elliott, seconded by Mr. Hudson and approved by the Board by roll call vote, 6-0.

“The executive session held by the Peak to Peak Charter School Board of Directors on November 6, 2013 was for the purpose of and did in fact have privileged attorney-client communications.” – Barry Arrington

5:05p Move into Open Meeting

The Board moved into open meeting at 5:05 p.m.

5:08p Administrative business: Approval of minutes and consent items (committee appointments; hires) (Willetto)

Motion to approve BOD minutes from October 16, 2013 was made by Mr. Hudson, seconded by Ms. Walther and approved by the Board 6-0.

5:10p Public comments (Community)

Mr. Willetto outlined the process for Public Comments. Each member of the public that signed the Public Comments sheet would be granted 2 minutes to speak. Twenty-nine community members addressed the Board regarding the departure of Ms. Roni. Comments from the community included concerns about HR processes, support for Ms. Roni and for the Board and an open dialogue meeting within thirty days. The board listened and noted all individual statements for further board review.

6:05p Break

6:29p Update on IT Refresh Cycle (Reeser)

Ms. Reeser reported on the computer refresh cycle. An accelerated computer refresh cycle is currently underway and is a result of Peak to Peak's decision for "all-in" tech services from Boulder Valley School District (BVSD). Ms. Reeser reported that the IT infrastructure upgrades started last summer are now complete. Currently, Peak to Peak is performing a computer inventory. Ms. Reeser stated that laptop computers will be allocated to teachers, counselors and librarians, and that all computers will be upgraded to Windows 7. To accommodate the transition to BVSD tech services, Ms. Reeser reported that BVSD provided 12-15 persons at the beginning of the school year to support the crossover. By the end of the semester, 50% of the computers on campus will be replaced. This 50% refresh cycle will occur every two years from this point forward.

6:30p Quarterly Financial Report – Q1 (Todd, Board)

Mr. Todd discussed defeat of Amend 66. He also anticipates a PPR increase of 3.4% for next year but won't know until May.

Mr. Todd provided handout for the 1st quarter financial report. All revenues and expenses were on target for the first quarter (i.e. 25% of total year budget). Mr. Todd summarized the financials as:

- Charter fund revenues are as expected at \$3,210,266 (24% of total year budget)
- Local revenues are as expected at \$521,773. (27% of total year budget)
- Instructional expenses are as expected at \$912,823 (15% of total year budget – note that the instructional fiscal year is delayed from the School's fiscal year causing the instructional expenses not to be ~25%)
- Administration expenses are lower than expected at \$495,890 (19% of total year budget)
- Facility expenses are lower than budget at \$218,759 (24.3% of total year budget)
- Debt Service was on budget at \$391,034 (25% of total year budget)
- Local expenses were above budget at \$411,525 (28% of total year budget). The additional expenses were anticipated and covered by a 2012-2013 budget rollover for the IT upgrades.

Mr. Todd thanked Terri Tarbutton who handles accounts payable and payroll at Peak to Peak for her excellent work over the past two years. Ms. Tarbutton handles 7,225 transactions amounting to \$9,126,390 with amazing accuracy and always with a smile.

Mr. Wilcox reported that the solar panel installation will require a power shutdown within the next two weeks. Mr. Wilcox indicated the power turn off would not impact school operations, and solar panels would be operational beginning in December.

Mr. Willetto thanked Namaste for their safety record for working around the school while in session.

6:40p Review KPI Data Meeting Agenda and Process (Reeser, Board)

Ms. Reeser provided the agenda for the next Key Performance Indicator (KPI) data meeting on November 14. Ms. Reeser thanked Melissa Christensen and Karla Friar for performing the data crunching to support the KPI data meeting.

Summary of KPIs to be discussed at the November 14 meeting include:

- EXPLORE Scores – Middle School 6th and 8th grades
- PLAN Scores – High School 10th grade
- AP Testing – High School 9th through 12th grade
- Talented and Gifted Students – K-12
- Budget Performance
- Financial Reserves
- Employee Satisfaction Survey Results

Ms. Reeser also provided a stop light status (red, yellow, green) for the school's KPIs. Nineteen of 24 KPIs met or exceeded their thresholds (green). KPI's being watched (yellow) for progress included Talented and Gifted Students for all grades, Literacy for Elementary and Middle Schools, Math for Elementary and Middle Schools. There were 2 KPI's below (red) standards. These KPIs were Teacher Compensation and Utility Costs.

6:50p Future meeting topics (Willetto)

Andrew Moore scheduled next week to talk about BVSD IT transition. This will include a report on Colorado State on-line testing next year.
Aftermath of Amendment 66

6:53p – Adjourn (Willetto)

Motion to adjourn the board was made by Mr. Elliot, seconded by Mr. Hudson and approved by the Board 6-0.

*Respectfully submitted,
Phil Mehalko
For the Peak to Peak Board of Directors*