



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

April 17, 2014, 3:30 p.m.

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 (telecom), Scott Hudson, Kyle Mathews, Phil Mehalko, Kelly Reeser, Greg Richards, Sam Todd, Lisa Walther, and Thomas Willetto.

Board Members Absent: Elizabeth Gable and Suzanne Ovelman

Guest(s): See attached

3:35 p.m. Call to order and Agenda change requests (Mr. Willetto)

There were no additions to the agenda but the sequence was adjusted to accommodate the schedule of the presenters.

3:38 Volunteer Coordination Team Report (Janine Frank)

Ms. Frank first thanked the Board for being able to present volunteer status. She then informed the Board that she is stepping down as the Volunteer Coordinator for Peak to Peak and that Theresa Bell will be taking over as the K12 coordinator. Ms. Frank noted that for the 2014-2015 school year, there are still volunteer positions that need to be filled. Specifically, Class Leads and Middle School “go to” parents positions are still needed. She asked if the Board could help advertise open positions.

Ms. Frank reported that the volunteer turnout for the current school year met all the needs of the school and did not require cancellation of activities due to lack of volunteers. She noted that the current system for recruiting volunteers is in place and is working. She also stated that Board liaison attendance at VCT meetings is appreciated.

For the rest of the 2014-2015 school year, Ms. Frank reported that volunteer opportunities still existed for the Run for the Peak, AP test proctoring, the teacher appreciation luncheon, and new family mentors.

For the upcoming year, Ms. Frank recommended more interaction between the VCT and the administration at all levels (with principals). This would help further integrate the VCT role within the school. She also proposed that the VCT adopt a new database which would require

volunteers to re-fill out the volunteer interest form at the beginning of the year. The VCT is investigating an on-line form for volunteer interests. She also asked for funding for the VCT to pay for HelpCounter.net subscription (\$153/year) to help manage volunteers. The HelpCounter.net service keeps track of hours and who is volunteering the most.

Mr. Willetto also asked Ms. Frank for any addition budget requests. Ms. Frank stated that a volunteer appreciation budget has been discussed within the VCT. One thought was to buy a bench in the front of the school to recognize the volunteers.

4:00 Accountability Report – Parent Survey Results (Douglass, Thorpe)

Ms. Jennifer Douglass reported the results of the 2013-2014 parent survey. She noted that the participation level increased this year to 43% of all families. She attributed the increase to the efforts of committee and events of the year. She highlighted the following from the survey:

- 95% of the parents reported that the quality of instruction was excellent
- Quality of Relationships was excellent but trended down in the last two years.
- The Middle School ROAR program had the highest unsure responses in the whole survey.
- Parent volunteering was strongest in the Elementary School.
- School finances had high unsure responses. This was coupled with comments on not enough information regarding the budget process. However, 83% of the respondents felt that school finances are strong.
- Most respondents used the weekly digest as their main communications tool.

Ms. Douglas also reported on areas for improvement. Specifically, she reported that parents were dissatisfied with the changes and communications from the Board of Directors and Executive staff. She noted that Community members asked for more communications, transparency and openness in decision making, and how decision processes are made.

Other common written comment themes included:

- Curriculum to include more technology (such as keyboarding skills pushed to lower levels).
- Additional flexibility in their Elementary math placement.
- Expand electives with more variety in the Middle School.
- More choices for extracurricular activities.
- Additional food services options focused on healthy foods.

In conclusion, Ms. Douglas noted an overall theme that parents love the school and that they are satisfied with the quality of education.

The full Parent Survey Results can be found here.

The Board thanked the Accountability Committee for their work in summarizing the results and in producing the report.

4:20 Key Performance Indicators (KPI) Meeting Review (Board)

The Board discussed the KPI meeting immediately prior to the Board of Directors' meeting. Mr. Willetto reaffirmed the importance of the KPI meeting and how it is used to improve the performance of the school. He stated the Board appreciates the leadership team's effort in presenting an excellent meeting that resulted with excellent dialog with staff, parents and volunteers. Mr. Willetto stated that his group discussed multiple topics including strategic decisions on fund raising, financial reserves, "College of Choice" vs. "College of Best Fit." His group also discussed how to achieve student college goals starting at the Elementary School level.

Mr. Richards stated that his group was impressed with John Wilcox and the facilities team ability to lower energy cost for the school. Also, his group discussed finance reserves, K12 student differentiation, and appropriately challenging students by promoting the right learning environment.

Mr. Mathews' group had discussions about achievement and the costs of achievement. He noted that the rate of suicide is up amongst high school students and that communications with families and students is important. He stated that he was focused on finding passions for students, how to communicate with students and parents, and to help students to stop judging and stigmatizing themselves. Mr. Mathews added that communications with families about Peak to Peak processes was important to student success and that Peak to Peak needs to repeat parental process education every year.

Community comments included discussion on how families and friends can help keep student stress levels lower and that some students could potentially be a better fit at other high schools.

In closing Ms. Reeser noted that there are internal staff discussions to encourage students to take curriculum risks and develop an environment where students feel okay to take chances.

4:48 Public comments (Community)

Mr. Mathews thanked:

- Heather Bertarelli, Wade Kingsbury and our high school student council members and staff for hosting a beautiful prom at The Rembrandt Yard on Friday, April 11. What a great event! Thanks for all of the work behind the scenes. We had 310 students in attendance, which was a record for prom attendance at our school.
- Treccie Wengryn and her army of parent volunteers (mostly parents of seniors) for hosting a fantastic after prom at the Lafayette YMCA.
- Tracy Wright, our K-12 test coordinator, for managing CMAS testing this week, planning for the high school internal climate survey the first week of May, and also designing how to roll-out our PARCC, End-of-Year English Language Arts computer based pilot test for juniors the second week of May.
- Counseling team members (Kimberly Gannett, Linda Bostic, Kathryn Wilson and Erin Gee) for juggling a number of very serious student challenges this week.

- Allen Hankla for assisting Vicki Lundquist with building the master schedule framework in order to line up classes and constraints across the three school levels.
- Elizabeth Begley and Cheryl Sack for giving their time and good taste to our ice cream sundae construction work for high school events. They are great spirits and wonderful to work with across school levels.
- Grant Safranek for meeting with students and sending out attendance letters this week so students are making up unexcused time outside of normal school hours (early releases, PD days, etc.).

Ms. Christensen thanked:

- HOD for their continuing efforts to hire many positions at the school.
- Food services for developing additional foods options and creating a friendly and welcoming environment.
- Elementary Long Term Substitutes Sarah Hyland for Katy Mathes, Brianne Tatangelo for Erin Manzanares, and Alison Selders for Natalie Haines. All substitute teachers have given a strong performance.
- Tracy Wright for leading the CMAS testing for 4th/ 5th graders.
- John Wilcox for his efforts in assuring the Chromebooks are available and accounted for.
- Many parent chaperones for volunteering in the classroom and for field trips.

Mr. Mehalko thanked:

- The Accountability Committee for their work in summarizing and analyzing the parent survey results.
- The Election Committee for all their volunteer hours to the school.

Ms. Reeser thanked:

- The Elementary School Staff for their ongoing professionalism and work during student assessments
- Treccie Wingren for her support of Prom and After Prom events. She was able to acquire many great prizes (e.g. bikes) for the students.
- The Staff and Board of Directors for their inputs and response at the Key Performance Indicators (KPI) meeting.
- Wade Kingsbury for his excellent instruction as recognized by his students.
- The Middle School staff for stepping up while Suzanne Ovelman was out on leave.

Mr. Elliot thanked:

- Election committee for their efforts in supporting the upcoming election.
- Sam Todd for presenting and representing Charter Schools at the State Capital.

Mr. Richards thanked:

- Melissa Christensen for developing an extremely innovative way of meeting staffing requirements.
- Accountability Committee for their efforts in developing the Parent Survey Report.
- Mr. Richards offered his positive thoughts for Suzanne Ovelman's recovery.

Mr. Hudson thanked Brian Knox for his ongoing support of the Salish trips.

Ms. Walther thanked:

- The Student Council representatives for organizing an excellent Prom.
- Sam Todd for his legislative work at the State Capitol.

Ms. Carolyn Janssen thanked:

- Lindy Olsen who help on the submission of a grant to assist with instructional technology at the elementary level.
- Tom Janssen, Peter Chandler, Tim Davis and Cheryl Sack their support at a recent community building, Feed the Puma event.
- All of our generous Annual Gift Campaign donors for their generous support.
- The Board for their work this year.

4:45 6-12 Curriculum Committee Recommendations (Board)

Motion to approve the cost increase for the Physics Text and electronic licenses by \$15k was made by Ms. Walther, seconded by Mr. Mehalko and approved by the Board 6-0-0.

Motion to approve the cost increase for the Algebra Text and electronic licenses by \$25k was made by Ms. Walther, seconded by Mr. Richards and approved by the Board 6-0-0.

4:50 Bond Refinancing (Todd)

Mr. Todd reported that because bond rates are down, this provides Peak to Peak with the opportunity to refinance our facilities bond. His analysis indicates that this would save Peak to Peak ~\$90k every year. The Finance and Budget Committee will make recommendation on May 5th to authorize re-finance. After the recommendation, the FBC will meet with bonding agents on May 8 and schedule a bond offering on June 8. Bond closing would occur on July 11. The President of the next Board will have to authorize the change.

4:53 Explore Test Cost

The Board was informed that the cost for the Explore test is increasing from \$11 to \$25 per student.

4:55 Election

The Board confirmed that it will notice the Peak to Peak community of upcoming election per Colorado Revised Statutes.

4:56 Administrative business (Board)

Motion to approve the minutes from April 2, 2014 was made by Mr. Richards, seconded by Mr. Hudson and approved by the Board 6-0-0.

Motion to approve the correction to the February 19, 2014 minutes was made by Ms. Walther, seconded by Mr. Richards and approved by the Board 5-0-1. Mr. Mehalko abstained since he did not attend the February 19 meeting.

4:58 Future Meeting Topics

Budget Update
Graduation Responsibilities – Saturday May 24th

4:59 Executive Session (Board)

No Executive Session was called.

5:00 p.m. Adjourn (Willetto)

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

Respectfully submitted,

*Phil Mehalko
For the Peak to Peak Board of Directors*