



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

**March 5, 2014, 5:00 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: Melissa Christensen, Brad Elliott, Elizabeth Gable, Kyle Mathews, Phil Mehalko, Suzanne Ovelman, Kelly Reeser, Greg Richards, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Not Present: Scott Hudson

Guest(s): [See scanned sheets]

5:03 Call to order and Agenda change requests (Mr. Willetto)

There were no agenda changes.

5:04 Administrative business: Approval of minutes and consent items (committee appointments; hires)

Motion to approve BOD minutes from February 19, 2014 was made by Ms. Walther, seconded by Mr. Richards and approved by the Board 4-0-2. Mr. Elliot and Mr. Mehalko abstained from voting since they were absent at the meeting.

5:15 Public comments

Mr. Todd thanked:

- Allen Hankla for negotiating prices on textbooks which saved the Peak to Peak \$9k.
- John Wilcox for leading the effort and following through with the air conditioning efficiency proposal. This effort will increase air conditioning efficiency and, therefore, lower Peak to Peak's energy costs.
- Carolyn Jannsen for her annual auction efforts. A recent \$30k donation for Gifts from the Heart (GFTH) assured that every GFTH item was purchased

Mr. Elliot thanked:

- Jon Fung for coordinating a planned giving dinner event.

Mr. Mehalko thanked:

- Elizabeth Gable for recording and writing the Board minutes from the last meeting.

- All the Elementary School volunteers that supported the talent show

Ms. Gable thanked:

- All the Committees that work every day.
- Volunteer Community Team for their ongoing support and efforts to the school
- The administrators for inviting me to attend the Colorado League of Charter Schools. It was very informative, very interesting, and had some excellent sessions.

Ms. Ovelman thanked:

- Panda Smith for guiding the following students through regional science fair. Student participating were as follows:
 - Behavioral & Social Sciences: 1st place Katie Krueger & 2nd place Nick Hughes
 - Engineering: 1st place Diego Olaya
 - Broadcom Masters: Katie Krueger
 - Thorne Nature Experience Junior Level: Kate Berg
 - Junior level Colorado science & engineering fair qualifier: Diego Olaya & Katie Krueger
- Dallas Frisbie for organizing the Thursday Middle School Madness event. It was well attended and great fun for our middle school students.
- Vicki Lundquist and the secondary counselors for their master schedule efforts.
- Tracy Wright for her hard work organizing and overseeing TCAP assessments. This is a tremendous undertaking and her first time tacking it. She has done an incredible job so far.
- Christy Hunter for donating snacks to the MS level staff meetings. She is incredibly generous, and my staff is so grateful for the wonderful nourishment.

Ms. Walther thanked:

- John Wilcox for continuing to find ways to reduce costs to the school as evident by the evaporative cooler
- Girls basketball team for their excellent season
- High School counselors for providing excellent college counseling for the juniors.
- The baseball coaches Tim Combs, Art Griffin and Tom Jannsen for their efforts and attention to the baseball team and the ball fields

Ms. Reeser thanked:

- Megan Freeman and Jen Dausvardis for organizing and managing this year's Charter School's Teacher Job Fair. In addition to providing opportunity for teacher candidates, this event gives Charter School's an additional opportunity for professional and social networking.
- Sam Todd for testifying before the Education committee.
- Traci Wright for TCAP coordination.
- Front Office staff for all their work on a daily basis.
- Jonathan Fung for coordinating a planned giving dinner event

Mr. Mathews thanked:

- All of our families who generously donated over 1,000 snacks to feed our students during TCAP testing this week.
- Grant Safranek for his work with the high school student council and staff to revision the high school honor code.
- Ileana Peterson, Tracy Wright and Amy Skinner for planning, coordinating and ordering approximately 880 College Board Advanced Placement exams this May.
- Suzan Almony for her dedication and leadership of our high school Mock Trial club, which earned 3rd place overall at their regional competition this past weekend.
- Corinne Lythgoe and the Pumas Against Waste (PAW) Club for their leadership in the BVSD GoGreen Energy Challenge. Corinne and the team are helping our school community reduce energy costs with low-hanging consumption reduction habits. Well done!
- Carolyn Janssen, Kurt Mensch, and Jake Lehr for their collaborative effort to secure an Intermec Grant, which awarded Peak to Peak more than \$2,700 dollars to purchase iPads for instructional math videos and personalization of curriculum.

Mr. Richards:

- Thanked parents Brian Knox and Kimberly Struck for their support of the the sailing team
- Congratulated the girls HS basketball team for their excellent season.

Ms. Christensen thanked:

- The Hiring Organizational and Development (HOD) team for providing excellent long term subs.
- Megan Freeman and Jen Dauzvardis for overseeing the job fair.
- The Executive Leadership Team (ELT) for their support to Ms. Christensen
- Teresa Bell for coordinating the ES talent show.
- Anita C-Spotts for supporting students who memorize math facts.
- Vicki Lindquist for completing next year's school calendars.
- Carolyn Janssen for her efforts on another successful auction.

Ms. Traci Schoeneweis thanked:

- Traci Wright for cutting the cost for TCAPs (less proctors).
- Melissa Christensen for stepping in and supporting the TCAP testing.
- Treccie Wingren for the after prom event. She assured that there was a gift for every senior that attended.

Ms. Carolyn Jansen thanked:

- All the volunteers who support our school with their talents, time and treasure.
- Anonymous donor that provided an addition \$30k to the school for Gift from the Heart.
- All the Auction Sponsors for their support to the school.
- Kim Platt for appearing in the auction video.
- Tom Stearns for the video.
- Brad Elliot for the giving presentation.

- Student alumni that came to the auction for supporting the auction with their stories.
- Jake Lehr for working on grants.

5:25 Student Fees (Todd)

Mr. Todd presented a proposed student fee schedule for the 2014-2015 school year. Most student fees will not change, 5 fees will be reduced, and there is one new fee (Middle School Club/ACCESS/Activities Fee of \$5). The five fees that are being reduced are:

- Middle School World Language Subscription – Reduced to \$10 (was \$15)
- Middle School Club/ACCESS/Activities Fee – Reduced to \$5 (was \$10)
- High School World Language Online Subscription – Reduced to \$10 (was \$15)
- Anatomy & Physiology Lab Manual – Reduced to \$15 (was \$20)
- AP Biology Lab Manual was eliminated (was \$20)

5:40 Election Committee Update and Recommendations (Scherr)

Mr. Tim Scherr presented the Election Committee’s (EC) recommendations for changes to the Peak to Peak bylaws. The EC recommendations were based on lessons learned from the recent recall election. The change summary with rationale by the EC to the Board is as follows:

- Extend the recall election from the petition date to less than or equal to 45 calendar days (currently the bylaws have a 30 day requirement). There rationale behind this change was based on the recent recall election spanned a holiday break. The EC was concerned that this did not allow sufficient time to organize and promote an election.
- Change the voting system to a singular voting methodology. Currently, there are two voting methodologies at Peak to Peak. The first methodology – for recall of Board members and bylaw changes – uses a 1 vote per family method. The second methodology uses 1 vote per student method. The election committee presented a hybrid method for both types of votes. This would give 2 votes per family and 1 vote per staff for all election types. The EC rationale behind changing the voting methodology was to simplify the voting process. During the recall election, the EC received numerous inquiries into our voting schemes.
- Other bylaw changes recommended by the EC included paragraph rearrangements and correction of typographical errors.

The Board discussed the pros and cons of votes based on student number and votes per family.

6:15 Job Descriptions (Reeser/Board)

Motion to approve the updated job descriptions was made by Mr. Elliot, seconded by Mr. Richards and approved by the Board 6-0-0. The updated job descriptions were for the Executive Director of Education, Facilities Director, High School Assistant Principal, and Middle School Assistant Principal.

The Board discussed the combination of the Elementary School (ES) counselor job description with the ES Assistant Principal (AP). Per discussions with Ms. Christensen and ES counselor Julie Robbins, the expectations of the AP and ES counselor have an overlap in responsibilities.

Ms. Christensen noted that Ms. Robbins has performed well, developed leadership skills, and grown as a counselor. The Board discussed the AP position as a counselor with an administration degree or an administrator with a counselor mindset. Ms. Walther recommended administrator with *preferred experience* in counseling. Ms. Gable questioned how an ES AP candidate would demonstrate their proficiency to HOD. Ms. Christensen asserted that proficiency could be shown in classroom demonstration. Ms. Ovelman noted the importance of conflict resolution in selecting an AP.

6:35 2014-15 Calendar (Board)

Motion to approve the 2014-2015 school calendars was made by Mr. Elliot, seconded by Ms. Gable and approved by the Board 6-0-0.

6:50 Annual Meeting Location and Format (Board)

Mr. Mehalko reported on moving this year's annual meeting to the Gatehouse in Lafayette. The intent in moving to the Gatehouse would allow for adding a social component to the annual meeting. Tentatively, the Gatehouse has been reserved for Peak to Peak from 5-9 on May 7. Ms. Gable and Mr. Mehalko plan to present scheduling options to the Board at the next meeting.

7:05 April KPI Meeting Planning (Reeser/Board)

Ms. Reeser presented the Key Performance Indicators (KPIs) that will be discussed at the April meeting. The KPIs for discussion will include:

- Student accelerated ability grouping K-5
- Literacy at/above/below grade level K-5, 6-8
- Math at/above/below grade level K-5, 6-8
- College acceptance rates
- Fund Development
- Utilities – Solar Panel Update
- Replacement Reserves – Soccer field replacement and potential bond impact. Mr. Todd noted that the soccer field replacement cost will cause Peak to Peak to drop below our cash reserves threshold.

7:10 Director Report: Facilities (Wilcox)

Mr. Wilcox reminded the Board that Peak to Peak facilities include 34.5 acres of land and 140,000 sq ft of building space. Mr. Wilcox then reported to the Board Peak to Peak's facility goals, current projects, KPIs and budget. Currently, Peak to Peak facility costs are on budget.

Peak to Peaks' Facility Goals include:

- Energy savings through updates, retrofits, and alternative energy sources (e.g. solar panels)
- Maintain a comfortable atmosphere for students and staff
- Maintenance of the grounds and buildings
- Maintaining a safe and secure campus

- Infrastructure upgrades for the IT services

Peak to Peaks' Current Facility Projects include:

- Ongoing facility inspections and repairs (including playground equipment, exterior and interior lighting)
- Monthly fire drills, two shelter in place drills, and two lock down drills each school year that are coordinated with Kyle
- Energy savings projects – including implementation of pre-evaporative cooling for our Roof Top Units.
- Safety projects including the addition of security cameras on campus
- I.T. Support

Peak to Peak's Facility KPIs were reported as follows:

- Natural Gas Costs: Peak to Peak receives natural gas from Tiger Natural Gas at rate of \$4.07/Dth. This is an increase from last year's rate of \$3.98/Dth.
- Electrical costs: Currently Peak to Peak receives 70% of electricity from Xcel Energy at a nominal rate of \$.0469 kWh and 30% from Real Capital Solar at a nominal rate \$.0390 kWh.
- Campus Development is unchanged/stalled due to funding.
- A replacement reserves schedule was developed in December 2010, but has not been implemented due to funding.

7:40 Facilities Committee Recommendation (Todd/Board)

Mr. Wilcox reported on a proposal of adding pre-evaporative cooling to Peak to Peak's air conditioning units. Multiple solutions were investigated and evaluated for cost, return on investment and impact to school facilities.

The facilities team then received a proposal with a total cost of \$109,000. This is offset by currently available rebates of \$65,512. This brings the project's net cost to \$43,988. It is estimated that the system will generate an annual savings of \$22,000 in electrical costs. This results in a payback period of 1.9 years.

The Board discussed other impacts from the system including insurance costs.

A motion to approve the pre-evaporative cooling system project assuming no facility insurance impact was made by Mr. Richards, seconded by Ms. Walther and approved by the Board 6-0-0.

7:50 Future Meeting Topics (Willetto)

Ms. Gable recommended that regular Board member committee liaison reports should be added to future Board agendas.

Mr. Todd requested additional agenda item on budget updates

Mr. Mehalko recommended a review of last year's bonus schedule at the end of the school year.

7:55 Executive Session (Personnel)

No executive session was called.

8:05 pm Adjourn (Willetto)

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

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors