



College Prep in a Small School Environment

## **Peak to Peak Charter School**

### **Board of Directors Meeting Minutes**

**February 19, 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 (via phone), Elizabeth Gable, Scott Hudson, Kyle Mathews, Suzanne Ovelman, Kelly Reeser, Greg Richards, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Absent: Phil Mehalko

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

#### **7:51 am Call to order and roll call; Agenda change requests (Mr. Willetto)**

- Move Minutes Approval after break so as to enable review of Accountability Committee requested modifications received this morning, prior to the meeting.
- Change Job Description and Organizational Chart from "Vote" to "Discuss"

#### **7:56 am Public comments (Community)**

*Sam Todd, Executive Director of Operations:*

1. Kudos to Carolyn Jannsen and all the parent volunteers for excellent planning and coordination of this year's annual auction.  
Also thanks to all the staff and parents for their participation and generous donations! We expect the auction to surpass \$100K in gross revenues once again!
2. Thanks to Elizabeth Begley and Cheryl Sack for conducting a great School Food Authority audit with CDE this past week. There were many commendations and no negative fiscal impacts. This audit happens every three years.
3. Thanks to Kristianna Vedvik and Holly Ford for their exceptional work in developing "total rewards" statements that will be provided to all staff members at the end of the year showing all forms of compensation that P2P staff receive, as well as the school's contribution to employee benefits.

*Kyle Mathews, HS Principal:*

I would like to thank and recognize the following:

1. Jacob Lehr, HS math teacher, for reviewing several text and online text options for geometry and algebra 2 in 2014-15. Recommendation will be coming to the 6-12 Curriculum Committee and then to BOD in March. We will also have an updated version of AP Statistics from Mr. Letter.
2. Allen Hankla, HS physics teacher, for assisting the registrar with master scheduling, and for meeting with text representatives to recommend a new online physics text to replace the current version. We will also have an updated AP Biology text recommendation from Mr. Harper.
3. HS counseling team for supporting district schools with crisis management this winter. Also, for supporting another P2P student accepted to NYU Abu Dhabi (Kyler Meehan), a finalist for the Boettcher Scholarship (Noah Starbuck), and a finalist for the Daniels Fund Scholarship (Michael Chen).
4. Clara Quinlan, HS English, Joshua Benson, HS English, Karen Amidon, HS English and Grant Safranek, 6-12 Dean, for support of a character education initiative I'm spearheading for the 9-12. We are taking a grade level focus to develop a relevant, student and trait-centered plan for Access that will involve a series of character modules including a survey of questions aligned to each module to develop a character "Core Score."

*Scott Hudson, BOD Vice President*

Congratulations to Carolyn and all who participated in the very successful auction.

*Greg Richards, BOD*

Congratulations to everyone who worked on the auction, especially Carolyn Janssen.

*Elizabeth Gable, BOD*

Concur with accolades and special thanks to not only Carolyn and team, but to all the families who donated towards the baskets and/or created the baskets. All very successful, and to all families, students and staff who helped make Valentine's Day fun and festive for all. It was a great week.

*Suzanne Ovelman, Middle School Principal*

The entire Middle School team in general. Everyone is quick to support each other when needed. Tim Laramy, substitute teacher, for stepping in and making sure instruction and learning are seamless and ongoing.

A big thank you to Carolyn Janssen for a lovely auction.

Thank you to Anita C-Spotts for facilitating engaging middle school events hosted by student council.

*Melissa Christensen, Elementary School Principal*

Many thanks to the facilities staff members, on all work shifts, for the countless hours they spend cleaning up messes, beautifying the campus, and assisting with tasks from lunchroom to hallways to evening events.

*Kelly Reeser, Executive Director of Education*

Cheryl Sack and Elizabeth Begley – huge improvements and great changes every day in food services. They’re just working so hard and bringing so many improvements. The audit went well and they’re to be congratulated for that, and this needs to be shared with all families. To Sam Todd for all his planning and keeping us up to date with legislative sessions, etc.

*Traci Schoeneweis* – Rachel Benitez and the *entire* office staff for all the help with last minute subs, helping wherever possible with great attitudes!

*Steve Windmont* – Congratulations for great turnout at the auction. A lot more community members were there than other auctions. Very inspiring speaker (alumna) and auctioneer did a great job!

### **8:10 am FBC Reserve Calculation (Board)**

As previously presented, Standard & Poor’s uses a different formula than Peak to Peak is using for maintaining financial reserves. S&P utilizes a “number of days” reserve, specifically 110 days, and P2P has been using a percentage number. The Finance Budget Committee (FBC) is recommending we change to this days-based formula. This suggestion was also recommended when Peak to Peak recently receive their most recent BBB+ rating.

A motion to approve the change in the formula maintain reserves was made by Mr. Richards, seconded by Mr. Willetto, and approved by the Board 5-0-0.

### **8:11 Job Descriptions and Org Chart (Board)**

The board was presented job descriptions for the EDE, the Facilities Director and Assistant Principals (AP) for MS and HS. This came out of previous discussions regarding Succession Planning discussion led by board member Lisa Walther.

Changes to EDE and Facilities included adding roles to both positions that included overseeing tech-related issues and assuming tech-related roles that were brought on by going with technology with the district. Mrs. Walther asked that the skills/abilities required for these

positions be updated on the JDs as well, to reflect those skills necessary to be able to complete the additional tech roles being added. This will be necessary for future hiring.

Mrs. Gable inquired if the new Tech position being created would/could assume any of this responsibility. The answer was no. She further questioned if this was something that should be part of the JD for the EDE. While the current EDE can handle the tech requirements spelled out, is it truly something that should be part of the EDE's job description going forward. Should it be an area of specific focus or be part of a different JD? Ms. Reeser indicated it would be reviewed and re-evaluated.

The discussions and roles/needs for separate APs included:

- Big initiatives in HS. Programmatic changes. K-12 initiatives. More analysis of PAARC results, etc.
- Change non-P2P sponsored trips to P2P-sponsored trips. More grant writing. Other regular day-to-day things, AP (courses) training, building leadership, district meeting attendance, HS events, walk with principal and assist during evaluation cycles.

Mr. Todd's perspective: What are we getting most mileage for with our investment. Managing FTE, but shifting responsibilities. AP more than Dean. More ability and more fill-in. Fits current budget and parsing gets even more benefit.

Ms. Walther pointed out that the secondary JD had a data component for HS, yet the MS JD had no data component on it. If we spread out the former K-12 JD over the ES, MS and HS roles, we need to re-write MS to include data. The ELT team had not yet compared the AP JDs side by side and that needs to be done to ensure former K-12 roles (data, etc.) and tasks are all covered/addressed.

Mrs. Gable expressed concern over there being no K-12 focus mentioned anywhere on *any* of the JDs. She indicated that P2P has worked hard from the beginning to ensure we don't create "silos" – i.e. separate schools on the same campus, and always retain that K-12 focus and, importantly, critical alignment, and she doesn't see it in the JDs as presented. Recommends reviewing and revising to incorporate that essential K-12 focus. Ms. Reeser concurred.

Ms. Walther expressed the need to review these JDs all at once across levels with an eye for consistency and completeness so as to incorporate cross functionality and begin to address succession issues.

### **8:40 Director Report – Director of the Center for Professional Development (Freeman)**

Ms. Megan Freeman gave an update to the board on CPD.

CPD's goals for Quality of Relationships: External Partnerships for 2013-2014 have been met. They include the addition of one induction school, retention of one induction school and one non-induction school or institution, as well raising the profile of P2P by presentations at conferences (11), published articles (3) and staff as committee members, panelists, and/or reviewers in educational organizations (11).

Goals for Finances – anticipated Gross numbers are TBD awaiting Charter School Job Fair being hosted in March.

Capacity Adjustments – CPD reports that due to staff turnover, CPD's capacity to provide professional development and consulting services has been diminished this year. This, in addition to negative media surrounding the recall election and the need to handle communications related to same, has impacted the ability to launch new initiatives. It has not, however, impacted internal professional development which has always been CPD's focus, and where CPD needs to focus this year.

### **8:50 Election Committee Membership and Recommendations**

Election committee is recommending changes to voting. Instead of allowing votes per family based on number of students, they are recommending two votes per family. Families with two households will simply split the two votes. These full updates will be proposed by the Election Committee at a future meeting.

Mr. Richards offered to be BOD representative on the Election Committee for the May election, replacing Mr. Mehalko who will be running for the board again after his one year term is up this year.

### **9:10 Middle School Pilot Program – Independent Study (Ovelman)**

A pilot program has been developed with Mr. John Steinbauer. It is a seminar for MS students. We were looking for unique ways of meeting needs of accelerated students who have areas of interest/passion in parts of curriculum. We wondered how we can challenge these students to grow and achieve learning in this area. The seminar would take place in Mr. Steinbauer's study hall. It would be a yearlong in duration. Contract would be developed with the teacher, parents and the student. A rubric will also be developed. This is being developed for kids who need "something more". Criteria, rubric, and the contract are being developed with counselor Manele Short. Would involve about 15 students, targeting 8<sup>th</sup> graders. All contents – music, science, etc. Projects must be pre-approved. The middle school will pilot this program next year, and then evaluate results. If successful, a formal course proposal for a permanent change will be brought to the curriculum committee and to the board for approval.

**9:35 am Administrative business: Approval of minutes and consent items (committee appointments; hires) (Mr. Willetto)**

Minutes were reviewed and approved, with recommended changes by Accountability Committee being incorporated as presented.

**9:37 am Principal Reports**

**Principal Reports (Mathews)**

1. Based on current staffing and projected numbers for 2014-15 based on teacher recommendations, we will be looking to hire a full-time HS math teacher for algebra 2 and algebra 2 honors. That will go to HOD next Tuesday.
2. We will be hosting a film crew on Monday, 2/24 for the Impact video production. Smile.
3. I'm attending the CDE administrator mentoring cohort on 2/25 and will be bringing Clara Quinlan to review HS literacy training and networking. Clara will also be involved in AdvancEd training and on the [Catalyst.EDU](http://Catalyst.EDU) review team in May.
4. Second round professional growth plan meetings are in process. Draft rubrics are completed and to HR for alignment across levels.
5. Eye to Eye (our mentoring program for and led by students with learning disabilities) will have an annual review at 11 am with the national coordinator, Mariel Henkoff. Grant sent off to Wells Fargo at close of January.
6. Amar Gill, a junior is creating a National Honor Society page where we'll post businesses, labs and non-profits interested in hosting students for "shadowing days" or possible internships. Students will be able to review this vetted list of approved sites and know whom to contact for shadowing opportunities.
7. High school counseling team and I are drafting flowcharts and protocols for how to support our community with a loss of students, parents and guardians. This will involve tasks for specific counselors, high school principal and dean of students.
8. I met with Susie Ryder of Mental Health Partners who provided us with a list of mental health supporters, hotline numbers and targeted experts to respond to a range of challenges facing our staff and families. This information will go onto our school counseling page.

**Principal Reports (Ovelman)**

- Working on evaluations. Rubrics finished. Second goals meeting. Letters to support teachers.
- Working on aforementioned independent seminar.

- MS preparing for TCAPs - Not teaching to test, but test taking skills emphasized. Encouraging students.
- RAMP accreditation, great discussions. 2-3 year process.
- K-12 REAP – concussion awareness and handling. Hillary Miller will help spearhead. Teachers, coaches involved. Actively getting up to speed.
- Maya Rungman – Nominated for Kohls cares 10K scholarship. Maya Started the non-profit Turtlesfortots.org, 100% of profits go to Make a Wish Foundation. Raised over 15K. Will know in May if she received the award.

### **Principal Reports (Christensen)**

1. Elementary has just finished our middle-of-year testing. Many teachers have already begun to do some analysis around the data and next steps for progress to the end of the year. Preliminary data review has shown that both math and reading scores are on-target to hit end-of-year goals.
2. Our specialists, counselor, and principal are working on 1:1 climate interviews with 3rd-5th graders.
3. Our elementary is planning to offer technology instruction next year for K-5 students, provided we get some Chromebook carts for use in a roving technology lab.
4. A main focus for this year was refining our RtI process and the way in which we track progress of students receiving interventions. We recently streamlined the PST (Problem Solving Team) referral process and shifted the format of documentation around RtI efforts.
5. Our new ALPS Coordinator, Helena Hulse, has already been on campus for one Monday, and has several more planned this year in which to meet with principals for planning purposes, as well as working to do teacher and student observations and be fully prepared for next year's full-time work.
6. On the last Professional Development day our teachers met with K-12 Common Core State Standard teams (by department) to work on alignment and consistency in our K-12 education. An increase of collaboration and teamwork with teachers across levels has been noted at this point in the year, with specific action items stemming from discussions about K-12 needs and current realities moving to grow in a positive direction.
7. Congratulations to 2nd grader Atticus Phillips, who won his division of the State Chess Championship. Congratulations to 5th grader Jackson Earles, who was the winner of the State DAR American History essay contest. He now progresses to the SW Regional, and if a winner, then on to Nationals.

### **9:53 School Calendar (Schoeneweis)**

Ms. Schoeneweis presented the school calendar for next year.

Only changes include:

- Increase school year by 8 hours.
- Conferences changed a bit in ES – January instead of February.
- August 21<sup>st</sup> start date for school.
- Contact times are recorded by hours, not days and are well higher than CDE/District requirements

To be reviewed and voted on at a later meeting.

### **10:10 Annual Meeting (Board)**

Mrs. Gable reported that she and Mr. Mehalko met with The Gate House/Dove House after contacting them earlier in the year. They can accommodate the Annual Meeting, and are looking forward to working with us. They offer free to low-cost fees to accommodate local non-profits. A contract is being drawn up for review. We believe it would be an ideal location and opportunity to host the Annual Meeting in a venue that will allow for school business, the candidate sessions as well as community socializing with no requests for monetary donations like the auction dinner. This has been a board goal and idea for increasing community engagement since the beginning of the school year, and appears to a workable option. Details to follow.

### **10:15 Endowment**

Mr. Elliot (via phone) discussed a Planned Giving event this evening. New FBC board member Jonathan Fung hosting in Denver. Several board members attending.

- Mr. Elliot discussed that many best in class organizations, schools, etc. have endowments. Logistics need to be worked out, but Peak to Peak needs to have something in place and, by having a vehicle in which individuals/organizations can readily donate, they can then do so readily and easily. Use of proceeds will be determined by the appropriate school entity, Friends of Peak to Peak or some other body - this is all to be determined.
- Benefits – larger context of probable budget surplus, need to identify where this surplus goes. 100K for endowment and then determine how to govern and manage, and how we handle contributions and optimized use of these funds. Again, size and scope of endowment all to be determined.
- Parents/community voiced interest in creating an endowment. Cap projects have been funded by surplus.
- Sam supports endowment but cautions on amount used to fund endowment.
- Use of endowment funds for possible use with college scholarships.



- Long term vision. 7-10% of the operating budget. Look at best in class endowments.
- 9K needed to cover all AP tests and intervention. Same with ACT pre-test intervention. Looking for these extra dollars every year. Possible use of endowment funds.
- Need guidelines for how endowment would be used. Need complete proposal for establishment, use, wish lists, etc.
- FBC tasked with reviewing this proposal.

**10:30 Adjourn (Willetto)**

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

*Respectfully submitted,*

*Elizabeth N. Gable  
For the Peak to Peak Board of Directors*