



*College Prep in a Small School Environment*

**Minutes of the Peak to Peak Board of Directors Meeting  
Wednesday, August 24, 8:00am | College Counseling 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 of Directors in attendance:** Voting Board: Gregg Sommer, Jennifer Schroeder, Sandy Ray, Lisa Sicker, Hank Dalton, Alison Griffin and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston and Melissa Christensen.

**Via Phone:** none

**Absent:** none

**Guests in attendance:** Jaimee Miller, Eveline Grady, Traci Schoeneweis, John Wilcox, Jen Dauzvardis, Meghan Freeman, Kristianna Vedvik, Rachel Hirt, Sarah Miley, Derek Cole and Diangy Zaronias.

**Call to Order:** Mr. Sommer called the meeting to order at 8:00 am. Moved, Sandy Ray. Seconded, Alison Griffin.

**Motion passed, 7-0.**

**Administrative Business**

**1) Approval of August 17, 2016 Meeting Minutes with Erratum and Clarification:**

**Erratum:** Strategic Plan: *Additionally, it was suggested we think about if anybody has other ideas of how the board can support Peak to Peak.*

**Clarification -Select Board Committee Liaison and Assignments:** Board member attendance of committee meetings is limited to the two assigned liaisons; in the exceptional case that an additional member wishes to attend a committee meeting, that should be first brought to the board and also coordinated with the committee (co-)chair(s).

Motion, Sandy Ray. Second, Joanne Hyman.

**Approved, 7-0.**

**2) Review of Action items from August 17, 2016:**

1. COMPLETE | PRIMARY COMMITTEE LIAISONS to inform KELLY if and when they will be regularly reporting out to the board from their Committee, and also do so by Friday when reporting on an ad hoc basis, to include on the agenda | Aug 24, ongoing | Committee Liaisons, Kelly
2. ENSURE NDA w/ DON FERGUSON is in place, and that he gives Google Groups Gmail co-ownership to current Secretary (Lisa Sicker) | before next meeting | Sandy
3. COMMUNICATIONS APPROACH RECOMMENDATIONS | Aug 24 meeting (today) | Alison

4. COMMUNITY GATHERING, other Enhance Community Relations specific items –consider Communications Approach Recommendations and work with Communications Subcommittee to plan and put in place for the year | after Aug 24 meeting, before September meeting | JEN, JOANNE, LISA
5. Review BUDGET, CAPITAL PRIORITIES | NOV | FULL BOARD
6. COMPLETE | STRAT PLAN general informative announcement | Aug 19 Weekly Digest | KELLY
7. Email announcing STRAT PLAN GROUP MEETINGS forthcoming from Kelly in the next days: STRAT PLAN CALENDAR meetings + BOD Calendar slots | next meeting | KELLY
8. STRAT PLAN/KPIs –develop call to community members | SEP | ea. of 4 groups
9. TRACK upgrade on hold until budget priorities reviewed | NOV | FULL BOARD
10. PUBLISH CAP PRIORITIES | 1<sup>st</sup> SEP Weekly Digest | SAM
11. DONATION monies into SEPARATE accounts |end of AUG | SAM, GREGG, SANDY
12. Dec 7 EVENING MEETING, move to a.m. or move agenda items into other meetings | Doodle Poll this week | Kelly
13. TENNIS COURT policy development | SEP | ELT, Gregg-Sam --several community members have asked; ins & liability covered under current ins.
14. Discuss EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD
15. ASSESSMENT TALKING POINTS/ ELEVATOR SPEECH to be developed for board use to speak from an informed perspective to families | SEP | Kyle
16. Meet to discuss feasibility of starting a Peak to Peak “Shark Tank” | SEP | Kyle, Lori, Alison Gregg  
>> Kyle, 6-12 interest, need to consider funding piece & judging panel
17. Meet for initial review and recommendations of adoption/WAIVERS of new or changed BVSD POLICIES | AUG-SEP | Kelly, Lisa
18. Discuss whether a BOARD ASSESSMENT will be undertaken | OCT | FULL BOARD
19. New member signed handbook.
20. Revised Board Calendar -Kelly -one more change with Dec. 7th reschedule.

### **Public Comments**

Kyle: Thanks to families and staff for the well-attended HS back to school night, starting in the very generous new cafeteria space with great acoustics. Joanne: Great job Kyle and Kelly.

Gregg: “Peak on the Green” Peak to Peak golf outing event and fundraiser is coming up September 30. Gala Committee is seeking volunteers. King Soopers fundraising cards are underutilized -spread the word to use them.

### **Communications Protocol Proposal –Alison Griffin**

- 1) Discontinue Board Weekly Digest contribution -repetitive of other leadership announcements. Use only when there is a unique Board announcement.
- 2) Responding to Community -Before Communications Committee responds, ensure Communication Pathways have been followed; Next go to the Board President and EDE; Then respond with a standardized response per type of contact: First graciously acknowledge participation, second provide the best person(s) to contact about any follow-up concerns, third response time should aim for two business days , fourth communications should be coordinated through the Communications Subcommittee, not individual responses from board members. The Communications Subcommittee (Jen Schroeder) noted that this is a

great starting point, and that we can fill this process in over the next month within the Communications Subcommittee, coordinating with the Secretary (Lisa Sicker). It was noted that we need to think about when to check in with each other when deciding whether something needs follow-up, etc., and the process for the full-board having a chance to review communications should be drawn up and vetted. It was further noted that the full board sees community emails when they come in, so that is a point for board members to contact the Communications Subcommittee with useful input. It was also commented that we must be careful not to resolve things in email, but to do so “off-line.” Additionally, it was noted that if appropriate, [an inquiry/comment to the board] can be added to the agenda. It was agreed that this is a good starting protocol, and will put us on good footing in responding to emails from community members.

Motion to adopt protocol, Hank Dalton. Seconded, Jen Schroeder.

***Adopted 7-0.***

#### **HOD Committee Report –Jaime Miller and Eveline Grady**

- The year opened with a successful annual HOD Picnic for Staff. Thank you to Sarah Greene for coordinating, and to all who donated or helped.
- Staffing is currently at 8 staff and 14 volunteers, with Linda Willetto serving as anchor (gatekeeper), and Hank Dalton and Lisa Sicker as Board liaisons.
- Training is upcoming for 4 new members in September.
- The federal “Highly Qualified” NCLB requirement no longer exists, and new state guidelines are forming around the NCLB replacement, ESSA, with processes and documents being updated to reflect the new Act.
- One HS-MS Spanish position is open, with sub teams looking for a long-term sub for that also.
- Jungle Disk (online filing) will be cleaned-up and reorganized by another sub-team.
- Candidate Application update is being conducted with full committee input, trying to move toward an application that can be populated digitally, to ensure an excellent candidate experience all the way through.
- Candidate packets are moving to digital packets and flash drives, replacing paper folders handed to candidates after a promising demonstration.
- Clarification on current coverage for the HS and MS Spanish section for the active posting: We have the current teacher there now, and will reassign two HS Sp 35 sections to the HS teacher who currently teaches the other SP 35 sections (Andy Matthews) to provide a high level of expertise; then separately look to cover three sections of Spanish 2 with a long term sub or new hire, creating new opportunities to garner applicants.

#### **Director Report, Facilities –John Wilcox**

- Campus build-out was completed successfully, on-time, under budget; just working through high humidity in gym, and minor punch list items pending parts arrivals.
- Custodial staff during the day is currently one excellent full time employee, Renay Ulibarri, and a Day Porter from Service Master, with night custodial duties well covered by Service Master.

- BVSD “on-call” coverage will be enlisted once the new alarm system is fully worked out, to avoid too many calls to BVSD from false calls.
- Maintenance technician is being sought, as ours resigned for personal reasons.
- Utility Costs -this is a tracking year with 42,000 sq ft of new space from the build-out, so the KPI number for that will change this year.
- The 2015-16 Facilities budget finished at 97.8%.
- Q & A:
  - While we are on the second half of a technology refresh cycle, it does not get us anywhere near a 1-1 student : device ratio.
  - Projected utilities increases: electricity estimated to be up 30%, with rooftop units the biggest usage, but the new build is a LEED green build, so efficient.
  - Currently John Wilcox has gone from two weekly on-call slots to seven, so it makes sense, especially with the new spaces, to have BVSD support some on-call slots. However, the old alarm system panels all had to be replaced during the build out because they could not interface with new ones, and the new system must be worked through to ensure BVSD won’t receive too many false calls from the alarm system.

#### **Director Report, Executive Office –Traci Schoeneweis**

- Down to 4 open support staff positions from 11 since August 19.
- Calendar: scheduled 1st day back for teachers on January 2 is the national observance of New Year's Day, so ELT recommends that is a day off, teachers return January 3 for a Professional Development day and students return January 4, instead of January 3. Contact hours are well above CDE requirements, and right at BVSD requirements at 1075 contact hours. Families will be notified early.
- 261 returning volunteers do not have to fill out any new paperwork/screening, 94 new volunteers being processed.
- Office budget was utilized to revamp front office, separate from build-out budget; appreciative of free painting provided by Karen’s.
- Communications Pathways updated to remove the Dean position, which was eliminated.
- Q & A:
  - All references to the Dean position have been changed to reflect the elimination of that position.
  - Background checks from last year remain valid only if they were performed with fingerprints, but anyone who did a background check without fingerprints must do a background check with fingerprints this year.
  - Health room staffing is still in progress: 3 health room staff, 2 volunteers being trained. Use of health room volunteers was suggested by our district nurse representative, so we are increasing FTE for our health room supervisor (to 28 hours), 1 para at 15 hours, and volunteers. A supervisor present much more should provide more consistency.
  - The staff appreciation bonus went through from end of last school year; the rest of the list [e.g., providing support staff professional development] comes from the other staff survey recommendations. Please let the board know how we can support that.

## Principal Reports

### HS Principal Report –Kyle Mathews

- Events -great experiential field trips by grade level on Friday; Jurassic World movie in the quad Friday, September 2 @ 7:30pm-10pm.
- Off campus permissions starts Wednesday, 8/31, with digital sign in-out from P2P app.
- Great new front office for Principal, AP, student aides and, with staff manning airlock.

### Assessment Talking Points –Kyle Mathews *(see full talking points in principal report / Weekly Digest)*

- Testing coordinator and staff work very hard to make testing arrangements and support students, so please do not opt out after deadline.
- We need students to close the gap between paper and pencil and computer testing with more experience on electronic devices for testing.
- Testing results yield useful data, but we need at least 80%, better 90% participation for reliable meaning.
- Still not being ranked by Newsweek because of ONE 2012 mis-administration, so preparation is important.
- Q & A:
  - Q: If someone opts out at the last minute, why don't we just carry an empty seat?  
A: We generally take a zero on that tester (pending the type of test and grade level), impacting results and data coming out of that. Also, devices are allotted and set up for individual testers, and rearranging this causes problems, and it is also difficult to arrange proctors. Tracy Durland, as K-12 assessment coordinator, does a great job explaining everything to families. Further, with late opt-out, we must go through 15 different screens noting reasons for non-participation on each. Additionally, there is a 95% participation state requirement for data to be valid, though the state may waive it, the data is still less reliable. Too low of a participation rate downgrades the school on ratings, though the state has not enforced strongly in the past, it recently responded to input and reduced the amount of testing, so it could begin stricter enforcement.
  - Comment: Some portion of the community will feel strongly and will not participate, and we must respect that, but others may participate, given the full and correct information. There are a few themes -we are one community and don't want to hurt each other by opting out; testing benefits the school and individuals.
  - Comment: With the strong, cohesive assessment message from Kyle, the board can advocate, and point to Principals and Tracy Durland, the K-12 testing coordinator, for further information.
  - The message around assessments must come from different voices to be effective, as Principals are always speaking about it. The board should use both the Weekly Digest for a board assessment message, as well as informal contact with families.

### MS Principal Report –Lori Preston

- Teachers are capturing and conveying student strengths, supporting needs; it is very individualized.
- Focus on backpacks -no policy, but a conversation and new approach generated by input of 70% of MS teachers from end of last year: backpacks everywhere in the halls, and are too big for MS students; with 1 locker per students after the build-out, those should be utilized and backpack loads decreased. 1 -not a policy, 2 -health concern, 3-need for movement, but backpacks block exit with new desks only allowing exit from one side, 4 -teachers supporting message to “lean-down” backpacks by listing what is needed for class.
- WE VALUE OUR STAFF pillar -focus on this with MS staff having rough year last year; also K-12 continuity with MS staff all taking the Indigo inventory in order for everyone to understand and relate more readily to each other.
- COMMUNITY -HOD participation is eye-opening. As MS Principal, MS counselors report to me.
- SAFETY -is well led by Kyle, with 3 big drills that went very smoothly -lock-out, lock-down, fire drill.
- Assistant Principal Libbi Peterson is now here 4 days a week.
- Q: VizLab? A: VizLab / Tableau is a BVSD tool to house and analyze data, for which P2P is obtaining its own license. Perhaps place on agenda for board to see a demo after use is developed. This tool came out of the statewide assessment changes, and it can receive data input also from Naviance, etc.

### **ES Principal Report –Melissa Christensen**

- Things are going well. Our teachers are amazing -even Kindergarten students are working away on the first days of school, with all the teachers putting in so many hours before the start of school.
- New 1-5 Reading Curriculum teacher instruction is completed, and everyone is excited about what this will bring to the students.
- Entrance assessments provided great data on students, and it was helpful to have the assessment days before the start of school to unburden students and preserve valuable classroom time.
- Q: Any further questions about the homework policy? A: No comments from families on the homework policy after much time last year was spent educating and informing parents, and teachers also messaging that any extra practice/studying for students at home will be supported by teachers as they are informed of preferences by parents.
- Q: Ability groups announced to students before parents? A: We have now worked out a consistent K-5 protocol to inform parents first in future years.

### **Future Meeting Topics, Wrap-Up**

- Q: Could board member Sandy Ray’s son, Bill, take on the school crossing guard position, as board members families cannot be employed?  
A [ELT]: YES. It is different, as it is a student worker, and this rule was not intended for such a circumstance.

***Unanimously agreed.***

- BVSD \$10M OPERATIONAL MILL LEVY was approved by BVSD board for November ballot. More information will be provided at the District Leadership Team Sep 7th meeting. ELT is in contact with the district. P2P's student portion is 5% of BVSD (based on district representation), so approximately \$500,000 would be expected to be allotted to Peak to Peak.
- Minutes will be edited on GOOGLE DOCS with all board members receiving simultaneous permission to edit, with the understanding that this is strictly to develop an accurate record of what transpired. There will be no substantive debates/discussion when editing the minutes: any uncertainty or disagreement will be communicated by the Secretary to the President to raise at the meeting as a "clarification."

Motion to adopt practice, Sandy Ray. Second, Hank Dalton.

**Approved 7-0.**

- Board members are invited to attend the State Charter School Conference Feb 23 & 24 at Omni Interlocken in Broomfield.
- Business cards for board members are available to order from Traci Schoeneweis.

**Action Items Review**

Item | Date | Owner

1. ASSESSMENT MESSAGE -plan communications | Sep | Communications Subcommittee, Principals
2. COMPLETE | PRIMARY COMMITTEE LIAISONS to inform KELLY if and when they will be regularly reporting out to the board from their Committee, and also do so before the meeting when reporting on an ad hoc basis to include on the agenda | Aug 24, ongoing | Committee Liaisons, Kelly
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19. Discuss whether a BOARD ASSESSMENT will be undertaken | OCT | FULL BOARD
20. COMPLETE | Board handbook signatory page signed and turned in to Kelly | during meeting | FULL BOARD
21. REVISED BOARD CALENDAR | Kelly -one more change with Dec. 7th reschedule.

**Adjourn**

Motion to Adjourn, Hank Dalton. Second, Alison Griffin.

**Vote 7-0.** Meeting adjourned 10:27 am.

Respectfully Submitted,

Lisa Sicker