



PEAK TO PEAK
CHARTER SCHOOL
800 Merlin Drive • Lafayette, CO 80026

College Prep in a Small School Environment

Minutes of the Peak to Peak Board of Directors Meeting
Wednesday, October 5, 5:00pm | College Counseling Conference Room
(as amended to reflect executive session)

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: Traci Schoeneweis, Janice Thorpe, Derek Cole, John Wilcox, Jen Dauzvardis, Megan Freeman

1) Call to Order: Mr. Sommer called the meeting to order at 5:00 pm.

Administrative Business

2) Approval of September 21, 2016 Meeting Minutes: Motion, Sandy Ray. Second, Jen Schroeder.
Motion passed, 7-0.

2a) Review of Action items from September 21, 2016:

1. Installation of 2 additional MICs, timer fixed on mtg room sound system | OCT 20 | JOHN WILCOX
2. FINANCIAL PROCESS DOCUMENTS (from March and August) & POSS WHITE PAPER SEPARATION OF FUNDS –place on Financial Transparency webpage | OCT 18 | SAM/SANDY, JEN DAUZVARDIS
3. ENSURE NDA w/ DON Google Groups Gmail to transfer ownership from Don Ferguson to current Secretary (Lisa Sicker) –manager can't make another member an owner or delete the group | before next meeting | Kelly
4. POLICY REVIEW -recommendations of adoption/WAIVERS of new/changed BVSD POLICIES out for review > open meeting presentation OCT 5 > vote OCT 19 | OCT 19 mtg | Kelly/Lisa, FULL BOARD

5. ASSESSMENT COMMUNICATION PLAN SEP 29 -develop | Sep | Communications Subcommittee, Principals
6. COMMUNITY GATHERING, other Enhance Community Relations specific items –Sep 29 Board - Parent Working Group with Jen Dauzvardis; doodle poll for next meeting date; craft and send Oct 24 7pm Community Gathering invite starting OCT 1; Jen and Joanne to overview Community Gathering plan at Oct 5 meeting | OCT | JEN Schroeder, JOANNE, LISA, JEN Dauzvardis
7. 2^d STRAT PLAN GROUP MEETINGS -email announcement next week + BOD Calendar slot working session | this week | KELLY, TRACI
8. STRAT PLAN/KPIs –call to community members developed | SEP 29 | ea. of 4 groups
9. MILL LEVY RESOLUTION | OCT 19 | FULL BOARD
10. SHARK TANK -6-12 interest at Peak to Peak; consider funding & judging panel| OCT | KYLE, LORI, ALISON, GREGG
11. Review BUDGET / CAPITAL PRIORITIES / TRACK | NOV | FULL BOARD
12. Discuss EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD
13. Discuss whether a BOARD ASSESSMENT will be undertaken | NOV 16 | FULL BOARD
14. FOOD SERVICES FOLLOW UP ON PARENT COMMENT | OCT 19 | CHERYL SACK AND ELIZABETH BEGLEY

2b) NDA

Public Comments

- Megan Freeman -Commented that she feels parents making comments during the public comments portion of board meetings should use the communications pathways.
- Kyle Mathews -P2P X-Country Team #2 in NATION! * High School conferences October 6th and 7th.

EDE Report -Kelly Reeser

Strategic Plan

- Four groups are working on additions / changes to KPIs.
- There is a community feedback opportunity at the October 24th Community Gathering.
- Staff input on KPIs will be taken through the new Tableau Platform.
- There is possible consideration of addition of OECD PISA test as a High School student measure.
- The next group meetings will be held during the school day to better facilitate staff attendance.
- It was raised that perhaps there could be better community outreach by informing them of the work on the Strategic Plan through Weekly Digest Announcements and other venues.
- Board members, look for a Doodle Poll from Jen Schroeder to schedule a Strategic Plan Board work session.

EDO Report -Sam Todd

- Transfer of property back to Peak to Peak (after completion of build out) occurs within the week.
- Capital Priorities List is ready, will be scheduled for a November board meeting.

- Our annual audit went well with one dedicated auditor. School approvals have been given, just waiting for a final document after the CLA internal document review, and a last review by our Accountant, Louise Peng, to ensure accuracy of any changes.
- Implementing updated Fair Labor Standards Act [FLSA] provision, which raises the salary at which non-exempt status (overtime exemption) applies, by tracking hours with a pilot group, and working through from a managerial standpoint. This becomes part of the budgeting process next year.
- In response to a query on whether this is being delayed in Washington -Possibly. Not everyone (at implementation workshops, etc.) agrees on how to implement the new non-exempt status.
- It was asked what the amount accrued to last year for build out expenses is, and answered that the amounts accrued back into 2015-16 are \$60,999 for the build out, \$51,180 for the tennis courts, and \$10,999 for the Cal-Wood elementary trip, and we can then expect the S&P days cash on hand calculation to be over 95.
- In response to questions, it was clarified that nothing in the current budget is dependent on the operations mill levy being approved.
- It was asked when S&P financials will be submitted and answered that it will be initiated as soon as we get the outside annual audit back.
- Additionally, Sam Todd is working on his EDO goals with Sandy Ray, Treasurer, and Gregg Sommer, President, and will send out to the full board.
- Comment: In a related update, Gregg Sommer, President and Jen Schroeder, Vice President, are also working on EDE goals with Kelly Reeser, which will also be sent out to the board soon.

BUDGET OVERVIEW -Sam Todd

- The Finance and Budget Committee [FBC] meets on the 24th to review the budget and make a recommendation to the board.
- Capital construction came in 47k higher.
- Overall revenue increased 52k from the preliminary budget.
- Expenses
 - minor changes across the board
 - saved 12k in benefits and support, added a bit
 - up 11k in facilities because of insurance premiums and one-time costs of 5k increase in gym floor refinishing and 5k increase in major renovations
 - net change in balance 12k higher
- There was a comment that when reviewing there are many changes from prior budget, and if anyone has any suggestions on making it easier to read, etc., please bring forward. Also, if comparing prior years, there were times it changed, making it hard to compare, but going forward it will be fixed (stationary) -the numbers of the “final approved budget” will never change on the roll up budget on the first two pages, but can’t do that on the personnel pages.
- One EDO goal is a financial dashboard by Sam for the board.
- Another goal is the JD policy folder materials being used to develop a board finance references.
- The Friends budget will be updated on November 2nd since we have separated them.
- Friends budget -2015-16 numbers are not actuals, but budget numbers. You can now see year over year how they have changed.

POLICIES -Lisa Sicker, Kelly Reeser

Several policies were changed or added by BVSD and were reviewed by EDE Kelly Reeser and board member Lisa Sicker with input from EDO Sam Todd, HR Director Kristianna Vedvik, and Principal and School Safety Coordinator on policies pertaining to their areas, with the following recommendations and considerations given to the full board for consideration:

Recommended retention of the following policies, where we do not have separate or differing systems than BVSD in place, to ensure compliance with any federal, state and local laws and regulations by coming under the BVSD umbrella.

- ADC Tobacco-Free Schools (*note ensure notice requirement is met with signage on school building, and mention in handbooks, on bulletin boards, and for staff meetings.
- GBEA Staff Ethics / Conflicts of Interest
- GBEB Staff Member Dress
- GBEB Staff Conduct (and Responsibilities)
- GBGA Staff Health
- GBEC Alcohol and Drug-Free Workplace
- GBEC Staff Gifts and Solicitations
- GBJA Disclosure of Information to Prospective Employers
- GBGAA Staff Training in Crisis Prevention and Management
- GBGAB First Aid Training
- AC-E3 Guidelines Regarding the Support of Transgender and Gender Nonconforming Students
- AC-E4 Gender Transition Plan
- AC-E5 Gender Support Plan
- AC-E6 Student Gender, First Name and/or Middle Name Change Request

Recommended waiver of the following policies for, and with, the noted considerations:

- GBB Staff Involvement in Decisionmaking
-current waiver ABB can remain in place, renamed as GBB, as BVSD's updates pertain specifically to their systems, e.g., elected v. appointed committee members
- GBGB Staff Personal Security and Safety -retain BVSD language, replacing only Peak to Peak control, e.g., EDE in place of Superintendent
- GBJ Personnel Records and Files -substitute waiver policy reflects Peak to Peak's system, as the School has its own hiring and HR system, separate from the District
- GBK Staff Concerns / Complaints / Grievances & GBK-R Regulation
- GCG/GCGA Part-time and Substitute Professional Staff Employment/Qualifications of Substitute Staff -substitute waiver policy for previous version exists
- GBGD Workers' Compensation
-retain BVSD language, replacing only Peak to Peak control, e.g., School in place of District; must be waived as the School has its own Workers' Comp plan, separate from the District
- GBGF Federally-Mandated Family and Medical Leave Act
-retain BVSD language, replacing only Peak to Peak control, e.g., School in place of District; must be waived as the School has its own Workers' Comp plan, separate from the District

- ADF-R Wellness Policy: Nutrition and Physical Activity Regulation
 - retain substantially the same language as BVSD policy; must be waived with a replacement policy, as the School is its own Food Authority, and does not participate in the BVSD School Food Program (BVSD lunch program)
- DJ-DJE Purchasing and Contracting & DJ-DJE-R Grant Purchasing and Contracting Regulation
 - retain substantially the same language as BVSD policy with lower purchasing triggers; must be waived with a replacement policy, as the School has its own Finance and Operations
- IGDA-E2 Application for Student Organization
 - waive with substitute policy as the School has its own systems, separate from BVSD for Student Organizations
- IKA-IKAA-IKAB-E6 State Assessment
 - waive with substitute policy as the School has its own systems, separate from BVSD for Student Organizations
- JECC-R Open Enrollment Procedures and Information 2016-17
 - maintain Peak to Peak existing waiver policy, as it has its own specifications for Open Enrollment, unique to the School, and BVSD policy only changes to include descriptions of each charter school OE specifications
- KDB-R, KDB-E Guidelines for Responding to Public Requests for Information
 - substitute waiver policy in place substantially retaining district language to comply with associated laws, but changing ownership from District to School and allowing for further development of School guidelines to protect the School's records and protect from interference of school operations, as permissible within governing laws
- KI-R Visitor Management Procedures
 - substantially retain BVSD language, mainly replacing only Peak to Peak control, e.g., School in place of District, and accounting for any physical facility differences; must be waived as the School manages and maintains its facilities separately from the District

COMMUNICATIONS -Jen Schroeder, Joanne Hyman

- Four parents and Jenn Dauzvardis attended, with board members Jen Schroeder, Joanne Hyman, and Lisa Sicker for an
 - a. overview of communications
 - b. understanding of communications pathways
 - c. discussion of improved communications
- Further work to develop Community Gathering agenda and process; invitation to join Communications Committee.
- Considering development of school-wide communications group to be continued by Jen Dauzvardis.
 - discussed the idea of parallel work, though the timing of school-wide communications planning wasn't quite ready
- In response to a question about what is in place to let everyone know the Community Gathering is happening, it was explained that the invitation will be in this week's and subsequent Weekly Digests, the website slideshow, school calendar, board calendar, outdoor signs, etc.

- In response to a question, it was explained that the Committee is looking specifically at Board communications in ad hoc committee, then considering longer run overall communications led by school staff and administration.
- When asked, it was clarified that the community gathering topics are: operations mill levy vote, strategic plan update, communications pathways informative piece -where we could also positively reframe perceptions of Communications Pathways.
- It was also discussed at the meeting that there are easier and more ways to submit comments and questions, e.g., automated web submission.
- In response to a question about Communication Committee's further recommendations on responses to community members comments at meetings and in emails, it was noted that we should validate that parents are appreciated for participating in our process and engaging, then direct them to the appropriate staff. Jen Schroeder and Gregg Sommer will meet to further discuss this.

Future Meeting Topics, Wrap up -Full Board

- November 2 auditor presentation on our annual outside audit
- Capital Needs List vote on November 30
- Further comments on policies at October 19 meeting, vote November 2
- Alumni activities discussion added to November 30 meeting
- November 30 at 8:00 am will be the last Board meeting of calendar year.

Action Items Review

1. FINANCIAL PROCESS DOCUMENTS (from March and August) & possible WHITE PAPER on SEPARATION OF FUNDS (donations) post to Financial Transparency website page for Accountability Committee to link to in Family Survey Report | OCT 18 | SAM, JEN DAUZVARDIS
2. SCHEDULED Installation of 2 additional MICs, timer fixed on mtg room sound system | OCT 20 | JOHN WILCOX
3. COMMENTS on NDA w/ Don Ferguson | by OCT 19 | LISA, FULL BOARD
4. COMMENTS & DISCUSSION on POLICY recommendations of adoption/WAIVERS | DISCUSSION OCT 19 mtg | VOTE NOV 2 meeting | KELLY/LISA, FULL BOARD
5. COMPLETE | ASSESSMENT COMMUNICATION PLAN -develop | SEP | PRINCIPALS
6. COMMUNITY GATHERING ANNOUNCEMENT -**Weekly Digest** -board & all school sections + **Website** -scrolling banner, news, Calendar, Board Calendar + **Outdoor Signs** | OCT 7, 14, 21 | JEN SCHROEDER/JOANNE HYMAN, TRACI SCHOENEWEIS, JEN DAUZVARDIS
7. OTHER COMMUNITY RELATIONS ENHANCEMENT items | OCT | LISA
8. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis - Doodle Poll for next meeting date | by OCT 14 | JEN SCHROEDER, JOANNE HYMAN
9. 2^d STRATEGIC PLAN GROUP MEETINGS -email announcement | by OCT 14 | KELLY
10. STRATEGIC PLAN BOD WORK SESSION -Doodle Poll | by OCT 14 | JEN SCHROEDER, TRACI SCHOENEWEIS
11. STRATEGIC PLAN/KPIs –informational and invitation piece to community members in Weekly Digests | OCT 7, 14, 21, 28, NOV 4, 11, 18 ... | at Community Gathering| OCT 24 | COMMUNICATIONS COMMITTEE, KELLY, TRACI SCHOENEWEIS

12. FOOD SERVICES ANNOUNCEMENT in Weekly Digest re: new organic options: bulk milk dispenser, salad bars, more organic produce & parents can restrict options | KELLY | OCT 7
13. FOLLOW UP on PARENT COMMENT RE: FOOD SERVICES | OCT 19 | LISA
14. MILL LEVY RESOLUTION | OCT 19 | FULL BOARD
15. RESOLVE JUNGLE DISK ACCESS ISSUES (as a web browser) -see Gregg | OCT | GREGG, FULL BOARD
16. BOARD RESPONSE TO EMAILS AND PUBLIC COMMENTS | OCT | JEN SCHROEDER, GREGG
17. SHARK TANK -6-12 interest at Peak to Peak; consider funding & judging panel| OCT | KYLE, LORI, ALISON, GREGG
18. BUDGET Q&A, VOTE | OCT 19, NOV 2 | SAM, FULL BOARD
19. CAPITAL PRIORITIES / TRACK | NOV 30 | FULL BOARD
20. Discuss whether a BOARD ASSESSMENT will be undertaken | NOV 16 | FULL BOARD
21. Discuss EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD

Adjourn

Motion to Adjourn from Joanne Hyman, Second by Sandy Ray, 7-0. Meeting adjourned 6:44 pm.

Executive Session

Motion to resolve into executive session immediately following regular meeting per §24-6-402(4)(e), C.R.S., developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations, 6:51pm, passed 7-0.

Motion to resolve out of executive session, 7:12pm, passed 7-0.

Respectfully Submitted,
Lisa Sicker