



College Prep in a Small School Environment

**Peak to Peak
Charter School**

Board of Directors Meeting Minutes

**May 14, 2014, 7:45 a.m.
South Conference Room**

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, Sam Todd, Lisa Walther, Thomas Willetto

Board Members Absent: Greg Richards.

Guest(s): See attached

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

One agenda change was made to include discussions on incoming Board member training.

7:48 a.m. Public Comments

Mr. Mathews thanked:

- High School staff for organizing, supporting, and executing the student award ceremonies.
- Elizabeth “Betsy” Leach for demonstrating leadership by providing field trips to Pioneer Elementary.
- Traci Schoeneweis and Tracy Wright for their efforts in all senior graduation activities

Ms. Reeser thanked:

- Tracy Wright for proctoring AP exams.
- Kristianna Vedvik for creating all the offer letters for every staff member.
- Vicki Lundquist for her work on developing and following through with the master schedule.

Ms. Ovelman thanked:

- Jay Ritter for his commitment to and passion for our middle school students. This is his last year with Peak to Peak and he has made a huge impact on our community.
- Sara Lemmon for fielding our middle school Bolder Boulder team and Brian Rozinsky for supporting whenever he can.

- Vicki Hankey, John Steinbauer, Yolanda Meiler for planning end of the year events and supporting students with good faith efforts.
- Counseling Team for their ongoing RAMP work and the advisory team members.
- Vicki Lundquist and counselors for their continued work on the master schedule.
- Thank you to all parent volunteers. We are grateful for your support through over 100 hours each semester. Thank you Sandy Ray, Lisa Estler, and Suzie Richard for your ongoing efforts and support.

Mr. Elliot thanked:

- All the Peak to Peak moms on Mother's Day.
- Traci Schoeneweis for continuing leadership on election.
- Sam Todd for endowment planning.

Mr. Todd thanked:

- Food services for supporting and delivering excellent food for our annual meeting.
- Holly Fenn, who is leaving Peak to Peak, for her years of service to BAASC.
- Kristianna Vedvik for all her work on producing the offer letters for all the Peak to Peak staff.
- Amy Skinner for the developing the student fee schedule for the 2014-2015 school year.
- Terri Tarbutton for her tenacity in keeping up with all the procards purchases, payroll and accounts payable.
- All parents that supported Run for the Peak. This will allow the purchase of text books and outdoor communications signs.

Ms. Christensen thanked:

- John Wilcox for setting up and distributing Chromebook carts.
- Julie Robbins for her last several years of tremendous effort.
- Traci Schoeneweis for taking on the extra responsibility in overseeing elementary paraprofessional management this year.
- Carolyn Janssen and Lindy Olsen for writing a \$5k grant for iPads that the elementary school received through Jared Polis Foundation.
- 5th grade teachers and Hillary Miller for immense amounts of work on Cal-Wood and medications for Cal-Wood.

Ms. Christensen recognized that Peak to Peak TAG identification increased to 22% in 2013-2014 from 20% in 2012-2013, placing the TAG KPI back into green on the Strategic Plan.

Ms. Walther thanked:

- Elizabeth Gable and Phil Mehalko for organizing our off-campus annual meeting.
- Mike Dunninger for his logistics support and volunteer time in support of our annual meeting.
- 5th grade teachers for the Cal Wood preparation.
- Elizabeth Gable and other Board members for taking over Ms. Walther's duties during her absence from the Board.
- Sherri Taylor and Scott Hudson for their ongoing HOD efforts and support.

Ms. Gable thanked

- Mike Dunninger for his support in our annual meeting and event planning.
- Food services for coordinating and assembling all the food for our annual meeting.
- Peak to Peak counselors for their efforts in getting our students into college and for supporting our students with emotional counseling.

Mr. Mehalko thanked:

- The Class of 2014 for their puma statue donation and for their senior “prank”
- Peak to Peak food services for their support of the annual meeting
- Deea Frisbee for her HOD leadership and commitment to Peak to Peak.

Mr. Willetto thanked:

- The Class of 2014 for their drive to the finish and for their puma statue donation.
- Brad Jonathan Fung for endowment development. Effort provides long term stability for the school. Charter is to look at long term.
- Parents for

Ms. Traci Schoeneweis thanked:

- Britta Mundhenke and office staff for assuring all the incoming students have all their paperwork ready.

Ms. Brandi Scott thanked and gave kudos to the kitchen staff for their support to the annual meeting.

Ms. Megan Freeman thanked all the teachers that supported the induction efforts over the year.

7:55 a.m. Approval of Minutes

Motion to approve BOD minutes from April 17, 2014 was made by Ms. Walther, seconded by Mr. Hudson and approved by the Board 5-0-1. Ms. Gable abstained from voting since she was absent at the meeting.

Motion to approve BOD minutes from the annual meeting was made by Mr. Elliot, seconded by Mr. Mehalko and approved by the Board 6-0-0.

7:58 a.m. Board Training (Board)

The Board outlined transition training for new Board members. Jennifer Dauzvardis has agreed to coordinate this transition. The transition training will begin with a meeting in June and will be attended by the voting members and principals.

8:00 a.m. Employee Satisfaction Survey (Ms. Heather Shockey – Mountain States Employers Council)

Each year in the spring, Peak to Peak conducts an Employee Satisfaction Survey. Results from this survey are an important measurement the administration uses to guide staff development and

school improvement efforts in areas related to culture and climate. Employee Satisfaction Survey results are also one of our KPIs in the Relationship category on the Strategic Plan.

Historically, this survey has been created and administered internally, but this year, in response to recommendations made to the board by the Accountability Committee in February 2014, the survey was outsourced to Mountain States Employers Council (MSEC), a regional employment services agency with more than 3,000 member organizations. MSEC conducts surveys for hundreds of organizations across industries in the western United States. Results were compiled and analyzed entirely by MSEC.

In addition to the questions asked in previous years in the areas of communication, compensation, and culture/climate, MSEC included additional questions on this year's survey guided by a tool called The Organizational Trust Index (OTI). The OTI is an internationally-recognized research-based survey utilized by a wide variety of organizations, including educational institutions, to measure trust among their staff.

Heather Shockey, MSEC Director of Outsourcing Services, presented the results of Peak to Peak's Employee Satisfaction Survey. Ms. Shockey stated that our overwhelmingly positive survey results were phenomenal by industry standards, as Peak to Peak scored above MSEC norms in every area. She stated that Peak to Peak should be proud of the high level of trust and overall employee satisfaction reflected in the responses provided by all employees. She noted that Peak to Peak is in the top 5% of organizations surveyed by MSEC.

The 2014 Employee Satisfaction Survey results demonstrate unprecedented positive results in all four dimensions of the survey, and the Board and Executive Leadership Team (ELT) are delighted to share the following highlights:

- Out of 86 questions, 97% of responses scored in the somewhat to very positive range.
- High response rate: 70% (124 out of 176 staff members). This is the highest response rate of any previous survey, and is also higher than industry averages.
- The highest number of positive responses were received in the dimension of organizational trust, which confirms the ELT's observations.
- The lowest number of positive responses were received in the dimension of compensation and benefits, which is consistent with past years' results and is an area currently being addressed by the ELT and the board.

Only one question received a negative response rating and it was related to the way communication between school levels (elementary, middle and high school) is coordinated. The ELT was already well aware of this need and has been working actively all year to address it.

Participation levels have been 60-65%. This year it has 70%.

Ms. Brandi Scott suggested that the survey results information / message needs to get out to the community.

Mr. Willetto thanked the ELT for their efforts in creating an environment where employee satisfaction is high.

8:45 a.m. Hiring and Organizational Development (HOD) Report (Frisbie)

In recognition of the excellent HOD team and hires for 2013-2014, Ms. Deea Frisbee asked the Board and ELT to perform the HOD “booty shake.” Ms. Frisbee noted that HOD is finishing up a few things at the end of the year and that Stephanie Branscum has been approved as the new HOD chair by the HOD committee. HOD has already set their schedule and planned events for the 2014-2015 school year. Even though Ms. Frisbee is stepping down as the HOD chair, she has agreed to continue to support HOD in 2014-2015. Ms. Frisbie noted that BOD liaisons Lisa Walther and Elizabeth Gable were much appreciated by the HOD staff.

Ms. Frisbie summarized HOD activities for 2013-2014:

- Typically there are approximately eight hires per year, but 2013-2014 saw 28 hires. Eleven of these hires were Long Term Substitutes (LTS) to compensate for the Peak to Peak’s 2013-2014 baby boom.
- Four new Assistant Principal (AP) positions were introduced this year.
- Peak to Peak added an elementary tech position.
- Closed 10 full time hires.
- Currently there are 7 open hires.
- HOD takes July off.

8:53 a.m. Executive Director of Education (EDE) report (Reeser)

Ms. Reeser summarized the following to the Board:

- Staff 2014-2015 offer letters have been distributed.
- Peak to Peak will be meeting with BVSD Capital Improvement Planning Committee (CIPC) next week. The CIPC is completing its survey of BVSD and formulating a bond referendum for Fall 2014 to support capital improvements for all BVSD schools. For Peak to Peak, we are looking to increase our student to square footage ratio to be comparable to other BVSD schools. Our plans include expansion of the cafeteria, more elementary and middle school classroom space, a high school gymnasium, and a counseling center.
- The Executive Leadership Team is working on communications and media relations plans.
- The Executive Leadership Team introduced the Peak Option pay scale to the staff. Implementation of the Peak Option pay scale will allow teachers to increase their income by 10-13% if they meet criteria as specified by the plan. Currently, the Peak Option criteria is still being developed but an outline has been provided to the staff.
- The last Building Leadership Team (BLT) for 2013-2014 school year will be on Monday May 19, 2014. Ms. Reeser is proposing to retool the BLT format to make it a focused thinking / inquiry based format and possibly use moderator/facilitator to accommodate its goals.

8:55 a.m. Executive Director of Operations (EDO) Report (Todd)

Mr. Todd updated the Board on Peak to Peak's bond refinancing effort. He noted that bond offers require a lot of certified data from the school. As such, Standard and Poor's will be at Peak to Peak on June 5th to review Peak to Peak's financial information. In parallel, Peak to Peak is developing a bond offering document. After the S&P review and completion of the bond offering document, our bond refinancing should be complete within 35 to 40 days after June 5th.

Mr. Todd summarized Peak to Peak's financial status as follows:

- Peak to Peak had a good fundraising year and we are currently at 93-94% of target. Mr. Todd thanked Carolyn Janssen for her efforts in fundraising.
- The Board approved budget last week prior to the annual meeting. Since the annual meeting, Mr. Todd noted that the budget outlook appears to be getting better.
- Peak Option salary scale is getting good feedback from Teachers. The Peak Option salary scale allows teachers to increase their income by meeting standards that translate into better performance in the classroom.
- Third quarter financials are on target.

This summer Peak to Peak will be working with Community First Foundation (<http://www.communityfirstfoundation.org/>) to further support an endowment fund for our school. Community First Foundation was selected due to their programs' performance and because they provide matching funds.

Mr. Todd invited John Wilcox into meeting. Mr. Wilcox reported that asphalt work to repair parking lots and playgrounds is planned for this summer. This will also include some concrete repair. Mr. Wilcox solicited bids from three contractors and the bids ranged from \$48k to \$51k .

Motion to approve the expenses for the asphalt repair was made by Mr. Hudson, seconded by Mr. Mehalko and approved by the Board 6-0-0.

9:15 a.m. Board Graduation Responsibilities (Mathews)

Mr. Mathews advised the Board about their graduation responsibilities. He reminded Board members are to arrive 7:30 a.m. and "be on stage and look beautiful." Board members are to host BVSD district board members and remind them that they have no duties (e.g. speeches) for the graduation ceremony. After graduation ceremonies, a reception is planned in front of cafeteria. Mr. Mathews recommended hugging a staff member that has performed a lot of work behind the scenes.

Mr. Mathews previewed the graduation ceremony and the Class of 2014 by:

- Noting there were great speeches lined up and that the Class of 2014 was a special group
- More than \$22M in scholarship offers to students this year
- 38% of the Class of 2014 did not accept a school due to financial options. Counselors helping students get into schools by assisting in getting scholarships.

- Grand Canyon University recruited and invited many Class of 2014 students to attend. This further demonstrated Peak to Peak's influence and relationships with colleges and universities.
- Final ACT data coming up soon

9:25 a.m. Future Meeting Topics

The following future meeting topics were suggested by the Board:

- FBC recommendations for spending surplus.
- Board training schedule
- Update to Succession Planning Committee
- Review outside consultants with the school (auditors, legal counsel, etc)
- Committee Process – Best Practices of all Committees. Structure of committees – Board review of committee membership

9:30 a.m. Executive Session (Personnel)

Motion to enter executive session Ms. Gable, seconded by Ms. Walther and approved by the Board 6-0-0.

10:30 a.m. Adjourn (Willetto)

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

Respectfully submitted,

Phil Mehalko

For the Peak to Peak Board of Directors