



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, November 2, 5:05pm | 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, Sandy Ray, Lisa Sicker, and Joanne Hyman (via phone for the first 5 minutes). Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston and Melissa Christensen.

Via Phone: Jen Schroeder, Alison Griffin

Via Skype: Hank Dalton

Absent: none

Guests in attendance: Jen Dauzvardis, Janice Thorpe, John Wilcox, Megan Freeman, Traci Schoeneweis, Louise Peng, Alison Slief, Rachel Hirt

Call to Order: Mr. Sommer called the meeting to order at 5:05 pm.

ADMINISTRATIVE BUSINESS

1) Approval of October 19, 2016 Meeting Minutes:

Eratta: SPED will not join the November 30th meeting, but principals will provide information in their monthly reports to the Board later in the year.

Motion, Joanne Hyman, second, Gregg Sommer.

Approved, 6-0. Sandy Ray abstained as she was absent at that meeting.

2) REVIEW OF ACTION ITEMS from October 19, 2016:

1. SCHEDULED repairmen to return | fix volume control on mtg room sound system | NOV 20 | JOHN WILCOX
2. REPLY PENDING | on NDA to Don Ferguson | NOV | LISA
3. COMPLETE | PUBLISH BOARD PROMOTION PIECE on MILL LEVY in Friday Digests | OCT 21, OCT 28, NOV 4 | KELLY
4. COMPLETE | 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
5. Add SURVEY RESULTS REPORT to SPRING BOD MEETING & SPRING COMMUNITY GATHERING, also slate 2017-18 COMMUNITY GATHERINGS | NOV | LISA, JEN SCHROEDER, JOANNE |

6. ALPS BOARD PRESENTATION | NOV 30 MTG | TRACY CLONINGER, KELLY
7. COMMUNITY INPUT AND VOTE on POLICY recommendations of adoption/WAIVERS | VOTE NOV 2 Board meeting | KELLY/LISA, FULL BOARD
8. COMPLETE | 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
9. OTHER COMMUNITY RELATIONS ENHANCEMENT items | NOV | LISA
10. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis next meeting date - | NOV | JEN SCHROEDER, JOANNE HYMAN
11. 2nd STRATEGIC PLAN GROUP MEETINGS announced | NOV 10 | KELLY
12. STRATEGIC PLAN BOD WORK SESSION 2 | NOV 10 | FULL BOARD
13. STRATEGIC PLAN/KPIs –informational and invitation piece to community members in Weekly Digests | OCT 7, 14, 21, 28, NOV 4 | COMMUNICATIONS COMMITTEE, KELLY, TRACI SCHOENEWEIS
14. COMPLETE | RESOLVE JUNGLE DISK ACCESS ISSUES (as a web browser) -see Gregg | OCT | GREGG, FULL BOARD
15. COMPLETE | BOARD RESPONSE TO EMAILS AND PUBLIC COMMENTS distributed to full Board | NOV 2 | JEN SCHROEDER, GREGG --all pending responses are out
16. SHARK TANK -6-12 interest at Peak to Peak; consider funding & judging panel | SPRING | KYLE, LORI, ALISON, GREGG -one student, Divyam went to start up conference over summer; has done his own start up process; inspiring teams at higher level; use of Makerspace Carla Flanhofer & Bobby Letter & Sheena Kelly --stock market challenge in Carla's room after school
17. BUDGET VOTE | NOV 2 | SAM, FULL BOARD
18. CAPITAL PRIORITIES / TRACK DISCUSSION | NOV 30 | FULL BOARD
19. Discuss whether a BOARD ASSESSMENT will be undertaken | JAN | FULL BOARD
20. Discuss EMPANELING OFFICERS earlier | FEB, after Election Committee meets | FULL BOARD
21. COMPLETE | EDE GOALS out to board for review | NOV 2 | FULL BOARD
22. COMPLETE | EDO GOALS coming out to board for review | NOV 2 | FULL BOARD
Mill Levy requests are numerous around the state.

PUBLIC COMMENTS

- Megan Freeman -Jen Dauzvardis and herself were rated in the top 10 presenters at last year's National Charter School Conference; additionally, three of Peak to Peak's session proposals are posted on the National Alliance's website as models for prospective presenters at the 2017 conference.
- Kelly Reeser -Leadership will be sending out thank you cards as part of the gratitude initiative for this month's character trait.
- Kyle Mathews -amount AND quality of food drive is fantastic! Our K-12 collected nearly 7,000 high quality, protein rich non-perishables for Sister Carmen Center in Lafayette. Thanks to Laura Copeland, sophomore grade level leader, for spearheading our Fall food drive this year!

CLA AUDIT -Alison from CLA

- No significant deficiencies or material weaknesses found.
- Auditor highlighted a number of things while providing brief explanations of audit sections.
- Recommendations to continue to enhance internal controls over the financial reporting process.
- Recommendations for ongoing management review of the School's operations as a compensating control. Due to the size of the school and just one Accountant complete separation of duties and responsibilities is not practical and is typical of similar organizations. Noting that journal entries are reviewed monthly by the EDO mitigates some of the risk.
- Financial Statements fairly represent each major fund, and changes in financial position are in accordance with generally accepted accounting principles.
- Governance Communications Letter -no uncorrected or corrected statements. No significant issues or disagreements with management. There was one instance of improper withdrawal through ACH transfer, but the bank refunded those funds and established measures to prevent this.

Q1 FINANCIAL REPORTS

Peak to Peak

- It was noted that the FBC suggested the quarterly targets for financial reports be adjusted to reflect expected expenditures/revenues for each quarter (due to normal fluctuations) rather than a linear assumption of 25% per quarter.
- Expenses are on target when accounting for accruals.
- Over budget for Q1 on instructional expenses due to a few larger expenditures and curriculum materials purchased early in the year.
- Facility expenses are slightly over budget, largely due to summer cleaning with ServiceMaster, but it is expected that will remain on budget through year-end.
- Debt service is on target.
- Overall, expenses came in at 20.7%, lower than last year, but we do not have the build out expenses that we did last year.
- Last year the scholarship fund was included in the general operating budget, but this year's beginning fund balance will be lower, as that has been separated out.
- Replacement reserve account is planned out to 20 years for target levels and expenditures.

Friends of Peak to Peak

- FBC recommended separating out indirect revenues and expenses (interest and investment earnings / investment management fees), as well as realized or unrealized gains or losses.
- Q1 is typically a slow quarter for fundraising because scheduled events occur in other quarters.
- Q1 fundraising revenue is approximately \$34K.
- Beginning fund balance of Friends was \$1.224M.

FBC MEETING

- FBC reviewed 2015-16 Financials, Q1 financials, proposed Operational Mill Levy, though Russ Caldwell and Eric Duran were away on travel and not in attendance.

- Members were pleased with 95 Days Cash on Hand, and finishing build out under budget.
- Campus build out had excellent results: under budget, high quality, excellent collaboration.
- FBC recommends final revised budget approval.
- FBC recommends different narrative around accrual and Friends reporting format (see above section -P2P Q1 Report).
- FBC is comfortable with using possible Mill Levy proceeds this school year for capital needs expenditures

FINAL REVISED BUDGET VOTE

- Friends will transfer about \$50k more into Peak to Peak general fund so that the Friend's reporting is not distorted, and this parallels other fundraising reporting that has been implemented. This reflects raised money that is given to the school to spend.
- Response to request to separate out Library & Media personnel and counselors: CDE program code requires Library & Media and Counselors to be separated out of teacher salary.

Motion to approve final revised budget, Sandy Ray, second, Joanne Hyman.

Approved, 7-0.

Friends Budget will be presented for a vote next meeting.

EDO REPORT -SAM TODD

- Capital Needs Priorities FBC reviewed, and list is still evolving, also dependent upon possible Operational Mill Levy funding of 4.75% share (approx. \$475K) if we get a proportional share, as previous Mill Levies have been shared.
- Budget -final discussion and approval already covered earlier in this meeting.
- Governor's budget includes 2.4% increase in spending, more than our budgeted 2.1%. We are unsure of what the legislature will do with the proposal in May, or about future years.
- FBC meeting went well with a very full agenda that had much review, while next meeting will be forward-looking.
- Fundraising was covered earlier in this meeting.
- Major gifts already has a \$15k donation and \$10k grant.
- Colorado Gives Day is December 6, 2016.
- Support Staff complete Organizational Review will be undertaken with review of job descriptions, FTE, evaluation instruments, compensation, etc.
- Q: Could FBC recommendation of the budget approval come at the meeting before the budget vote? A: This is just a timing issue, but that is a good point, will plan to make FBC meeting earlier in the future.
- The Board requested that during the capital needs discussion that more detail on the track proposals is shown, and that it also be labeled what is optional or necessary to complete for both the 6 lane and 8 lane improvement options.

POLICY APPROVAL VOTE

Wellness Policy changes:

- 1) Under Nutrition Education §8: (added) Foods offered at the school cafeteria should be in alignment with this education, and programs implemented, such as “Go, Slow and Whoa!” so that students also have the opportunity to learn about healthy eating by example in the cafeteria.
- 2) Under Nutrition Education §15: (change) The committee **may hold regular** meetings, but will meet no less than once a year to review and revise, if needed, policy content and to design and evaluate implementation plans throughout the school. [To reflect that the committee currently meets monthly, but provide flexibility to those on the committee in the future to have flexibility to change that.]

Purchasing Policy changes:

- 1) Change \$5,000 - \$50,000 purchase of goods to at least 3 written quotes, if available, instead of 2.
- 2) Change to “higher than \$50,000.” (So that it is not ambiguous which procedure to follow if a purchase is exactly \$50,000.)
- 3) Refer to the RFP internal protocol document provided by BVSD for RFP in the policy (dated 7/14).
- 4) Remove the Sealed Competitive Bid process from policy, as we have no reference for it.

Motion to adopt all those BVSD policies as recommended to retain, and approve all substitute waiver policies as proposed, with above revisions, to each become effective when BVSD has approved the corresponding policy, Sandy Ray, second, Alison Griffin.

Approved, 7-0.

CURRICULUM COMMITTEE PROPOSALS VOTE

- No public feedback on curriculum Committee proposals.
- Upon request for further explanation: The Spanish Heritage class is great. It will be an immersion program, target is 95% instruction in Spanish. It is important for us to continue to measure the same data that brought us to the point of trying this, to ensure that year to year the program is meeting the needs for which it was designed. Supports Seal of Biliteracy. Leadership is also watching to ensure that this provides preparation and a path from this series of classes to Spanish 45 and AP Spanish.
- In response for request of further explanation: The proposed Middle School English placement is different from today in that we currently have three placement options, whereas there are only 2 placements at the Elementary and High School levels, and this would eliminate English II Honors as a 6th grade entry point and 8th grade English IV will be phased out. English IV students are currently missing out on some content. Helps align K-12 curriculum, and addresses scheduling issues caused by a “singleton” class. Will be phased in.

Motion to approve all curriculum proposals as presented at last meeting, Lisa Sicker, second, Sandy Ray.

Approved, 7-0.

COMMUNITY MEETING RECAP

- Attended by voting board, executives, parents, committee members for a total of 22 attendees.
- Met in a circle informally, talking through an agenda. Overview of: governance/board process versus daily operations (admin) responsibilities, communication pathways, and other topics discussed. Nice tone with a good deal of synergy, and parents expressing possible interest in other school committees. Examples of different types of complaints and suggestions were given to explain how to utilize Communication Pathways.
- Comment: In working on the Spring date, let's also set dates for next year.
- A handout was developed on what the board is and what it does and this will be vetted to possibly distribute to the community.
- Also, Kelly reviewed the strategic plan update and 3 participants asked to participate. Sam reviewed the Mill Levy Override. Thank you to Joanne Hyman, Jen Schroeder and Food Services for an excellent community event.

EDE REPORT

- Hoping for Mill Levy spoken of by Sam to pass.
- 1: WEB -Publishing survey in Weekly Digest to investigate parent support to purchase devices, possibly including in student fees; discussing with District; looking into supporting teachers with tech training. Getting enough Chromebooks for testing is separate of this initiative.
- Q: Could a volume purchase or school discount be used? A: Possibly. Different devices can be used and guidelines would be developed to choose suitable devices.
- Curriculum nights, social emotional supports and college finance informative sessions are all continuing to roll out at High School, Middle School and Elementary School levels.
- Strategic Plan update includes a narrowing from 25 to 20 KPIs. Possibly distilling student achievement down to one measure and adding a growth measure. The next meeting is the full KPI meeting on the 10th. Specific packets are being assembled for each KPI group and this will be taken up by the board in the working session following the KPI meeting.
- Comment: Much focus has been on KPIs, while not much focus has been placed on the actual Strategic Plan, so we should all look at this to see if there are any refinements that could improve Peak to Peak, although the upcoming meeting will focus on KPIs.
- Comment: Perhaps we could create some qualitative KPIs that are not quantitative, score-based measures. When we first started the school there was a survey of the requirements of 40 selective schools, and perhaps we should look at this anew to ensure every student has a pathway to a school.

ACTION ITEMS REVIEW

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2. NDA from Don Ferguson | NOV | LISA
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4. Add SURVEY RESULTS REPORT to April 19 BOD MEETING & SPRING COMMUNITY GATHERING | NOV | JEN DOUGLASS, KELLY, GREGG / LISA, JEN SCHROEDER, JOANNE
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ADJOURN

Motion to Adjourn from Sandy Ray, Second by Joanne Hyman.

Motion passed 7-0. Meeting adjourned 7:12 pm.

Respectfully Submitted,

Lisa Sicker