



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

**January 22, 2014, 7:45 am
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.

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

Guest(s): [See scanned sheets]

All Board Members Richards phone

7:49 am Call to order and roll call; Agenda change requests (Mr. Willetto)

There were no agenda changes.

7:49 am Administrative business: Approval of minutes and consent items (committee appointments; hires) (Mr. Willetto)

Motion to approve BOD minutes from January 8, 2014 was made by Mr. Elliot, seconded by Ms. Walther and approved by the Board 7-0-0.

Motion to approve the hire of Ms. Melissa Christensen was made by Mr. Elliot, seconded by Mr. Mehalko and approved by the Board 7-0-0.

Ms Traci Schoenweis presented the Election Committee's certified recall election results to the Board.

8:00 am Public comments (Community)

Ms. Reeser congratulated Kyle Mathews for his 2014 Impact on Education Award. She thanked Clara Quinlan for writing up Kyle's nomination. She noted that this is the 5th Impact on Education Award for Peak to Peak.

Ms. Reeser formally sent out condolences to Drummond family for the recent loss of Peak to Peak founder Kevin Drummond. Kevin was board president and first executive director. Ms. Reeser noted that his wife, Teresa, trained the school's first hiring committee.

Ms. Reeser thanked:

- The K-12 counseling staff for their continuing efforts to achieve RAMP certification, and HS counselors for their work to put on the Gap Year Fair on Jan 21st. This event was informational and well attended.
- Vicki Lundquist for taking on K-12 master schedule work.

Mr. Mathews submitted the following comments:

- Ursula Grunwald, class of 2013, for publication of her short story, Windigo, as selected by The Scholastic Art & Writing Awards, and Kristie Letter for supporting her submission.
- Senior, Kyler Meehan, for his invitation to NYU Abu Dhabi campus this spring in the next round of admissions selections.
- Senior, Jhamal Fanning, Jhamal is one of 100 young people nationwide who has been selected to represent Colorado at Capitol Hill Day 2014 for Special Olympics. Each state sends two young people--an athlete and a Global Messenger (Jhamal). During the four days that they are in Washington, DC, they will meet with senators, congressmen, and lawmakers to let them know about the impact the Special Olympics Project Unify is having on their schools and communities. They will also work closely with Tim Shriver, the national executive director of Special Olympics.
- Tracy Wright, for assisting with planning of senior life skills sessions this spring, supervising PISA test implementation taking place this Friday, and planning TCAP/PARCC/CMAS testing this spring and next fall.
- Heather Bertarelli and Wade Kingsbury, Student Council sponsors, for organizing and supervising the Rough N'Tough volleyball tournament last week during our early release afternoon.

Mr. Mehalko thanked the Election committee for their professionalism and efforts on the recall election. Mr. Mehalko congratulated Kyle Mathews for his 2014 Impact on Education Award.

Ms. Ovelman thanked:

- Anita Chakraborty-Spotts for sponsoring the student council.
- Sara Lemmon and Panda Smith for supporting the science fair. This effort was months in the making with a presentation in the auditoria on January 23, 2014.
- K-12 counselors for supporting the RAMP certification.

Mr. Elliot thanked:

- Election committee and Traci Schoeneweis for their efforts on the recall election.

Ms. Gable concurred with all previous accolades and also apologized to the BLT committee for no board members attending their last meeting.

Ms. Walther congratulated Kyle Mathews and thanked Carolyn Janssen for her efforts on the auction.

Mr. Hudson welcomed Melissa Christensen as the new elementary principal. Mr. Hudson congratulated to Kyle Mathews for his 2014 Impact on Education Award.

Mr. Hudson thanked:

- Election Committee for their efforts on the recall election.
- Melissa Christensen for volunteering for the spelling bee.

Mr. Todd congratulated Kristianna Vedvik for being published.

Mr. Willetto thanked:

- Deaa Frisbie and the HOD team for their work. Extra Fall load – Fall normally dedicated to training.

Mr. Steve Widmar, Kindergarten parent, recommended creating other forms of communications between parents and the Board that would allow for question and answer. He also questioned why some Board meeting times were in the morning.

Ms. Lori Karl was very grateful to the Election Committed for their recall election efforts. She questioned if the Peak to Peak School bylaws were in conflict of the state laws for a super majority for recall. [Note: This was referred to Peak to Peak legal counsel and there was no conflict found in Peak to Peak’s super majority bylaw.]

Ms. Brandi Scott – Understood issues regarding meeting times. Biggest improvement needs to be with communications. She will be providing some ides/suggestions for consideration.

8:10 am Annual Audit(Board)

Mr. Todd presented printed copies of the Peak to Peak financial audit to the Board.

Highlights of the financial audit include:

- Peak to Peak has \$5.8 M in total cash funds available to the school.
- Peak to Peak had \$14M in revenue for 2012-2013.
- Peak to Peak debt service is currently \$19.8M.

Mr. Todd thanked Louise Peng for her support of the audit this year.

Motion to approve annual audit was made by Mr. Elliot, seconded by Ms. Hudson and approved by the Board 7-0-0.

8:12 Finance and Budget Committee – New Member Recommendation

The Finance and Budget Committee is looking for new members. Jonathan Fung, a potential candidate and a Financial Advisor with Bernstein Global Wealth Management, was presented to the Board for consideration.

The Board decided to table any new member additions until February so that other candidates could be presented and considered.

8:22 Director Report – Director of the Exec Office (Schoeneweis)

Ms. Schoeneweis reported the following on the efforts of the Executive Office:

- The Executive Office supports the Executive Leadership Team (ELT), the BLT, the Accountability Committee, the Election Committee, HOD, the Volunteer Committed an the Service Council
- The Recall Election saw 59% voter participation and 77% staff participation.
- The Election Committee will be presenting suggestions to the Board based on lessons learned from the Recall Election.
- Overall Open Enrollment participation was up for the informational meetings.
- Ms. Schoeneweis now oversees 36 direct reports (Elementary School para-professionals). Peak to Peak has hired 12 para-professionals/support staff since August.
- Para-professional training is being provided for ergonomics, pivot tables, and Google sessions.
- Service Council events from 2013-2014 included flood relief for Boulder residents, Africa duct tape event and holiday help for families in need.
- There are 345 volunteers available to the staff. The volunteer database is now on the staff website for reference.
- Staff appreciation planning and management this year included 2-4 luncheons and sustainability planning for recognitions. Special thanks to Erin Fox-Smith for developing a video for the teachers.
- Executive Office expenses are under budget.
- Since last year the Executive Office responsibilities have increased and include HS principal support, increased CPD and induction support, Registrar oversight, Dean's para support and attendance coordinator.

[8:24 Mr. Richards left meeting]

8:40 Director Report – Advancement (Jannsen)

Ms. Jannsen reported the following to the Board:

- The Annual Auction's Gifts from the Heart will focus on obtaining Chrome books for classroom instruction and testing
- John Wilcox is currently pricing an update to the middle school playground.
- Peak to Peak's Facebook page is receiving positive comments for school.
- Melanie West stepped down.
- Advancement liaisons will meet the January 28, 2014

Ms. Jannsen thanked community members for sharing their concerns and communications in the last few months.

8:35 Principal Reports

Principal Reports (Mathews)

Mr. Mathews presented the following to the Board:

Student achievement for Fall 2013

- Approximately 90.4% of grades earned by students this fall were A's and B's, a new record for the HS level. 56% A's is a new benchmark as well.
- Fewer than 9% of grades were C's, and approximately .5% grades were F's, both of which are new benchmarks. Incompletes are still to be determined by close of February.
- With increased attention on Common Core and Next Generation Science Standards (NGSS), expectations have been increasing for students to demonstrate mastery, particularly with non-fiction sources, analyzing data and formal writing requirements.
- ACT test preparation and training is ongoing through March, when post-testing will take place. State ACT testing is set for Wednesday, April 23rd.
- OECD PISA testing, based on a grant to the HS through the National Alliance for Charter Schools, will be implemented this Friday, January 24th between 8-12. I will share results and reporting once they are returned from CTB McGraw Hill this spring.

Student climate

- Climate results from the November internal survey done on iPads continue to trend in the upper 80's to mid-90's range, with declines in scores noting depression and/or concerns with suicide. Semester one scores are typically lower than April scores, but these trends are a concern as we continue to address a range of mental health issues for our teens in high school. Teachers and staff are intentionally addressing depression, suicide and substance use in counseling lessons, Access sessions and when appropriate with the curriculum (literature and social studies).

Student sports participation

- Peak to Peak is on track for slightly increased participation rates at the HS level in activities and athletics this year. We will await spring sports and activities enrollment to determine final numbers, but targeting 80% participation overall.

College and University News

- Peak to Peak is on-track with college admissions at this point in the school year, with impressive early decisions including NYU Abu Dhabi, Yale Singapore, Stanford and range of high-ranking and best fit schools of choice this year. Peak to Peak will have a second-round candidate also heading to Abu Dhabi in a few weeks for consideration as well.
- College recommendation letter writing selection begins this week in Junior Days, and will follow with lists being aligned at the HS staff meeting on Feb 5th.
- Scholarships and aid offers: Peak to Peak is projecting for more than \$20 million in offers this year, to surpass last year's record. Reporting on total offers will come in May, when final calculations are uploaded to Naviance.

Principal Reports (Ovelman)

Ms. Ovelman reported the following for the Middle School (MS):

- Ms. Ovelman is completing mid-year teacher evaluations.
- The data supporting the MS Unified Improvement Plan (UIP) is looking good.
- MS Adult-student relationships trust is up. The MS is looking for ways to increase positive trust relationships with a trust goal of 100%.

- MS staff and counselors are supporting and working on RAMP certification.
- The SM is working on mid-year update for UIP.
- The MS met KPI grade rates for the first semester. There was an increase in As and a decrease in Fs and Cs.
- Student trend data against UIP goals is being prepared by teachers with a data report to be finalized in Friday.
- The MS increased focus on sheltered instruction with emphasis on writing and reading skills. This instruction is based on multiple factors and not just TCAP scores. However, TCAP scores play an important part in trend analysis.
- Ms. Ovelman reported that every teacher has the flexibility to select students for ILP plans.
- Curriculum committee may suggest changing the name of the 8th grade Social studies to include “pre-AP” because reading load is different than the honors class. There is a concern that students can be shell shocked by work load.
- Ms. Ovelman and John Steinbauer selected 12-15 TAG students for study hall hour independent projects tailored for their learning plan. This will allow MS TAG students that can't be placed in HS classes to be challenged and meet their education needs. These study hall projects were developed based on conversations with students in between regular and accelerated paths.
- Ms. Ovelman thanked MS volunteers for their support. She noted that Sandy Ray and Lisa Estler have MS volunteer opportunities.

Principal Reports (Christensen)

Ms. Christensen thanked Traci Schoeneweis for assuming many of her previous responsibilities supervising Elementary Paras.

Ms. Christensen reported the following for the Elementary School (ES):

- Midyear student assessments are complete with data, such as math intervention, showing improvement. The ES staff is exploring how to minimize student assessment time (6-8 hrs per student).
- The ES service announcements and assembly in November and December allowed Peak to Peak to raise and donate 9 boxes of toiletries to Boulder homeless shelter. Ms. Christensen thanked teachers and parent for supporting this effort.
- Colorado State Government's READ Act will replace Colorado Basic Literacy Act. The READ Act is designed to improve reading skills for students significantly at risk. Ms. Christensen noted that Colorado is choosing from among 4-5 assessments to perform new reading assessment requirements.
- Four K-3 teachers are now serving on the BVSD committee for READ Act assessment development. Most assessments are computer-based.
- TCAP testing starts in 3 weeks.
- The ES is looking for technology improvements for teachers. This includes additional budgeting needed for technology instruction and a couple carts of Chrome books.

The ES is celebrating the annual Spelling Bee.

Ms. Christensen reported that a 5th grader won the local chapter competition for American History Essays and will go onto state.

[Mr. Elliot left meeting at 9:30]

9:33 Succession Planning (Walther/Board)

Ms. Walther presented the Board with an outline for succession planning at Peak to Peak.

Her summary of proposed Peak to Peak's succession planning is:

- Identify those with the potential to assume greater responsibility at P2P
- Provide critical development experiences to those that can move into key roles
- Engage the ELT and BOD in supporting the development of high-potential leaders
- Develop a plan to be used by the BOD to make staffing decisions for key positions
- Improve employee commitment, retention and morale
- Identify and meet the career development expectations of our staff
- Counter the increasing difficulty and costs of recruiting employees, both internally and externally
- Planning allows for cross training opportunities for job variety.

Mr. Willetto thanked Ms. Walther for her efforts. Mr. Willetto commented that Peak to Peak needs to remain flexible and realistic about budget and opportunities with regards to staffing.

Ms. Reeser commented that Peak to Peak's staffing challenge is a balance of costs, opportunities, and tasks at hand. She stated that the biggest challenge is to have these discussions openly with the ELT and that there is a new staffing challenge for the school every year. She noted that Peak to Peak needs to remain vigilant and pay people appropriately for their job responsibilities and performance.

Mr. Todd commented on Peak to Peak's robust stipend program. Peak to Peak's stipend program offers leadership opportunities in addition to the CPD opportunities. He noted that the stipend programs are built into the budget.

10:11 Board Communications (Board)

The Board continued discussions on how to improve Board communications with the community. This discussion is based on this year's Board goals and from feedback from the last weeks. The Board recognizes the importance of dialog and the promotion of such opportunities. The Board noted that there are existing social opportunities (e.g. Principal chats, Auction, the Annual Meeting, and dine out nights) that need to be further marketed. The Board discussed communication constraints such as Board members' time, Sunshine Law and confidentiality agreements.

Mr. Hudson recommended that Mr. Mehalko be nominated to collect ideas for communication ideas.

10:30 Adjourn (Willetto)

Motion to adjourn the board was made by Mr. Hudson, seconded by Ms. Gable and approved by the Board 5-0.

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors