



**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 19, 8:00am | Auditoria**

*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, Lisa Sicker, Hank Dalton and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston and Melissa Christensen.

**Via Phone:** none

**Absent:** Sandy Ray, Alison Griffin

**Guests in attendance:** Bella Sicker, Emma Hyman, Jennifer Douglass, Sarah Miley, Megan Freeman, Jen Dauzvardis, John Wilcox, Traci Schoeneweis, Raquel Hink, Annie Sasseville, Peter Chandler, Clara Quinlan, Libbi Peterson.

**Call to Order:** Mr. Sommer called the meeting to order at 8:00 am.

**Administrative Business**

**1) Approval of October 5, 2016 Meeting Minutes:** Motion: Mr. Sommer. Second: Ms. Sicker.

- ***Motion passed, 5-0.***

**2) Review of Action items from October 5, 2016:**

**STATUS | ITEM | DATE due | OWNER | UPDATE**

1. COMPLETE | FOOD SERVICES ANNOUNCEMENT in Weekly Digest: new organic options, bulk milk dispenser, organic salad bars, organic produce & parents can restrict options | KELLY | OCT 7
2. COMPLETE | COMMENTS on NDA w/ Don Ferguson | by OCT 19 | LISA, FULL BOARD
3. COMPLETE | FOLLOW UP on PARENT COMMENT RE: FOOD SERVICES | OCT 19 | LISA :  
Parent restricted any a la carte purchases, but needs to check that her kids are still able to purchase milk
4. MILL LEVY RESOLUTION | OCT 19 | FULL BOARD
5. SCHEDULED | Installation of 2 additional MICs, timer fixed on mtg room sound system | OCT 20 | JOHN WILCOX
6. COMPLETE | ASSESSMENT COMMUNICATION PLAN -develop | OCT | PRINCIPALS

7. COMPLETE | 2nd COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis - | by OCT 14 | JEN SCHROEDER, JOANNE HYMAN
8. COMPLETE (end of Oct 19 BOD mtg) | STRATEGIC PLAN BOD WORK SESSION -Doodle Poll | by OCT 14 | JEN SCHROEDER, TRACI SCHOENEWEIS
9. RESOLVE JUNGLE DISK ACCESS ISSUES (as a web browser) -see Gregg | OCT | GREGG, FULL BOARD
10. OTHER COMMUNITY RELATIONS ENHANCEMENT items | OCT | LISA
11. BOARD RESPONSE TO EMAILS AND PUBLIC COMMENTS | OCT | JEN SCHROEDER, GREGG
12. SHARK TANK -6-12 interest at Peak to Peak; consider funding & judging panel| OCT | KYLE, LORI, ALISON, GREGG: one student, Diviam went to start up conference over summer; has done his own start up process; inspiring teams at higher level; use of Makerspace Carla Flanhoffer & Bobby Letter & Sheena Kelly
13. FINANCIAL PROCESS DOCUMENTS (from March and August) & WHITE PAPER on SEPARATION OF FUNDS (donations) post to Financial Transparency website page for Accountability Committee to link to in Family Survey Report | NOV 2 | SAM, JEN DAUZVARDIS
14. COMMENTS & DISCUSSION on POLICY recommendations of adoption/WAIVERS | DISCUSSION OCT 19 meeting | VOTE NOV 2 meeting | KELLY, LISA, FULL BOARD
15. 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
16. BUDGET Q&A, VOTE | OCT 19, NOV 2 | SAM, FULL BOARD
17. EDE GOALS out to board for review | NOV 2 | FULL BOARD
18. EDO GOALS coming out to board for review | NOV 2 | FULL BOARD
19. 2<sup>nd</sup> STRATEGIC PLAN GROUP MEETINGS announcement | NOV 10 | KELLY
20. NOV 10th BOARD MEETING after KPI -working session on higher level KPI | NOV 10 | FULL BOARD
21. 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| COMMUNICATIONS COMMITTEE, KELLY, TRACI SCHOENEWEIS
22. CAPITAL PRIORITIES, TRACK DISCUSSION | NOV 30 | FULL BOARD
23. Discuss whether a BOARD ASSESSMENT will be undertaken | JAN | FULL BOARD
24. Discuss EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD

**3) NDA with Interconnected Tech** - Ms. Sicker to email to Don Ferguson.

#### **4) Items For the November 10 Board Meeting**

Board working session on Strategic Plan updates.

#### **Public Comments**

Ms. Hyman commended Linda Bostic & Elizabeth Tarbutton did a wonderful job with the NHS induction; student speeches were eloquent and well-written. Mr. Mathews agreed.

## **2016-17 Budget Review - Board, S. Todd**

- Final enrollment numbers are ½ student less than planned, a small adjustment
- Small reduction in instructional staff
- Overall, a \$3200 change
- Coming change in Friends Budget -adding revenue line for distribution received from Community First disbursement. Changed from 1% to this year, back to 4% over the next few years.
- NOV 2 vote on budget

## **Principal Reports**

### **High School - K. Mathews**

- Mr. Mathews is working with Ms. Quinlan to roll out curriculum around social-emotional intelligence and resiliency to help combat stresses that comes with High School. Some students have been reluctant to take on academic challenges for fear it could negatively impact their GPA. Currently constructing lessons in 9th grade on risk-taking. Focus on a model that it is ok to take challenge/risk. Getting input through smaller focus groups, asking questions like what they would change about the school, what was the best thing about school, etc., in “Bookend Interviews” in 9th and 12th grade. *The Originals* was referenced as a resource guide.
- 10th grade is leading Food Drive -Oct 25 - extending to Nov 4 for Sister Carmen. A fun initiative that invites people to contribute when they are often wanting to do so.
- Graduation ceremony 2017 -to accommodate attendance 1600 (max) in the new gym, a new system of 8 tickets (invitees) per graduate is planned with overflow requests accommodated after that.
- 1:We -considering a move to having one computer per student in grades 6 - 12. Looking at impact on testing and access to curriculum. Capacity for students to be connected to WiFi is in place. Need to consider a survey for family input, and resource allocation.
- Comments included: appropriate use of devices, responsibility for devices, teacher skills in utilizing, maintenance of devices, software updates, devices used for testing, budget sustainability considerations with replacement and maintenance. Plan is being developed with and without the BVSD Mill Levy, to obtain the devices needed for testing.
- Next steps are to develop questions for a survey to consider student fees to cover. 721 devices are needed for testing, (currently have 425.) Cost of approximately \$213 each. *Erratum*: Cost through BVSD is currently \$173. May use older devices for student check out and reserve new devices for testing. It was suggested that Accountability Committee assist with questions and survey if possible.

### **Middle School - L. PRESTON**

- Taking responses from meetings, and including them in reporting out to her staff.
- 8th graders are taking PSAT (change from EXPLORE test due to state testing standards changes).
- Ms. Preston attended a District Middle School Principals’ Meeting, where they visited classrooms. Ms. Preston observed the Peak to Peak hiring process is robust in hiring the best teachers.

- NJHS induction of 48 students, including High School freshman had impressive student speakers and was very well attended.
- L. Peterson maternity leave - Ms. Preston is looking to her staff to give those desiring leadership experience opportunity rather than searching for an outside long term substitute.
- Marlene Buttice presented a unique intervention piece.
- Counselors, led by Manele Short, created a very unique afternoon, "College Glance," for those who finish testing early to go from room to room to see college admissions, determining best college fit, and resident life. Plans are in progress to roll out informative Middle School college sessions to parents.
- Ms. Preston has been observing Mr. Mathew's teacher observations and evaluations and will conduct Middle School observations for all of her staff members herself.
- Sheena Kelly is meeting with all 6-8 students, currently to work on writing, focusing on citation.
- Middle School Science teacher, Brandon Nelson, is advocating for the Science department that the Science Fair is impacting the love for science and taking much time. Considering allowing MS students the options of science fair or history project.
- Some families have presented concerns in an inappropriate manner to our Middle School staff, so Ms. Reeser has supported Ms. Preston and staff and shared with involved Board members
- Comments in support of changing science fair.
- Comments that it is great to cover the Middle School Assistant Principal temporary leave internally, also captures professional development.
- Safe2Tell, overseen by Sheriff's Department, provides an anonymous reporting of physical or emotional safety concerns that is reported to the principals for follow-up.
- Considering more art offerings at the Middle School level; there is more interest in certain art sections than can currently be accommodated.
- Counseling center streamlining K-12 initiative to provide continuity in what they are offering to parents, e.g., ensuring parents are thinking about planning for and financing college starting at Kindergarten. All counselors, K-12 are meeting off-site for coordinated planning.

#### **Elementary School - M. Christensen**

- Parent Teacher conferences very successful. Awaiting parent responses on homework preferences, quality of conferences and school communication via a survey link in the Weekly Digest.
- Ongoing work on several parent events, particularly parent curriculum night.
- Peak to Peak's MTSS process was commended by the district. MTSS is a form of tracking student's achievement and growth, for students that are performing below level, or above level and need support. Speaks to individualization for students, and is a great process, a very individualized student process with much teacher coordination, even individual emails.
- Differentiated spelling is being implemented with new reading curriculum.
- Curriculum night is a challenge to level by six grades.
- Tracy Cloninger is working on streamlining communication and training related to TAG students.

### **Curriculum Committee Proposals - K. Mathews**

- Suggestion to implement a fall US Government and Politics class with a spring Macroeconomics course. Currently there is a full year US Government class. There is also AP US Government, AP Human Geography and a US History course, with a need for economics remaining.
- Suggestion to add a Heritage Speakers Course 6 -12 for students with Spanish exposure. This would provide appropriate instruction to help prepare these students for Spanish 45 and nicely supplement the seal of biliteracy recently adopted.
- Suggestion for an AP Art History course.
- The Humanities Capstone elective that Carla Flanhofer has been piloting in place of her study hall has had a very positive response so she is continuing it into next semester.
- PE teacher Michael Puccio wants to offer first period basketball for athletes, open first to basketball players, male or female, then all other interested students.
- English curriculum pathway changes at middle level are proposed, with placement in English I Standard or English I Honors, eliminating a third placement option, in keeping with two levels of placement coming from Elementary School, and going into High School.
- Another course to go back to back with Philosophy from Karen Amidon
- Independent study at middle level will return.
- Move to coordinate trips 6-12 to minimize impact to students' class time.
- Question - how does Macroeconomics relate back down to K-5 level? K-12 curriculum planning supports this, AmeriTowne occurs in 3rd grade.
- Heritage Spanish students are the Latino Club students. Highlighting connectedness K-12. Kudos to Keri Dunphy working with Betsy Leach and Evelyn Firman on developing a model.

### **Accountability Committee Report - Jen Douglass, Chair**

#### **Final Report on 2016 annual parent/guardian survey**

- Homework policy concern addressed with better messaging, teachers better communicating with parents, and addressing individualized student needs.
- Elementary School Counselor questions were addressed by explaining that it is not typical to have a dedicated counselor at elementary level, and there was a need seen to provide support at all hours and all days of school for the elementary students that a full time Assistant Principal could provide.
- Secondary conferences -the new format of parent-teacher conferences had not taken place; but specific concern of students not having an opportunity to attend has been addressed with messaging that all families are welcome to schedule a conference.
- Counseling -more emphasis on student needs.
- BOD Meeting Minutes dissatisfaction around "skeletal minutes" being uninformative was addressed by the 2016-17 Board with Minutes Guidelines and a Minutes template, as well as the addition of action items and process established in the Guidelines.
- Fundraising and Scholarship documents to go on Financial Transparency page will help to address community input around finances.

- Facilities -concern of ongoing maintenance; constant budget balance is being addressed by prioritization of a Capital Needs List, additional Reserves, and possibly a BVSD Operations Mill Levy for ongoing funding.
- Safety and Security -many changes with buildout -airlocks and buzz-ins, and also procedures addressed family concerns.
- Food Services addition of a bulk milk chiller with hormone-free, antibiotic-free unflavored milk obtained with parent grants, an organic salad bar also obtained by parent grants, and more organic produce through the USDA lunch program, as well as ongoing work, are all helping to address family concerns about healthy lunch choices.
- Volunteering decrease shown in survey was explained to not be reflected in actual volunteer data.
- In the future, the committee is looking for better ways of communicating survey results, as the Annual Meeting does not allow time for Q & A. It was noted that the board is already planning to make that a topic in the next Board-Community Event.

#### **Accountability Committee Report**

- Purposefully sought teacher representation on the committee, and very much appreciate their input. Thanks to Chris Foster, Brian Rozinsky, Kirsten Otey and Kimberly Gannett.
- Completed Annual Budget Review
- Jen Bradfield is participating in financial portion of strategic plan.

It was asked if the survey asks about whether parents are aware of the responses to the last survey. Ms. Douglass advised that it had not been asked previously but she will bring it to the subcommittee/full committee for consideration in the 2017 survey.

#### **Athletics/Activities Director Report - Peter Chandler**

- Boys Golf #2 in state, after #1 last year.
- Tennis -4 students sent to state competition, 2 singles and 2 doubles. One advanced to finals.
- X-Country Boys finished 4th, Girls placed 1st and are ranked 1st in the nation.
- Softball team had a tough season of 4/19, but remained upbeat and improved their skills and game, with great tenacity and character.
- Boys Soccer ranked top 10 in state, with a must-win game this week to advance.
- Co-Ed Cheer Squad has been a great help to establish a positive culture, but are not competing competitively until we can build that team.
- Boys XC placed 1st at MS athletic league, Girls placed 3rd.
- Volleyball 8th grade was undefeated!
- Softball program -looking to develop a stronger feeder program, and parent Alison O'Dowd is holding camps in grades 5-8. Mr. Chandler will see if she is willing to work with HS program.
- MS Boys Basketball Oct - Nov, will continue through January, because we have the space. We can now host at least half, if not more of season games.
- Hosted a huge Volleyball tournament. Will host a large basketball scrimmage tournament.
- Excited about the possibility of a basketball course.

- Also gearing up clubs -robotics, speech and debate, etc.
- Middle School Boys program basketball is expanding due to interest, so instead of cutting players in 7th and 8th grade, there is now a non-competitive program. A 6th grade Boys basketball program is also being added. There is less interest in Girls Basketball, but it is still offered, with the 7th grade team opened up to 6th graders to fill out, and talented 7th graders are moved up to the 8th grade team.
- Any update on track safety? Mr. Chander is waiting for a decision to resurface or go to 8 lanes under consideration as a capital need. The concern is the surface hardness and condition of the track leads to injuries.

### **Board Communication**

#### **Mill Levy**

- Proposed communication from Board to Community regarding the Mill Levy complies with election guidelines, and mirrors BVSD communication.

#### **Board-Community Meeting Prep - Ms. Schroeder**

- A short handout is being prepared to discuss: Communication Pathways, *ad hoc* Communications Committee, Operations Mill Levy, offering Q & A after each part of agenda. Comment -there will be a lead into each topic and pointers to resources, with Ms. Schroeder speaking to the first two topics, handing over to Ms. Reeser for Strategic Plan and to Sam on Mill Levy. It was noted that this is in response to feedback to the board not being accessible, and even if we do not have a showing, we have given the community a venue. The board will be modeling Communication Pathways in their responses.

### **Replacement Policy Review and Approval**

- Presented Purchasing Policy as slightly modified version of BVSD policy with lower financial limits for Peak to Peak's substitution/waiver policy.
- Presented Wellness Policy and Regulation as slightly modified version of BVSD policy, with a change specifying sugar less than 10g/serving, and other changes to reflect Peak to Peak structure/differences from BVSD.
- A link will appear in the next Weekly Digest to seek public review and input.

**==Meeting Break==**

### **Strategic Plan - Ms. Reeser**

Visioning Breakout of Full Board, with audience member participation in small groups was conducted.

### **Future Meeting Topics**

ALPS COORDINATOR presentation at November 30 board meeting, SPED report through principals later this year.

## Action Items Review

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2. COMPLETE | MILL LEVY RESOLUTION | OCT 19 | FULL BOARD
3. SCHEDULED | INSTALLATION of 2 additional MICs, timer fixed on meeting room sound system | OCT 20 | JOHN WILCOX
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5. EMAIL NDA to Don Ferguson | by NOV 2 | LISA
6. BOARD RESPONSE TO EMAILS AND PUBLIC COMMENTS distributed to full Board | NOV 2 | JEN SCHROEDER, GREGG
7. COMMUNITY INPUT AND VOTE on POLICY recommendations of adoption/WAIVERS | VOTE NOV 2 Board meeting | KELLY/LISA, FULL BOARD
8. Schedule next COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis - | NOV 2 | JEN SCHROEDER, JOANNE HYMAN
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13. POST FINANCIAL PROCESS DOCUMENTS (from March and August) & WHITE PAPER on SEPARATION OF FUNDS (donations) to Financial Transparency website page for Accountability Committee to link to in Family Survey Report | NOV 4 | GREGG, SAM, JEN DAUZVARDIS
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17. Add SURVEY RESPONSE REPORT to April 19 BOD MEETING & SPRING COMMUNITY GATHERING | NOV | JEN DOUGLASS, KELLY, GREGG / LISA, JEN SCHROEDER, JOANNE |
18. ALPS BOARD PRESENTATION | NOV 30 | TRACY CLONINGER, KELLY
19. OTHER COMMUNITY RELATIONS ENHANCEMENT items | NOV | LISA
20. RESOLVE JUNGLE DISK ACCESS ISSUES (as a web browser) -see Gregg | NOV | GREGG, FULL BOARD
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**Closing Thought:** Ms. Preston shared a poem by Kahlil Gibran, *Your Children are Not Your Children*.

**Adjourn**

Motion to Adjourn, Mr. Sommer; Second, Ms. Hyman

- ***Motion passed, 5-0.*** Meeting adjourned 11:14 am.

Respectfully Submitted,

Lisa Sicker