



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

*College Prep in a Small School Environment*

*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.*

**Minutes of the Peak to Peak Board of Directors Meeting**  
**Wednesday, January 4, 5:00pm | College Counseling Conference Room**  
(as amended to reflect executive session)

**Board of Directors in attendance:** Voting Board: Gregg Sommer, Jennifer Schroeder, Sandy Ray, Lisa Sicker, Hank Dalton, Alison Griffin (joined during public comments) and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, and Melissa Christensen.

**Via Phone:** Lori Preston

**Absent:** none

**Guests in attendance:** Eveline Grady, Beth Custard, Jennifer Douglass, Phil Mehalko, Hillary Miller, Kristianna Vedvik, Traci Schoeneweis, John Wilcox, Jen Dauzvardis, Megan Freeman, Annie Sasseville and Raquel Hink.

**Executive Session**

Motion to enter into executive session immediately preceding regular meeting per §24-6-402(4)(f), C.R.S., personnel matters, Gregg Sommer, passed 7-0. Motion to resolve out of executive session, Gregg Sommer, passed 7-0.

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

**Administrative Business**

**1) Approval of November 30, 2017 Meeting Minutes:**

Motion, Lisa Sicker, second, Joanne Hyman.

Motion passed, 7-0.

**2) Review of Action items from Month DATE, YEAR:**

1. NDA from Don Ferguson | JAN | LISA
2. COMPLETE | ALPS BOARD PRESENTATION | NOV 30 | TRACY CLONINGER, KELLY
3. SPRING COMMUNITY GATHERING PLANNING, AGENDA distributed to board | FEB | JEN SCHROEDER, JOANNE HYMAN

4. COMPLETE | CAPITAL PRIORITIES / TRACK DISCUSSION -share track information & provide information on science classrooms -competitive bids possible? | JAN | SAM, SANDY
5. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis | FEB | JEN SCHROEDER, JOANNE HYMAN
6. COMPLETE | ADD EDO GOALS to JD | before the break | SAM, SANDY
7. OTHER COMMUNITY RELATIONS ENHANCEMENT items | JAN | LISA
8. COMPLETE | DEC 13 BVSD MEETING board representation -advanced sign up | KELLY, HANK, LISA, SANDY
9. Complete | WELLNESS POLICY -Get information from all interested parties | before break | SAM, KELLY
10. BOARD ASSESSMENT DRAFT -Discuss whether one will be undertaken | 2nd feb mtg | FULL BOARD
11. EMPANELING OFFICERS earlier -Discuss | FEB, after Election Committee meets | FULL BOARD
12. 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 Maker Space Carla Flanhofer & Bobby Letter & Sheena Kelly --stock market challenge in Carla's room after school
13. MID-YEAR GOAL MEETINGS | FEB | KELLY -GREGG, JEN & SAM -SANDY, FULL BOARD
14. BOD awareness of any COMMITTEES -Food Svcs, Wellness Council, Friends Committee, staff appreciation volunteers, Advisory Council

#### **Public Comments**

- Jen Dauzvardis -We provide our children information about food and allow them independence and choices, as we feel it is important not to villainize food. Also, our student is tall, an athlete and medication interferes with appetite, so we prefer choices, even if they are not nutritionally perfect. We have faith in our Food Services program, regulating agencies, and our student's choices over the week, rather than bite-by-bite, and would likely not participate without variety offered.  
[Alison Griffin joined]
- Phil Mehalko -In role as asst soccer coach at P2P, because of the loss of Brandon Reis, there was much outreach from and contact with other schools, which led to reflection of requirements of a world-class board
  - 1 -compliance with law, CDE requirements
  - 2 -best value and practices -examining, how can we improve things; this board has done a lot on improving practices, but cautions against micromanagement
  - 3 -world class -means going beyond responsibilities: e.g., opportunities for staff; rubrics are in place for staff, students, what is that for the board? Distinguishing factors are establishing scholarship fund, etc. Why not make that the goal?

#### **HOD Committee Update**

- Jaimie Miller is stepping down as co-chair in the spring, and Beth Custard is shadowing to take over
- New online application

- New Data Retention Policy -balanced benefits of retaining information and liability
- Phone Screen Process simplified -documentation underway
- 3 positions open this year -all filled or staff was creative with coverage
- Membership -22 members, 12 community volunteers; recruitment starting now
- Training & Norming -September training day with new members trained in the morning and everyone joining for the afternoon for norming

#### **Internal Transfer Financial Controls**

- Policy is in place that spending over \$10K requires Treasurer approval, but current banking platform has no methodology to control that. We are evaluating online platform called *JP Morgan Access* (still at Chase), which has both internal controls and external controls that require dual level of approvals. Also looking into ways to maximize earnings in higher interest-bearing accounts. No additional fees. President and Treasurer now receive email notices of transactions over \$10K from Chase. JP Morgan Access requires an *initiator* and *releaser to transfer or wire*, and checking will be kept at a maximum of one month operating funds, with transfers being made as necessary.

#### **Mill Levy Distribution Update**

- Equal sharing with charter schools of \$10 MLO (million mill levy override) -ballot issue 3A- is due to be approved by BVSD board at January 10 board meeting. The mill is anticipated to increase to \$26 million by 2020. The increase is 1 mill/yr over 4 years. P2P should receive approximately 475K this June from the MLO.  
Budget changes: Proposed change to FTE (.6 to 1.0 for Benefit Specialist position). We received notification of increased BVSD purchased services costs of approximately \$15,000. PPR is down by 2 students, resulting in lower revenue of approximately \$15,000.
- Sam will send (revised) supplemental budget to board members for review as it did not go out in board packet, changes will need board approval.
- BVSD-Peak to Peak charter contract addendum to add the latest mill levy will be signed by board president.
- Hank represented the voting board at the BVSD board meeting where the operational mill levy was considered, stating that we supported the proposal that charters receive per pupil distribution

#### **Capital Needs Projects**

- Track contract was executed for \$198,499, with Renner, and the work will be completed by the end of June.
- The Track project savings was achieved as a result of adherence to a multiple bid policy, which the Board specifically requested and has implemented going forward on all large purchases. Renner decreased their price when they found they had competition and were compelled to offer a more competitive bid to win the contract.
- Next capital needs priority is updating science classrooms --John Wilcox is getting multiple quotes now. Electrical cost is not known exactly, but John plans to go with current vendor at

labor and materials rather than have them quote each electrical drop individually. Next items are 5 carts with 30 Chromebooks for testing - \$30,775

- Elementary tech and Secondary tech
- Elementary classroom carpet
- Student restroom partitions

### **Policy Review - Wellness & Open Enrollment**

- It was asked if we could consider some metrics on the Wellness Policy? The board would welcome the committee's recommendations.
- It was discussed that the board and administrators should pay closer attention to the exceptions and department managers should inform their reports of any policy changes impacting them.

### **Motion to approve the Wellness Policy as revised, Joanne Hyman, second, Alison Griffin.**

#### ***Approved, 7-0.***

- Open Enrollment Policy -ELT recommends adding children of Peak to Peak alumni to the preference list as the eighth preference, before resident students who have previously applied, applicants residing within BVSD boundaries, applicants residing outside BVSD boundaries who have previously applied, and those residing outside of BVSD boundaries.
- We are now starting to get enquiries from alumni for their children, and one that applied was not able to get a seat.
- It would be a nice community-building gesture.
- It would encourage more students like our outstanding, accomplished graduates to attend.
- Concern that the district and schools in the district are sensitive to the number of out-of-district students (and this preference could allow that), and that we are also fighting an elitist and privileged perception.
- Currently we have ~ 32.2% out-of-district students.
- It was asked how many employee children are out-of-district? Not known.
- Suggested that this is a complex issue that may need more discussion, or be part of larger strategic planning.
- Q: How many slots do we have for Kindergarten, and how many are taken by preferences? A: 78 openings, with approximately 30-50 new to Peak to Peak (admitted without preferences).
- In addition to the proposed alumni preference, there is concern over having a policy with any preferences that favor students whose parents are in economic situations that allow a parent to work in a part-time position to gain preference over those who may be economically challenged and can not take part-time employment at P2P to gain preference.
- Q: How is admission determined in a non-entry grade? A: By seat availability, based on total enrollment caps.
- With a preference for alumni children, the first year there may be only a couple of students, but the numbers of alumni with children will increase over the years. We can also build community through each grade (rather than by extending a preference such as this).
- Comment that we should distinguish big picture-visioning ideas from logistics. Should discuss value versus perception. This will be taken up at a later point.

### **Committee Structure: Food Services, Wellness**

- A meeting was held with the EDE, EDO, Lisa Sicker (board member doing policy revisions), Food Services managers, Food Service Committee members and Wellness Committee members, at which it was determined:
  - 1 -the recommendation of grams of sugar per serving would be removed
  - 2 -the Food Services Committee would become a subcommittee of the Wellness Committee
  - 3 -the Wellness Committee meetings would be moved from PD days to the first Tuesday of the month at 3:30pm, so that the Food Services managers are able to attend

## **Principal Reports**

### **ES -Melissa Christensen**

- Observations and goal meetings are in progress; continuing to work on UIP with other administrators
- Parent night -successful endeavor, with good feedback from attendees and plans to hold additional parent nights in the future
- Implementing Math iReady -excited to have normed assessment for math instruction, and as a source of data for placement. Intervention department gets to take advantage of exceptional literacy training.
- Teachers continue to report huge success and excitement about the new reading curriculum and feel students are highly engaged in the new texts.

### **MS -Lori Preston**

- Recent discussions with learning services in sped about learners coming up from elementary and others in identification process indicates we may have an increased number of learners needing these services, requiring them to move into a larger physical space.
- Conversations with district level Lifelong Learning, where Angela has partnered with us on ideas we've had, such as Shark Tank and learning extensions, e.g., Maker Space
- Leaders in high school came back from the league conference to propose the 8th grade "lock-in" to be called "unlocked" and Angela and others will be presenters. (Feb.)
- 3rd parent-counselling night approaching
- ROAR -now "iROAR" to represent "inclusivity" and we will be rolling out in access tomorrow to highlight learners that are inclusive
- Staff -several staff stepped forward to step in when Libbi Peterson is on extended leave.
- Have greatly appreciated board and administrative support, and are now beginning to build relations.
- Superintendent visit was great, and we were especially proud for him to see the kids' reactions to the new spaces.

### **HS -Kyle Mathews**

- Opportunities to partner with BVSD Lifelong Learning - Innovation Film Series and Design Model Thinking with showcase opportunities and competitions

- Looking into ways to showcase brain studies. LifeLong Learning has the rights to show *Most Likely to Succeed* film and is partnered with the Dream Tank and Maker Bolder for opportunities to give students more creative learning opportunities
- Thursday Jan. 19th, 5:30-8:30 at Boulder High, the film *Beyond Measure* is being screened with discussion panel to follow; Peak to Peak students have been invited to attend and participate
- February 6th the film *Most Likely to Succeed* will be shown at The Dairy Center (\$5 admission)
- Opportunities for us to partner with LifeLong Learning, BVSD innovation around professional development workshops and summer camps taught by Peak to Peak staff.
- Lifelong Learning may plan-design-model thinking to create a lever pull contraption - STEAM-fest, April 27-28 at Boulder County Fairgrounds; winner of last round developed GPS tracking for kids' skis
- 1:Web mandate off the table for now, just encouraging students to bring their devices
- Friday, Feb 17th which is a P2P PD day, we will partner with LLL to show "Spark Clips" of *Most Likely to Succeed*; Mr. Mathews will present with Angela Lauridsen from BVSD-LLL to K-12 staff; clips will go with table discussions to consider new learning opportunities in our courses

### **Board Communications / Self-Evaluation**

- **Board-Community Communications Group** -December meeting
  - Discussed how board-level communications may be different
  - April 17th community gathering will highlight accountability survey results -plan will be developed at the next group meeting and reported out to the board at a February board meeting
- **Board E-mail Responses Memo**  
A revised version of the original Board Communications Memo, from the beginning of the school year, was discussed. A new draft will be presented at the next board meeting with the aim of the board providing timely, thoughtful responses and actions, while respecting the Communications Pathways to allow for the most informed and direct resolution.
- **Discussion on board responses to emails**
  - There are very few instances where the board will need to take action
  - If an issue has cleared the communication pathways, as confirmed with the EDE, the full board should schedule and discuss.
  - Final point is to ensure this is all clear to future boards.
  - Communication is from the communications liaison unless the entire board has discussed.
  - Jen and Sandy will meet and a revised version will be drafted to reflect input.
- **Board Self-Assessment**
  - Would like to consider as a long-term process -shared expectations of the roles of the board (voting and non-voting), how that evolves over time, would like to pilot a written survey around perception of board roles and how the board is meeting its goals; Present in February, complete in March, discuss in May to talk about next steps for the board next year to build something sustainable, informed from multiple perspectives.

### **Benefits Specialist JD and FTE**

- Proposal from Sam that board vote to increase the position of Benefits Specialist from .6 Full-time-equivalent (FTE) to 1.0 FTE.
- Concern expressed over static funding model of schools being able to support increased FTEs over time.
- Leadership team assured the voting board they are very careful in management of FTEs.
- Revised supplemental budget will include benefits specialist at 1.0 FTE
  - Facilities FTEs have been reduced over time as work has been contracted out, but the cost still remains.
  - Swap outs are made for positions, e.g., Dean of Students eliminated, so FTE went to Assistant Principal positions, not a raise in FTE.
- Concern that quality and quantity of applicants can diminish as FTE decreases, i.e., part-time vs. full-time
- Comment that it is incumbent upon the board to have all members weigh in.
- Observation that these conversations are “difficult.” Recommendation made to discuss the difficult discourse at another meeting when there was more time, and opportunity for ideas of improvement to be put forth.
- A public comment was made to limit discussion to whether there is merit for the increase in FTE.

Motion to approve increase to 1.0 FTE for Benefits Specialist position, Hank. Second, Alison.

***Approved, 4-3, Gregg Sommer, Alison Griffin, Hank Dalton, Jen Schroeder for; Sandy Ray, Joanne Hyman, Lisa Sicker against.***

### **Wrap Up / Future Meeting Topics**

- Discuss why some board conversations are uncomfortable/hard to have
- Open Enrollment alumni children preference discussion continuation
- Yearly review of contracts and agreements
- Dashboard and Operations Handbook

### **Action Items Review**

1. COMPLETE | DEC 13 BVSD MEETING voting board representation | HANK
2. COMPLETE | WELLNESS POLICY REVISED by removing specific g/serving sugar guideline | KELLY
3. COMPLETE | BOD awareness of any COMMITTEES -Food Svcs, Wellness Council, Friends Committee, staff appreciation volunteers, Advisory Council | KELLY
4. RESPONSE TO CONTACT DAYS QUESTION | JAN 6 | JEN
5. FOLLOW UP TO 2 PUB COMMENTS | JAN 13 | JEN, JOANNE
6. SUPPLEMENTAL BUDGET | Jan 13 | SAM
7. SCIENCE CLASSROOMS COMPETITIVE BIDS | JAN 18 | SAM, SANDY
8. MOVE SCHOOL CASH TO A HIGHER INTEREST BEARING ACCOUNT | JAN | SAM
9. OPERATIONS HANDBOOK AND DASHBOARD | JAN | SAM, SANDY
10. COMMS MEMO 3 -Jen, Sandy and Joanne to discuss flow chart for action from BOD *after* Communication Pathways have been fully utilized; revised memo to be distributed |JAN 18 | JEN

11. NDA from Don Ferguson | JAN | LISA
12. OTHER COMMUNITY RELATIONS ENHANCEMENT items -Joanne, Jen, Lisa to meet | JAN | LISA, JEN, JOANNE
13. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis -next meeting being scheduled | JAN | JEN SCHROEDER, JOANNE HYMAN
14. SPRING COMMUNITY GATHERING PLANNING, AGENDA distributed to board | FEB | JEN SCHROEDER, JOANNE HYMAN
15. BOARD ASSESSMENT DRAFT -to be developed and presented | FEB 15 | JEN, FULL BOARD
16. EMPANELING OFFICERS earlier -discuss | FEB, after Election Committee meets | FULL BOARD
17. MID-YEAR GOAL MEETINGS | FEB | KELLY -GREGG, JEN; SAM -SANDY; FULL BOARD
18. 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 Maker Space Carla Flanhofer & Bobby Letter & Sheena Kelly --stock market challenge in Carla's room after school

### **Adjourn**

Motion to Adjourn from Joanne Hyman, Second by Jen Schroeder. **Approved -7-0.**

Meeting adjourned 8:12 pm.

Respectfully Submitted,  
Lisa Sicker