



College Prep in a Small School Environment

Peak to Peak Charter School

Board of Directors Meeting Minutes

**March 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: Melissa Christensen, 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 sheet]

7:45am Call to order and Agenda change requests (Mr. Willetto)

All board members present – Brad Elliot participated on telecom.

There were no agenda changes.

7:50 Administrative business: Approval of minutes and consent items

Motion to approve BOD minutes from March 5, 2014 was made by Ms. Gable, seconded by Mr. Walther and approved by the Board 6-0-1. Mr. Hudson abstained from voting since he was absent at the meeting.

7:55 Public comments

Mr. Todd thanked:

- Amy Skinner for her excellent job in student fee assessment.
- Traci Schoeneweis for negotiating a new copy machine contract. This will improve machine quality and reduce copying costs.
- Terri Tarbuton, accounts payable, for the update to the HR module for paychecks
- The Executive Leadership Team (ELT) for their updates and inputs into the budget and salary schedule
- Kelly Reeser for challenging the staff each and every day.

Mr. Richards thanked:

- The Election Committee for the efforts to clarify and submit their proposed bylaws changes

Ms. Walther thanked:

- The Center for Professional Development for the job fair this weekend

Ms. Gable thanked:

- All the teachers and staff for their efforts towards a successful TCAP completion. Great job to the students for showing up every day and doing their best, and to the families for getting students to school on time, rested, and ready for action.
- Sam Todd for his patience with my endless questions and challenges and requests for more information.

Ms. Gable congratulated:

- Our Puma girls' basketball team and coaches for their amazing and historic finish to the season. Special thanks to the cheerleaders and coaches for their spirit, their support and their travels not only throughout the season and especially the last days treks on the bus to and from the Air Force Academy and back and forth again.
- Megan and Jen of CPD for a job fair well done. Thanks to all of the HOD members who showed up and interviewed candidates all morning.
- All the families who are welcoming our littlest pumas and good luck to the parents anticipating little pumas any day.

Ms. Gable wished:

- Safe travels to all of our HS students who are headed to Italy tomorrow for the art tour.
- Most of all – Everyone to have a safe and well-deserved spring break.

Ms. Reeser thanked:

- Everyone that supported the job fair. This year the job fair had 60 schools that participated with good feedback.
- Traci Wright for coordinating TCAP testing and the front office staff and the proctors for supporting TCAP testing.

Ms. Reeser congratulated the seniors for their college admissions.

Ms. Ovelman thanked:

- The Rays, the Lippmans, our CU student volunteers and staff for another lovely ROAR Breakfast. Special thanks to Panda Smith and Vicki Hankey. Thank you to Phil Mahelko and Elizabeth Gable for attending.
- Sara Lemmon for hosting and training the middle school Bolder Boulder team.
- The 6-12 science department for arranging the astronaut visit to take place on Thursday.
- Grade Level Leaders for organizing Minute to Win It - great fun!

Mr. Mehalko thanked:

- The entire Middle School staff and the volunteers that supported the ROAR breakfast. Awesome event – thanks to Sandy and Bill Ray, the Lippmans, and the CU student volunteers
- Rachel O'Connor, senior, for leading the MS/HS rocket program. She has jumped in with video, web site, etc.
- Brian Knox, middle school science teacher, and Amy Moran, kindergarten teacher, who are the staff liaisons for the rocket program.

- All the volunteers that supported the Charter School Job Fair.
- All the go-to parents.

Mr. Mathews:

- Congratulated to Kristie Letter for assisting Meg Tocci with a submission to the high school Scholastics Writing competition. Meg received a Silver Medal for her writing.
- Thanked Allen Hankla and Jake Lehr for their diligent work behind the scenes researching and putting together proposals and bids for course texts and e-books for all of our physics, geometry and algebra 2 students in the year ahead.
- Thanked Clara Quinlan and Josh Benson, with additional help from Karen Amidon, for working on top of their normal duties to assist in the design and drafting of high school character competencies modules, survey and curriculum for high school next year.
- Thanked Kirsten Otey for beginning her plans on a spring trip to London in March 2015. Please let her know if you happen to have, or know of, a place for 14 people in downtown London for rent!
- Thanked John Wilcox for his constant insights and input on our K-12 safety planning. John is a great resource and sounding board for ideas that we generate internally, as well as a careful listener to external suggestions from district security and safety planners. John constantly seeks to improve the quality of our campus with safety in mind.

Ms. Christensen congratulated Erin Manzanares on the arrival of her new baby girl.

Ms. Christensen thanked Kristianna Vedvik for getting the Long Term Sub (LTS) trained for Ms. Manzanares class while she is on leave.

Megan Freeman

- Appreciate kudos on Kristianna Vedvik, Kelly Reeser, and the Hiring Organization and Development (HOD) team for making the job fair success. Special thanks to food services for providing food during the job fair and for the NHS for volunteering. Food services for catering induction services. Ms. Freeman noted that 9news featured Peak to Peak on the job fair.

Traci Schoeneweis thanked:

- All the parent volunteers for supporting the staff appreciation luncheon. Parents donated food and time to make the event very successful.

8:19 BVSD Deputy Superintendent Visit – Deirdre Pilch

Ms. Deirdre Pilch visited the Board and reported on her work at BVSD and the relationship with Peak to Peak. Ms. Pilch is responsible for district oversight of charter schools and supervises secondary school. Ms. Pilch reported that BVSD has an excellent relationship with Peak to Peak and is proud of the work that is accomplished here.

Ms. Pilch reported that BVSD Superintendent Bruce Messinger has been very active with the State legislature to increase K-12 funding. Mr. Messinger has initiated a statewide leadership role by organizing superintendents across the state and by working with the superintendents to lobby for more K-12 funding. Ms. Pilch stated that recent school expenditures at the State level

have followed students with identified labels and special needs. She noted that specialized funding does not benefit the whole system.

Ms. Pilch reported that BVSD is working on a future bond initiative that could be part of this Fall's election. A District committee has identified that BVSD needs about \$750M for curriculum and facilities improvements. She noted that the District has a bond ceiling of \$600M and that the District is investigating how to prioritize expenses for a \$300M bond. The District committee will finalize the bond formula in June with inputs from ongoing community meetings. BVSD is working with a polling service to determine likelihood of Bond success. She reported that Peak to Peak staff already working with District on formulating of a budget based on a successful bond initiative. Ms. Pilch stated that general community and Peak to Peak presence is important to help the bond initiative to succeed.

Ms. Pilch talked about the Peak to Peak's charter renewal in 2015. She suggested that Peak to Peak identify Board and staff members with coordinated and common interests for the charter renewal. A time-line for the charter renewal will be developed this Fall.

Ms. Pilch reported on District wide initiatives and efforts. Much work last summer was completing building projects. She reported that BVSD adopted a mission values last June based on a strategic plan that prepares students preparations for college and life. BVSD is focused on providing education that spans many career choices by strengthening academic personalization for all students. BVSD is also investing in integrating more technology into the classroom.

Mr. Richards thanked Ms. Pilch and BVSD for their collaboration with Peak to Peak.

Ms. Reeser thanked Ms. Pilch and BVSD for Peak to Peak's recent technology transition. Ms. Reeser reported that the transition went very well and that the ongoing support from the District has been excellent.

The Peak to Peak Board thanked Ms. Pilch for her time and service to the school and to the District.

Ms. Pilch congratulated Kyle Mathews for his Impact on Education award.

8:35 Committee Liaison reports

Note: Each Board member serves as a Board liaison to one or more Peak to Peak committees. These reports represent the Board member's account of recent committee meetings and may not represent the committees' official recommendations/efforts.

HOD report (Gable/Walther) – Ms. Walther and Ms. Gable recognized the tireless and recent work performed by HOD this year in hiring 18 Long Term Substitutes (LTS) during this regular hiring season. The HOD team is meeting weekly and is actively searched for the Assistant Principal positions. The HOD team participated in the job fair. The HOD team updated the candidate rec handling process to make the hiring process more efficient.

6-12 curriculum – The Curriculum Committee is investigating new ways of instructional delivery including on-line quizzes and text books. Mr. Mathews reported that on-line physics, geometry, and algebra 2 books is about a \$40k investment for a 6 year license. Ms. Ovelman reported that application to a new TAG process had an overwhelming response by students 60 for 15 spots.

Finance Budget Committee (Richards/Elliot) – No recent meeting. May 5th meeting will be looking at the endowment and reserves planning. Mr. Richards restated that Peak to Peak’s cash reserves will be affected by soccer field replacement costs.

Volunteer Community Team (Gable/Mehalko) – The VCT is wrapping up year-end activities and is already planning for next year’s Puma Palooza. Janine Frank is stepping down as the Chair, Theresa Bell will be stepping up and in. Erin Fox-Smith has done a great job of coordinating all the classroom coordinators this year. The team is looking for new ways to increase participation.

Accountability Committee (Mehalko/Hudson) – The Accountability Committee is working on the results of the parent survey.

8:43 am Job Description – Elementary School Assistant Principal

Motion to approve the Job Description for the Elementary School Assistant Principal was made by Ms. Walther, seconded by Ms. Gable and approved by the Board 7-0-0.

8:45 am 2014-15 Student Fees (Board)

Motion to approve the 2014-2015 school student fees was made by Mr. Richards, seconded by Mr. Hudson and approved by the Board 7-0-0.

The student fee schedule was presented by Mr. Todd at the last board meeting. 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).

9:02 am Recommended Bylaw Changes & Ballot for May Election

The Board reviewed all the proposed Bylaw updates from the Election Committee. The Election Committee created the proposed updates to the Bylaws after lessons learned and Community inputs from the recent recall election. To summarize the Election Committee, the Bylaw updates are:

- To create a singular voting methodology at Peak to Peak (currently there are two voting methodologies – Ballots based on family unit and Votes based on number of students).
- To extend the voting period of recall election to 45 days (from 30 days) to account for holidays.
- To clarify the roles and responsibilities of the Election Committee.
- To correct errors and general language in the Bylaws.

The election committee presented 6 ballot items for Bylaw changes for this upcoming election.

The Board suggested that the Election Committee hold a Community meeting to discuss the changes to the Bylaws. The Board also discussed on-line and paper ballots.

The Board asked for and received the following community input regarding the changes:

- Cary McClure – Acknowledged that the changes allow differentiating within split families and that the recommendations by the Election Committee should go to vote.
- Lisa Sicker – Asked for the law reference [Colorado Nonprofit Corporation Act] for information regarding paper ballots and a mechanism for community members to submit comments regarding Bylaw changes.
- Brandi Scott – Recognized that Community response to Bylaw changes may be emotional.
- Kim Platt – Suggested that the Election Committee’s Community meeting should be an information meeting versus a dialog for community input for changes.
- Jennifer Douglas – Thanked the Board for the dialog and their attitude.

The Board did not vote on placing the proposed Bylaw changes on the Spring ballot until the Election Committee made some changes to the language of their proposal. The Board agreed to vote on the changes within a week.

10:25 am Budget Update (Todd)

Mr. Todd reported on the State of Colorado’s economic forecast, legislature activity, school budget and BVSD bond status. Currently the State’s March economic factors look good for increasing revenue. This potentially translates to an increase in PPR. In addition, Mr. Todd reported that the legislature is looking to restore educational funding with targeted funding for Charter facilities.

Mr. Todd reported on House Bill 1292 which has multiple items to increase funding to schools. HB1292 includes onetime funding for technology assessments implementation. Mr. Todd believes that HB1292 is likely to be approved.

Peak to Peak’s current budget is balanced and revenues may see an increase of \$400k. Health insurance rates, PPR, and mill level are constant. Mr. Todd presented the Board with the ELT’s budget priorities. Budget priorities include salary increases for staff, curriculum and financial reserves.

Mr. Todd discussed BVSD upcoming bond proposal for the fall election. Peak to Peak is in discussions with BVSD on how these future bond revenues will be allocated with Peak to Peak. Mr. Todd emphasized the importance of Peak to Peak representation at upcoming BVSD bond hearings so that Peak to Peak’s needs can be prioritized.

Mr. Todd noted that the cash reserve calculation will now be based on a 110 day reserve schedule instead of a 20% of total operational costs.

10:33 Compensation Update – Salary Scale (Todd/Reeser)

Mr. Todd and Ms. Reeser presented an additional salary scale to the Board. The salary scale “Master’s Plus” would provide additional income to instructors with a Masters or PhD that rewarded top performing and long-term instructors. The selection criteria for the Master’s Plus scale are currently being debated. The proposed scale would increase a qualified teacher’s income by 13%.

10:45 Executive Director of Education (EDE) Report (Reeser)

Ms. Reeser reported that all Gifts from the Heart orders will be placed as soon as possible. Ms. Reeser also reported that Peak to Peak will be seeking accreditation in Advanced Education that will start with a school site review. She stated that more information regarding the accreditation is upcoming.

10:50 Executive Director of Operations (EDO) Report (Todd)

Mr. Todd summarized Peak to Peak’s operations as follows:

- Annual gift is going well (about 90% of budget).
- Revenues from this year’s Run for the Peak will be used for textbooks and electronic signs for the school.
- Facilities is receiving quotes for the summer asphalt work on our parking lots.
- The evaporative cooling system proposed at the last meeting does not impact our insurance requirements. Contract with the supplier is forthcoming.
- Peak to Peak now qualifies for government commodities program which will bring more revenue for food services
- Holly Ford and Kristianna Vedvik for their efforts in developing Peak to Peak’s total rewards statement
- Employee survey is setup with Mountain States Employers Council (MSEC) and will be administered in April with results in May.

10:50 Future Meeting Topics (Board)

The Board discussed potentially adding the following topics to future meetings:

- Midyear Prairie View and Friends of Peak to Peak meetings
- HR update
- Final plans for annual meeting
- KPI meeting on 17th

10:51 Executive Session (Personnel)

Motion to enter executive session was made by Mr. Hudson, seconded by Ms. Gable and approved by the Board 6-0-0

11:05 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