



College Prep in a Small School Environment

**Peak to Peak  
Charter School**

**Board of Directors Meeting Minutes**

**February 5, 2014, 5:00 pm  
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:** Melissa Christensen, Brad Elliott, Elizabeth Gable, Scott Hudson, Kyle Mathews, Phil Mehalko, Kelly Reeser, Greg Richards (by phone), Sam Todd, Lisa Walther, Thomas Willetto

**Board Members Not Present:** Suzanne Ovelman

**Guest(s):** [See scanned sheets]

**5:05 Call to order and roll call (Willetto)**

The Middle School Pilot Program topic was deleted from the agenda.

**5:05 Public comments (Community)**

Ms. Christensen congratulated Natalie Haines on the birth of her daughter on January 31, 2013. Ms. Christensen thanked the para-professionals for the everyday work and for assisting with the inside lunches during weather days.

Ms. Reeser thanked the Elementary School teachers for their professionalism in executing the parent teacher conferences. Ms. Reeser congratulated the 40 students that won scholastic writing awards and seven students that won art awards.

Mr. Willetto thanked the facilities staff for the keeping Peak to Peak's grounds safe by expediently removing snow.

Ms. Walther thanked the Elementary Staff for efficiently running and keeping the parent teacher conferences on track.

Ms. Gable thanked:

- The Elementary Staff for the parent teacher conferences.
- The facilities staff for the snow removal.

Mr. Mathews thanked:

- Elizabeth Begley and Cheryl Sack, our Food Services leaders, for incredible food, creative weekly sandwiches and positive attitudes that are infectious across the campus.
- Rebecca Weiss for the High School Thespian production. The group overcame illness and chilly weather to put on a great show.
- Mary Kathryn Wood, long term substitute for Laura Copeland, for her service this winter. She's been an incredible teacher and asset to our staff and school.
- High school counselors for presenting parent pod night meetings over the past two weeks. Highly informative, great attendance and key to our mission.
- High school teachers for writing hundreds of letters of recommendation this year, and prepping for next year's college letters in student's areas of choice.
- Clara Quinlan for organizing the Puma Pageant, and Student Council sponsors, Heather Bertarelli and Wade Kingsbury, for the winter ball following the Pageant.
- Traci Wright and Traci Schoeneweis for juggling numerous TCAP, PARCC and other testing and school calendars so we are prepared to demonstrate our best.

Mr. Mehalko thanked:

- The Accountability Committee for their excellent information and dialog during the last Accountability Meeting
- The Elementary School teachers for their parent teacher conferences.

Mr. Richards congratulated Sam Todd for being the Charter School manager of the year.

**5:10 pm Administrative business: Approval of minutes and consent items (committee appointments; hires)**

Motion to approve Jonathan Fung to the Finance Board Committee was made by Mr. Elliot, seconded by Ms. Walther and approved by the Board 7-0-0.

Motion to approve BOD minutes from January 22, 2014 was made by Ms. Gable, seconded by Mr. Elliot and approved by the Board 7-0-0.

Motion to approve the establishment of the Legal Committee was made by Mr. Hudson, seconded by Mr. Mehalko and approved by the Board 7-0-0. The Legal Committee will have five members (two voting board members, the Executive Director of Education, the Executive Director of Operations, and the Director of Human Resources.) The Legal Committee is established to minimize the time impact to the whole Board caused by legal matters.

Motion to approve Ms. Gable as the chair of the Legal Committee and Ms. Walther as the second voting board member was made by Mr. Elliot, seconded by Mr. Mehalko and approved by the Board 7-0-0.

Motion to authorize and direct the school's legal counsel to communicate with, and receive instructions from, the chair of the Legal Committee, was made by Mr. Hudson, seconded by Mr. Mehalko and approved by the Board 7-0-0.

**5:20 pm Accountability Committee Report (Hyman/Thorpe/Henry)**

Ms. Janice Thorpe presented a report on the Accountability Committee’s Community Enhancement Subcommittee. The subcommittee made the following recommendations to the Board:

- 1) Contract an outside consultant to administer the Organizational Trust Index (or similar survey) and interpret results. This would provide a baseline for action, but is not intended to occur every year.
- 2) Strengthen communication skills and practices to enrich communication with the Peak to Peak community and within the board. This could be included in Board Orientation that occurs during transition time to incorporate new members and should include training related to dealing with a crisis.
- 3) Transfer responsibility for Staff survey from Human Resources to another entity – Ideally a 3rd party, unaffiliated with the school.
- 4) Identify and implement a process to publically acknowledge or respond to questions or comments raised by community members.
- 5) Create opportunities to enhance community cohesion, such as including a social component to the Annual Meeting and establishing a “Town Hall” style meeting for the Fall.
- 6) Investigate ways to encourage participation in existing events, such as principal chat.
- 7) Review and clarify existing policy for use of community member emails. examine process to create school-sanctioned email accounts.

More details on the Accountability Committee can be found at their fusion page: [Accountability Committee Fusion Page](http://peaktopeak.schoolfusion.us/modules/cms/pages.phtml?pageid=104774&sessionid=a9a3d19f5e32f1b11f9310fba022dee5) or <http://peaktopeak.schoolfusion.us/modules/cms/pages.phtml?pageid=104774&sessionid=a9a3d19f5e32f1b11f9310fba022dee5>

### **5:55 pm Budget Update – Q2 Results (Todd)**

Mr. Todd reported that Q2 operation expenses and revenues are currently on budget. Current indicators suggest that Peak to Peak will have a budget surplus of \$300k.

### **5:55 pm EDO Report (Todd)**

Mr. Todd reported that the Colorado Legislature K-12 funding pool of \$1 billion will likely be allocated to schools in 2014-2015 due to the defeat of Amendment 66 and the election year. The Legislature has suggested using the funds for 1) increasing the Per Pupil Revenue (PPR) for 2014-2015 and 2) targeted programs like charter schools.

Mr. Todd recommended that the Board change the cash reserve policy from 20% of overall operating expenses to 110 days of operating expenses. This will help Peak to Peak maintain its BBB+ rating. The Board plans on voting on this policy at the next meeting.

### **6:30 pm EDE Report (Reeser)**

Ms. Reeser reported that the Open Enrollment applications for 2014-2015 were the highest ever (over 2000 prospective students) for Peak to Peak.

Ms. Reeser stated that Peak to Peak's contract with BVSD IT will include software services. This will assure that software at Peak to Peak will be maintained and updated.

### **6:50 pm Board Communications (Board)**

The Board discussed objectives for Board communications including – providing information, engaging the community and creating venues for communications. Per the recommendation of the Accountability subcommittee, the Board discussed how to incorporate a town hall meeting into the school schedule – potentially coupling a town hall meeting at the beginning of the semester and at the annual meeting.

### **7:07 pm Succession Planning/Job Description Review (Board)**

The Board discussed the needs and implementation process for succession planning.

The basis/needs for good succession planning need would include:

- Providing career opportunities for current staff members
- Making Peak to Peak a career destination
- Balance organizational structure with budgets
- Setting up an organization that is not vulnerable to staff losses/attrition

Implementation of a good succession plan would include:

- Base job descriptions on current tasks, skills and abilities required for the job with opportunities for career growth
- Present clear definition of succession planning and opportunities

The Board also discussed the current environment for succession planning. Current career opportunities include the use of stipends for work beyond job descriptions and the potential for job rotations.

### **7:30pm Executive Session (Personnel) (Board)**

Motion to move into executive session was made by Mr. Elliot, seconded by Mr. Hudson and approved by the Board 7-0-0.

[Mr. Richards left the meeting at 8:00.]

### **8:03 pm Approval of ALPS Coordinator (Board)**

Motion to approve the hire of Helena Hulse for the ALPS Coordinator was made by Mr. Elliot, seconded by Ms. Walther and approved by the Board 6-0-0.

### **8:05 pm Adjourn (Willetto)**

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

*Respectfully submitted,*

*Phil Mehalko*

*For the Peak to Peak Board of Directors*