



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 18, 8:08 a.m. | College Counseling Conference Room

Board of Directors in attendance: Voting Board: Gregg Sommer, Sandy Ray, Lisa Sicker, Hank Dalton, Alison Griffin (until 10am), and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston, and Melissa Christensen.

Via Phone: none

Absent: Jennifer Schroeder

Guests in attendance: Vicki Lundquist, Rachel Hirt, Phil Mehalko, John Wilcox, Traci Schoeneweis, John Wilcox, Jen Dausvardis, Megan Freeman, Thomas Willetto, Elizabeth Gable, Robin Peterson, Renee Cooke.

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

Administrative Business

1) Approval of January 3, 2017 Meeting Minutes:

Motion, Lisa Sicker, second, Sandy Ray.

Motion passed, 6-0.

2) Review of Action items from January 3, 2017:

1. COMPLETE | RESPONSE TO CONTACT DAYS QUESTION | JAN 6 | JEN SCHROEDER, TRACI SCHOENEWEIS, MELISSA CHRISTENSEN
2. COMPLETE | SUPPLEMENTAL BUDGET distributed to board members | JAN 13 | SAM
3. COMPLETE | OTHER COMMUNITY RELATIONS ENHANCEMENT items -Joanne, Jen, Lisa to meet | JAN 16 | LISA, JEN, JOANNE
>Family SURVEY -already in good stead from last year >ELECTION -Joanne (election cmte. liaison) researching electronic voting with new guiding language >GALA -Lisa to reach out to Rachel Hirt to confirm Board support for band, individual members to encourage tables,

attendance, donation items/sponsors, etc. >LMC old Think Tank repurposing assistance
>OTHER events?

4. SCIENCE CLASSROOMS COMPETITIVE BIDS | JAN 18 | SAM, SANDY
5. 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 | JEN
6. MOVE SCHOOL CASH TO A HIGHER INTEREST BEARING ACCOUNT | JAN | SAM, SANDY
7. OPERATIONS HANDBOOK AND DASHBOARD | FEB | SAM, SANDY
8. BOARD FILES HOSTING | JAN | LISA
9. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis -next meeting being scheduled | FEB 10th 8am | JEN SCHROEDER, JOANNE HYMAN
10. SPRING COMMUNITY GATHERING PLANNING, AGENDA distributed to board | FEB | JEN SCHROEDER, JOANNE HYMAN
11. BOARD ASSESSMENT DRAFT -to be developed and presented | FEB 15 | JEN, FULL BOARD
12. EMPANELING OFFICERS earlier -discuss | FEB, after Election Committee meets | FULL BOARD
13. MID-YEAR GOAL MEETINGS | FEB | KELLY -GREGG, JEN; SAM -SANDY, GREGG; FULL BOARD
14. 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

3) Wellness Process Document -Kelly Reeser

- Kelly and Hillary Miller developed and posted on website.
- Change the Wellness Council's process document to reflect that their annual report goes to the board (not admin).
- Feb 1 meeting -meetings every 1st Tuesday of the month
- Board update after the next meeting.

Public Comments

- Rachel Hirt -Ann Larson & Lisa Ritchie are Gala co-chairs; request for support with encouraging attendance, securing donations, live auction items, vendor sponsorship.

Volunteer Committee Update -Theresa Bell

- Gala, Run for the Peak, Library move into the old Think Tank space
- Need Elementary Talent Show Chair for next year.
- Met yesterday with a smaller Volunteer Committee this year, but with the addition of Rachel Hirt, who has been supporting the VC.
- Considering VC going forward:
 - As postings are going online, coordinators are feeling that there is nothing to do, especially with many elementary volunteer needs met at Back-to-School nights sign ups.
 - Theresa will be stepping down after this year.

- More structure needed, especially to facilitate new people coming on board. Perhaps people coming in at a lower level and moving up, creating experienced, knowledgeable leaders as others step down.
- It has been quiet this year.
- Biggest challenge is getting new families plugged in
- In answer to the question as to how responsibility is allocated among members and whether the responsibilities clear for each position / individual, it was responded that there is one K-12 coordinator, leveled (K-5, 6-8, 9-12) coordinators, plus a link to the Fundraising office, and that they are looking to clarify what is in the process document. Although it was discussed last year, last year was new membership, whereas this year, the people know the positions and needs better and are better able to capture that to the process document.
- It was commented by administration that this is a very important committee, and the administration would like to offer any support they can.

2017-18 School Calendar -Traci Schoeneweis

- Instructional days increase from 162-164 days in the Elementary School and 171-172 in the High School.
- Removed 3 early releases.
- Secondary having 85 and 87 instructional days per semester, respectively, is more balanced this year, due to when Christmas falls.
- Charter day planned around when letters of recommendation are needed, as well as benefits of staff and students getting a break.
- Elementary hours increase approximately 25 hours and High School hours increase about 18 hours.
- Same number of PD days as last year.
- With the snow day this school year, we are still fine with BVSD requirements, even if we were to have another snow day.
- School calendar will be put out to the community for comments and voted on at the next board meeting.

Director of Executive Office Report -Schoeneweis

- Secondary went to **online** Honor Roll certificates, but the office is happy to print out copies if requested.
- Illiana Peterson is the Latino cohort leader, and is creating a database of resources for Spanish translation materials.
- The vision is to create a link on the website that a family/student can click to request resources of various things, to match needs with people /resources within community
- Think Tank -students will teach study skills, etc.; CU Professor of of English is enthusiastically involved.
- Open Enrollment (OE) -BVSD moved dates of OE from end of Nov to beginning of Nov, so we moved our events up. The earliest event had lower attendance, but later event had higher

attendance; shadowing was down, but tours were up. BVSD will continue to have an earlier OE.

- Support Staff Professional Development -all well underway. Indigo was just paid for, so the assessments will soon be taken by support staff.
- Student supply lists (6-12) will decrease and more supplies will be bought in bulk, in an intentional effort to decrease costs for families.
- Substitute teachers -big increase with Elementary School paraprofessionals; hired an alumni.
- Election Committee meeting on Monday. Word from attorney is that online voting *is* allowable again. Joanne is researching some options.
- Traci was thanked for her work on these things, and the many things she does.
- Student fees decreasing via supply list mainly in 6-12. We will wait for teachers to make a specific request before adding to the supply list. The school will provide a constant supply of erasers, dry erase markers, etc., and there is budget for teacher supplies from principals.
- Orientation and counsellors inform 6-9th graders of changes from elementary school to middle school, e.g., students concerned with missing/changed scores not updated immediately in Infinite Campus.
- It was asked if we can purchase supplies in bulk from BVSD and answered that we can, but the quality is not always the same, e.g., we buy copy paper through them, but not tissue. Also, storage is tight here.

EDE Report -Kelly Reeser

- State Assessment -State BOE is considering new assessments.
- Family Survey opened on Monday; encouraging participation.
- OE -preliminary numbers (before extended deadline due to the snow day) are lower than before. It could be the new Erie K-8 school opening, or the earlier OE period.
- 1:Web -We are encouraging kids to bring their own devices, and plan to acquire as many devices as possible for testing. We are not mandating that students bring a device.
- Hiring -having staff complete "green sheets" to notify Administration if they may be considering leaving.
- Induction teachers go through an HOD training on January 18th so that they fully understand the process, if and when demos are scheduled in their classrooms during the hiring season. This training also sets the expectations for confidentiality around hiring activities as they occur on campus.
- It was asked how maintenance of devices is being handled and answered that we are using the BVSD tech team as much as possible, but the key is trying to stay ahead of that by teachers knowing and informing how many working devices they have. It was also explained that if a student's device is not working during an assessment, you can typically troubleshoot on the spot in moments. Tracy Durland does the bulk of troubleshooting and spends weeks preparing the devices before testing. BVSD has a master list with serial numbers, and we track devices at the school level.
- February 15th board working session will focus on Mission and Vision as part of Strategic Plan overhaul.

Open Enrollment Policy -Reeser

- This is a policy that differs from BVSD's.
- There were board member concerns expressed around the non-teacher/admin/counselor employee preference:
 - advantaged families are able to take a part time position when not every family has the means to do this --socio-economic discrimination
 - when an employee that does not work a full school year, but gets a preference for their child(ren) ---It clarified that if a part time employee (non-faculty, admin, counselors) comes on during OE, they have a preference, but if they do not work through to the end the school year, they will lose the seat they obtained with the preference.
 - other schools, like Horizons have a two-year commitment before a preference is gained.

Administration explained that it is a balancing act -we want longevity of staff, and our adjusted policy of staying through the end of school year to keep the seat gained through a preference has curtailed staff that just stay a few weeks, but the preference also helps to staff harder to fill, lower paying positions. There have been discussions around retention of these employees, and we have seen that Food Services did not have to re-hire much at the beginning of this year, and ES paras had less turnover as well. The food service staff has created a fun environment, with employees that want to stay on. Also, if we have a mid-year position open up, it is difficult to fill those positions, so it's great to have the benefit of being able to get someone to fill the position. The majority of people we are hiring are current parents, not parents wanting to get children into the school.

- Kindergarten -incoming students are 42% siblings, 55% new to P2P, 4% staff.
- It was requested to strike first sentence in a paragraph in the policy that, "Each year, students admitted with a preference will be limited to a maximum of 10 percent of Peak to Peak's enrollment," as this seems like the 10% is for all preferences, when it is for the preferences around faculty, administration, counselors, founders and past and present board members.
- A board member thanked Kelly for this work, but stated that from a policy standpoint they could not support the Alumni preference as a policy since:
 - we use public money and the policy may be prejudicial in practice, as it does not seem fair to taxpayers who live in the district to give preference to others who don't.
 - To approve it, they would want to see the alumni preference ranked after BVSD residents.
 - the alumni preference has no cap
 - it creates a de-facto private school legacy
 - more comfortable with the preference coming *after* BVSD residents, and
 - Preference should require alumni to have attended Peak to Peak at least more than 2 years
 - Members of Accountability Committee commented prior to this meeting that they have been asked how much they would have to donate to get their kids in, which gives us an air of elitism. We need to work against this perception, and this policy reinforces it.

- Our vision is to create students that can live in an interdependent world, where not everybody is like them, and we would be limiting access when we have a duty not to do that. Would like to see alumni that have been privileged to have the Peak to Peak experience go out to other schools to share out what they have gained with those at other schools.
- [erratum] It was noted that all charters suffer from the misunderstanding that charters are private schools.
- Further, the board member would do away with the board member preference since it has been so long since board members were instrumental in founding the school, and that we have more preferences than any other school.
- Another board member posed the question, “ Does this benefit Peak to Peak?”
 - It was responded that we would continue community building to continue family history. They could be BVSD residents, and it would continue existing diversity. It is an opportunity to be unique.
 - Board member Comment: This preference does not fall within 10% cap. Responsibility to the taxpayers is paid by running the school the way we do and not letting it run into disrepute or disrepair. We are caretakers of this school, and there is nothing in this policy that conflicts with that. Nothing in our charter says that we have to do all these other things. If we find in several years that there are too many students under this preference, we can change that.
 - Board member comment: We are a board of Peak to Peak, not of the district. There will always be misperceptions that we should then correct by explaining that it is a lottery process.
 - How do you maximize the legacy work done over the years? It feels like we have a lot of [student] drop-off. The ones that come back after they get out into the world realize how good they had it and would do anything to get their own kids into Peak to Peak. Our goal is to get them in and keep them here as long as possible.
 - [The policy impact] is not a game changer.
- This would create a community that other schools already have that we want to build, e.g., if you graduated from Fairview, all you have to do is move into that area to to get into that school.

Motion to approve Hank, second, Sandy.

Failed, 3-3, Hank, Alison, Gregg in favor, Joanne, Sandy, Lisa opposed.

Follow-up to Public Comments -Sommer

- Joanne -Jen will take input from board members for 24 hours, and will respond within 48 hours and sign as communications liaison for the board.

BREAK -Alison Griffin departed meeting.

EDO Report -Sam Todd

- Adding new information to December report.
- Delay Capital Projects report until later.

- BVSD has taken over overnight on-call services, which greatly reduces work for our facilities staff.
- Board member Q: Radon testing -can we do extended 90 day tests, as the rapid tests largely produce false negatives.
A: Yes.
- Kindergarten enrichment (full day Kinder) increasing from \$505 to \$530 in keeping with BVSD rates.
- \$475k to Peak to Peak for Operational Mill Levy override could increase to \$725k next year, up to 1.25M in year 4; Money will be distributed Feb-June this year.
- Supplemental budget -will touch on later.
- Legislature reconvened -considering raising marijuana taxes for shortfalls, to compensate for TABOR, and using some of those funds for education funding shortfalls.
- Budget -schedule work session in March for informal discussion.
- S&P interview on Jan 26.
- Food Services audit indicates no monetary issues for us.
- Fundraising -Robyn is applying for GOOGLE grant to help with 1:Web devices; Did not get Amgen grant; Working many meetings with corporations.
- Scholarship donations at \$35k, with target of 75k.
- Annual gift at 114k with goal of 156k, and push in February with "I HEART PEAK TO PEAK."
- Gala -April 14th at Omni Interlocken.
- HR -top choice for Benefits Specialist turned us down because she couldn't be here until May.
- Banking Platform -continue working on finance controls; proposed platform may not have check-scanning option; meeting to discuss later today.
- Nora Flood is resigning from the Charter League; Sam is on the Executive Committee to search for her replacement.
- Food Commodities update -USDA is not allowing commodity dollars (from Free and Reduced Lunch Program (FRLP) to be used to reimburse for organic produce. Food Services was previously told it was allowable, and at that time allocated those dollars (23K) to be used on fresh fruit and produce, which is a program overseen by the Department of Defense (DOD). , We currently source organic produce from FRESHPACK, but may lose the \$23K credit as Elizabeth from Food Services reported that the money could not be reallocated. Alison Griffin will provide some contacts at the USDA. Sam asked Sandy Ray to help to follow up. Sam had several remedial recommendations, but it was decided that the team will first contact people within the USDA and report back at the next board meeting. Worst case scenario, would be approximately \$10-\$20K deficit to the Food Service budget this year.
- Food Services asked for the board to approve them moving to non-organic produce for the salad bar. It was discussed that it was communicated to the community that the salad bar would be all organic produce and decided that we should continue to provide organic produce at least for the next few weeks while Alison and Sandy try to remedy the situation.
- In answer to a question, it was conveyed that we are too small for local vendors to contract with us, as an alternative to sourcing organic produce through USDA. BVSD can command those contracts because of their volumes, but we cannot. Also, it is too hard to manage many small vendors orders and deliveries, and limited storage could be an issue.

- It was explained that to use commodities, you must buy certain items offered by USDA, and since we already designated the credit for produce, we must continue to do so, as the USDA will not allow any change. It must be used this year, it does not carry over to next year. Food Services was notified of the issue just before school started this year, and they were hoping that reimbursements would be up enough to cover the delta in pricing between organic produce and standard produce. It has been a worry to them all year.
- It was asked whether there is anything in writing as to the agreement that the commodity dollars could be used toward organic produce and answered that there is not.
- It was agreed to that Food Services/Sandy would investigate and report back what Clean Fifteen non-organic items can be obtained through commodities.
- Sam, Sandy and Alison will continue to work to resolve with USDA.

Supplemental Budget Review -Sam Todd

- 1.5 FTE student loss
- BVSD Purchased Services costs increased, based on an established formula.
- Board member Q: What is the BVSD schedule for informing schools of costs and revenues?
A: Spring (to plan budget), then Fall, but this year's did not come to us until December
- Surplus Budget down from \$314k to \$280k.
- Friends budget increased 48k, because it used to be in the Friends budget, but we do not appropriate it into the general Peak to Peak budget anymore.
- Q: How do the Mill Levies flux up and down?
A: BVSD adjusts it based on set factors and a calculation.
- Anticipating \$474k from the new Operational Mill Levy from February - June.
- Capital Projects will be approved separately from the budget. Track project has already been approved.
- BVSD cautions that up to 10% of the Mill Levy may not be collected and advises us to budget accordingly.

Fund Transfer to Higher Interest Account

- We have \$2.35M at Great Western Bank in financial at .5% interest; COLOTrust rate is close to 1% interest. Recommendation to keep \$750k at Great Western Bank and move \$1.6M to COLOTrust to take advantage of higher interest rate.

Motion to approve transfer, Joanne Hyman, second Lisa Slicker.

Passed, 5-0

Capital Need Priority List

- John continuing to get quotes on Science Room tables, expect to complete by March 1st board meeting and will ask for approval in the March 15th board meeting to order in time for install over summer.
- Technology (Chrome Books) -testing may change, so ELT not ready to bring recommendation of exactly what we want to purchase.
- Carpeting -need to see what costs of higher priority projects are.

- Board member Q: Chromebook cost?
A: \$175/Chromebook through BVSD; \$6k is for 30 Chromebooks + cart
- Board member Q: Are there better carts? The current carts are difficult to get all devices plugged in to charge.
A: The ones we get now are better.
- Q: Electrical move for track facilities?
A: Would happen in July -move shed, electricity, path. No bid, it would be time and labor
- Board member Q: Starting to think about allocations for Operational Mill Levy spending for next year?
A: Yes, would like to think about that in the March work session.

Board - ELT FTE Communication

- Generally the full board has been very effective, but the FTE conversation, one of the most important discussions was one of the least productive. Must be addressed so that we can have these discussions without them being fraught with discontent. This centers around leadership working together to create the optimal environment. We can't be afraid to engage, as long as we stay on point. We all need to accept we can do things wrong, and that is alright. Must accept that it is the voting board's place not only to be supportive, but to ask questions and provide oversight.
Summary of what ELT vetted -pros and cons, would be really helpful. We are a school that relies on the district to fund us, because state underfunds us. Sure, this is part of ELT's consideration, but it would be helpful to hear it to inform board decisions. When adding FTEs on single basis, it would help to look at the bigger picture of all FTE needs.
- Admin comment -appreciate thoughts, and it is a large reason for budget work session. On the Benefits position, it was very much a timing issue. Going forward, ELT typically discusses FTEs as part of the budget.
- Admin comment -context of budget discussion is important. We viewed it as a need for the school, not for a single person.
- Board member -some understanding of ELT considerations is necessary in informing board decisions.
- Board member comment -Admin does a great job of managing **down** to ELT, with impressive results, there is also a need to manage **up** in the same open and impressive way with the voting board. If there was more team communication, it would have been easier for all to understand the issues and made for an easier conversation.
- Admin comment -the part that was missed was notifying board that Holly chose not to stay.
- Work sessions facilitate sharing of more information.
- Any board or leadership team works within a structure of its own and must play to its individual strengths.

Wrap Up / Future Meeting Topics

- Board work session for 2nd board meeting in March to discuss FTEs and Budget, as well as spending of future funds from the Operational Mil Levy; second meeting in April, Mid-May budget vote.

- Principal reports move to every two months + line item principal catch up *if* there is anything significant to report.
- At his request, move Sam's report to first monthly meeting to report on previous month, so that the report is more current.
- Capital Projects technology piece to be slated for mid-February meeting, science classroom project mid-March meeting.
- Lori spoke to Sherry Smith Indigo creator, who would love to sit with board and admin team to go through their assessment results. Great resource, and sounded like she would do it at no cost. Could link to Jen's board assessment in February. LORI
- OE Alumni Preference vote FEB 1

Action Items Review

1. OTHER COMMUNITY RELATIONS ENHANCEMENT items -Joanne, Jen, Lisa to meet; Lisa to reach out to Rachel Hirt to confirm Board support for band/bar, individual members encourage tables, attendance, donation items/vendors, etc. >LMC old Think Tank repurposing assistance >OTHER events? | JAN | LISA, JEN, JOANNE
2. COMPLETE | MOVE SCHOOL CASH TO A HIGHER INTEREST BEARING ACCOUNT | JAN | SAM, SANDY
3. BOARD FILES HOSTING | JAN | LISA
4. CHANGE WELLNESS COUNCIL PROCESS DOCUMENT to reflect that their annual report goes to to the board (not admin) | FEB | KELLY
5. WELLNESS COUNCIL BOARD UPDATE after (next) Feb 1 meeting | FEB 15/MAR 1 | HILLARY MILLER
6. JEN continues to have issues with JD | working with DON-KELLY | FEB
7. 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 | FEB | JEN
8. OPERATIONS HANDBOOK AND DASHBOARD | FEB | SAM, SANDY
9. FOOD COMMODITIES -look into organic produce/using 2016-17 food commodities (Alison reach out to USDA contacts) | FEB | ALISON, SANDY
10. CLEAN FIFTEEN -report back on any Clean 15 produce that can be purchased with commodities | FEB | SAM
11. EXTENDED RADON TESTING as a follow-up to rapid tests in higher-radon area(s) | FEB | SAM
12. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dausvardis -next meeting | FEB 10th | JEN SCHROEDER, JOANNE HYMAN
13. SPRING COMMUNITY GATHERING PLANNING, AGENDA distributed to board | FEB 15 | JEN SCHROEDER, JOANNE HYMAN
14. BOARD ASSESSMENT DRAFT -to be developed and presented | FEB 15 | JEN, FULL BOARD
15. REPORT ON USDA/FOOD SERVICE | SAM, SANDY
16. SCIENCE CLASSROOMS COMPETITIVE BIDS + ELECTRICAL ESTIMATE | 1st MARCH MEETING PRESENTATION, MID-MARCH VOTE | SAM, SANDY
17. INDIGO | MAR 1 | LORI
18. EMPANELING OFFICERS earlier -discuss | MAR, after Election Committee meets | FULL BOARD

19. MID-YEAR GOAL MEETINGS -board members may submit input to Gregg/Jen, Sandy | mid-FEB | KELLY -GREGG, JEN; SAM -SANDY -individual meetings; results shared with FULL BOARD
20. COMPLETE | Foreign Exchange Student & Track naming emails responded to
21. 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, Hank, Second, Sandy.

Approved -7-0.

Meeting adjourned 11:18 am.

Respectfully Submitted,
Lisa Sicker