



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

**April 2, 2014, 5:00 p.m.
Telecom**

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 (telecon), Phil Mehalko, Greg Richards, Lisa Walther, and Thomas Willetto.

Board Members Absent: Kelly Reeser

Guest(s): See attached

5:00 p.m. Call to order and Agenda change requests (Mr. Willetto)

There were no agenda changes.

5:05 p.m. Administrative business: Approval of minutes and consent items (Board)

Motion to approve BOD minutes from March 19, 2014 was made by Ms. Walther, seconded by Mr. Richards and approved by the Board 6-0-1. Mr. Elliot abstained from voting since he was absent at the meeting.

Motion to approve BOD minutes from March 25, 2014 was made by Ms. Gable, seconded by Ms. Walther and approved by the Board 6-0-1. Mr. Elliot abstained from voting since he was absent at the meeting.

5:10 p.m. Public comments (Community)

Ms. Gable wished board member Phil Mehalko Happy Birthday!

Mr. Mehalko was speechless.

Mr. Mathews congratulated:

- Senior, Benjamin Pagel, on being accepted to two service academies: Air Force and West Point.
- Kristie Letter, senior English teacher, for receiving a National Endowment for the Humanities (NEH) fellowship this summer to study Emily Dickinson in Massachusetts.

- Rohan Jennings for receiving a National Merit Scholarship of \$2,500 as well as the Boston University Trustee Scholarship which covers his four-year annual tuition costs should he elect to attend.

Ms. Christensen congratulated Lucy Sherman for being published.

Ms. Ovelman thanked:

- Sara Lemmon for fielding and training the middle school Bolder Boulder team
- Tracy Leffingwell and Yolanda Meiler for taking students on a fabulous language and cultural immersion trip to Costa Rica
- Hillary Miller who will be coming to the k-12 counseling meeting to discuss the new concussion protocols and REAP (Reduce, Educate, Accommodate, Pace)
- Kate Kelly for organizing the NJHS community service campus clean up day - weeding the MS recreation area.
- Brian Knox who is about to embark on the annual Salish trip.

Mr. Todd thanked:

- John Wilcox and the facilities team for their work over spring break (included in BOD report).
- Kristianna Vedvik for working on this year's 14 FMLA leaves and non-stop hiring, and presenting at two different conferences on behalf of P2P and human resources.
- Monica Bunting for taking care of the Gardening.

Mr. Willetto acknowledged his son for being published in Baylor University literary journal.

Ms. Kristianna Vedvik thanked:

- The Hiring and Organizational Development (HOD) committee for their tireless and ongoing excellent hiring efforts this year in locating Long Term Substitutes (LTS) for 9 positions to date.

Ms. Traci Schoeneweis thanked:

- Health room for helping Peak to Peak reach 100% student immunization. BVSD has asked health services to provide consultation regarding how Peak to Peak was able to be this successful.

Ms. Brandi Scott provided a comment about the proposed bylaws changes for the upcoming election. She suggested changing the voting protocol be prescribed to votes per legal guardian instead of votes per student.

5:15 Liaison Reports (Board)

Hiring and Organizational Development (HOD) (Gable) – HOD efforts for this school year were summarized as follows: 252 applications, 69 applications, 51 phone screens (1/2 hour each), 60 demonstration lesson, and 18 behavioral interviews. HOD was also responsible for filling 10 Long Term Substitutes (LTS) for 11 open positions Ms. Gable noted that the hiring season for 2014-2015 school year has started.

Volunteer Coordination Team (Mehalko) – The VCT met earlier in the day and discussed upcoming events including the annual meeting. The VCT is planning a “adopt a volunteer” campaign to increase volunteerism in the school.

Finance and Budget Committee (Elliot) – The FBC had no update. Their next meeting was scheduled for April 5, 2014.

5:22 Human Resources Report (Vedvik)

Ms. Kristianna Vedvik updated the Board on HR goals for 2013-2014. She noted that HR goals are aligned with Peak to Peak’s goals of Quality of Instruction and Quality of Relationships.

For Quality of Instruction, Ms. Vedvik highlighted the following progress:

- Overall staff retention rate between school years 2012-2013 to 2013-2014 was at 91.4%. This percentage corresponds with the previous 5 years retention rates.
- Distribution of instructional staff degrees for 2013-2014 is:
 - Bachelors = 32%
 - Masters = 67%
 - PhD = 1%
- All instructors (100%) qualified as highly qualified by No Child Left Behind (NCLB) Act of 2001.
- On-boarding (orientation) for all new staff throughout the school year with each individual hire (28 total hires since 9/1/2014)
- Conducted Hiring Essentials training for HOD members October 15, 2013
- Ensure NCLB “Highly Qualified” designations are met by all new-hires (instructional and administrative staff); submit data report to BVSD for CDE submission (November 2013)

For Quality of Relationships, Ms. Vedvik reported the following:

- Teacher Compensation (percent to target) for the 2013-2014 school year increased to 93.4% (from 90.6% in 2012-2013 school year). She noted that the 93.4% target did not include the yet-to-be-distributed bonus monies at the end of the year.
- Total Rewards Compensation Statements being created for all staff as part of Peak to Peaks’ Total Rewards Compensation Philosophy. Planned distribution to staff: June 2014.

Ms. Vedvik also presented and updated the Board with proposed items for Board and Leadership consideration for school year 2013-2014. Her proposals (*some with current status*) are as follows:

- Address the compensation structure for all non-instructional staff (EDE, EDO, Principals, Directors, Operational Staff, and all support staff). (*In Progress – updated benchmarks nearly complete, ELT review nearly complete, board review and approval pending.*)
 - Determine whether salary benchmark targets and compensation merit matrix are still an effective tool for non-instructional staff.

- What does a philosophically aligned (with Peak to Peak’s strategic plan) compensation structure look like for non-instructional staff?
- Address the alignment of PhD (or EdD) degrees and Peak to Peak’s compensation philosophy as it fits within the strategic plan. Address the financial feasibility or sustainability of the PhD salary scale. (*In Progress – MA+ system designed, presented to board 3/19/2014; details still in progress.*)

5:50 6-12 Curriculum Committee Recommendations (Board)

Mr. Mathews updated the board on curriculum proposals for Board. Mr. Mathews presented the following:

- Physics and honors physics: BOD has a proposal from Allen Hankla for new physics Wiley texts (40 hard copy texts for in-class use) and 120, 6-year licenses for students. Cost is \$15,300, total. Comparable offering from Pearson is less user friendly, fewer online supports and higher cost at \$18,200. Recommend vote for approval of the Wiley text.
- Geometry and algebra 2 (standard and honors sections, 300 students): proposal by Jake Lehr for Pearson texts and 300, 6-year digital licenses for students. Pearson has two offerings, only one of which really aligns well with our calculus-directed pathway. Cost for geometry and algebra 2 texts: \$28,300, but we are in negotiation to reduce the \$2k shipping costs and additional teacher resources that are non-essential. Final proposal coming to BOD shortly. Recommend vote for approval of the preferred Pearson texts.
- K-12 curriculum budget currently has \$21K available for 2013-2014. Total for physics and math curricula purchasing is \$43,600, for a delta of \$22,600. Run for the Peak targeted donations from families and community may help fill the gap between current year curriculum budget and need to purchase all materials prior to July 1 in this fiscal year.
- ELT has agreed to increase K-12 curriculum budget from \$40K to 50K in 2014-2015 to cover the costs of the math texts and other curriculum needs across the K-12. These dollars are available after July 1, which does risk the delay of delivery prior to start of school in August.

Mr. Mathews thanked the principals, Melissa Christensen and Suzanne Ovelman, as well as Sam Todd and Kelly Reeser, for alignment work on available budget to make all purchasing happen to support the curriculum requests each year.

The Board thanked the principals, the ELT, and Allen Hankla for their work in budgeting and reducing text costs to the school.

6:05 Principal Reports (Mathews, Ovelman, Christensen)

Mr. Mathews reported the following:

- High school trips--Italy spring 2014, Tanzania summer 2014, Italy/Paris spring 2015, London spring 2015, Ecuador summer 2015, Costa Rica summer 2015, France summer 2015, Hawaii (geology and biology focused) summer 2015.
- Case studies night for juniors (4/8/14) with 20 colleges reviewing real applications and decisions with our juniors and parents (mandatory). This is a great opportunity to see how selections are done at colleges and universities across the country and globally.
- Instructional staff course questionnaire is digitized and will go out in May to all HS students. Data collected by testing coordinator and level principal, disaggregated and distributed to staff.
- Character competencies and curriculum development: I'm working with 3 HS staff on developing targeted character modules, survey questions and grade level curriculum for implementation in access classes to present in partnership with the Colorado Ethics in Business Alliance (CEBA) in a grant application to the Daniels Fund later this spring/early summer.
- Ongoing work on athletic coaching evaluation and parent survey for feedback. Kristianna Vedvik, Peter Chandler, Cathy Kakavas, Megan Freeman and I are working to upgrade the current parent survey, rubric for evaluating coaches each season and the school's coaching handbook. Changes will be in place for 2014-15 if not sooner.

Ms. Ovelman reported the following:

- Internal climate surveys will be complete by April 11. Results should be available for the KPI meeting
- Evaluation rubrics and PGO letters have been completed so bonus allocations can be determined
- Counseling continues to work on RAMP. Each level has selected their goals and are working on action plans. The second advisory council meeting will take place on the May PD day.
- Good Faith Effort continues in the MS with an emphasis on finishing strong. Staff is engaging and encouraging the students to give their best effort
- Continue to focus on Common Core alignment and preparing for PARCC. Not to teach the test but teaching how to take a test. How to prepare kids for the test without the test method interfering with the test.

Ms. Christensen reported on the following:

- Upcoming trips: Cal-Wood Outdoor Education (3 days) for 5th grade which includes developmentally appropriate one day field trips.
- The Elementary staff is continuing READ Act training and preparation. The current focus is a new assessment tool which provides a diagnostic report for each child and gives individual targets. It is exciting because it addresses all learning levels (including advanced students) and provides focus areas for instruction. We have four teachers administering the assessment this year so that they can train all teachers next year.
- The Elementary staff is working on Science/Social Studies articulation to more cohesively reach standards and teach skills. The articulation program was developed and based on K-12 department meetings and discussions from secondary level.

- Elementary staff meetings are focusing on strategic Writing Professional Development. Peak to Peak is partnering with the Colorado Writing Project on instructional development and research-based practices for writing.
- Climate surveys are in-process. This includes the BVSD survey and additional internal questions.
- Ms. Christensen is finishing 1:1 interviews
- Teachers are beginning end-of-year assessments (reading: DRA2) CMAS testing in 2 weeks: Science at 5th grade (replaced TCAP) & Social Studies at 4th grade (new).
- Kindergarten readiness events are beginning next week. Series of 3 events to onboard new kindergarten families. The events include a parent only, kid visit, family picnic with teachers events.

6:40 Annual Meeting/Election Update (Board)

Mr. Mehalko updated the Board on the Annual Meeting scheduled for May 7. The Board agreed that the agenda for the night would include the Peak to Peak Annual Meeting from 5-6 p.m., candidate information session from 6-8 p.m. and a social hour from 8-9 p.m. Mr. Mehalko noted that private funding sources will be used for covering the costs of the annual meeting.

6:54 Budget Update (Todd)

Mr. Todd updated the Board on Peak to Peak's 2013-2014 budget. Because Peak to Peak is currently under budget for expenses, Mr. Todd anticipates a \$200-300k budget surplus for the 2013-2014 school year. Mr. Todd discussed remaining tasks for the 2013-2014 school year. This includes a focus on improving financial reserves, asphalt and paving expenses this summer, and the potential to seed an endowment fund.

Mr. Todd reported no changes/updates for the 2014-2015 budget.

Mr. Todd outlined the factors that could impact the 2014-2015 budget. These factors include:

- HB1292 student success could bring a revenue increase of \$200-400k/year.
- Per Pupil Revenue (PPR) assumptions for 2014-2015 are budgeted conservatively but due to economic factors, could be higher.
- Instruction fees for 2014-2015 are budgeted at \$288k.
- Salary increases for teachers, administrative and support staff is set at 3%
- Bonus pool is expected to increase.
- PERA expenses are expected to increase up to 17.9%
- Insurance premiums and health care expenses are anticipated to increase
- Economic forecast for the State looks good

7:08 Fundraising: Planned Giving and Major Gifts (Elliott, Todd, Board)

Mr. Elliot reported on the Planned Giving meeting in March. Planned Giving is being investigated by the FBC as an alternative revenue source for Peak to Peak. A second planned giving dinner will be on April 24. The Finance and Budgeting Committee (FBC) will evaluate the go forward plan on endowments on May 17.

Mr. Elliot also reported on another alternative method for increasing revenue at Peak to Peak. He noted that Mr. Craig Harrison (from Longmont) has a tactical process for seeking funds from foundations.

Mr. Elliot discussed that the Board needs to formulate a plan on how an endowment fund would be administered at Peak to Peak. He recommended that Board develop a plan on how to use or restrict any endowment funds.

7:15 Succession Planning (Walther, Board)

Ms. Walther continued the discussion on succession planning. She recommended that succession planning start at the executive level and then move down the organization chart. She also recommended that Kristianna Vedvik (HR) be involved with succession planning and implementation. The Board discussed a timeline that included completing ELT and principal level succession planning over the summer.

The Board recommended to form a subcommittee on succession planning that includes Ms. Walther (chair), Mr. Mehalko, the ELT and HR. The subcommittee would perform risk assessment of key positions, job description reviews, personnel development for key roles, and level of Board involvement in succession planning. The Board agreed that succession planning used at the ELT level could be used as a template for other levels of succession planning.

7:31 p.m. Future Meeting Topics (Willetto)

Next Board meeting after KPI meeting 1:15 board meeting 3:45

Vote on Curriculum

Budget update

7:35 Executive Session (Board)

No Executive Session was called.

7:35 p.m. Adjourn (Willetto)

Motion to adjourn the board was made by Ms. Gable, seconded by Ms. Walther and approved by the Board 7-0-0

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors