



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, February 1, 5:05 p.m. | College Counseling Conference Room

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: Janice Thorpe, Rachel Hirt, Traci Schoeneweis, John Wilcox, Jen Dauzvardis, Derek Cole, Thomas Willetto, Viki Lundquist, Scott Hudson, Kristianna Vedvik, Robyn Steurer, Megan Freeman.

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

Board Voicemail Inbox is active and will generate an email to all members. (303-453-4609)
National School Counseling Week is next week, please be sure to thank our counselors for their work.

Administrative Business

1) Approval of January 18, 2017 Meeting Minutes:

- Kelly mentioned comments missed during OE discussion, but no specific input given; any errata for these minutes? A: All charters suffer from view of being private schools.
- N.B.: A suggestion made during the meeting break that the proposed preference for children of alumni retain its position in the preferences, but specify that they reside within district, was not included in the minutes because it was not discussed when the meeting was in session, but during a break. Suggestion that relevant comments / discussion during a break be noted when we reconvene; Add to minutes guidelines. Agreed.

Motion to approve minutes, Lisa Sicker, second, Sandy Ray.

Motion passed, 6-0, Jen Schroeder abstaining, as she was not in attendance on 01.18.2017.

2) Review of Action items from January 18, 2017:

1. COMPLETE | Response to parent email on fracking concerns -Authority lies with municipality (Broomfield), not within this board's scope as these are not on school property or even within Lafayette boundaries. | JAN 22 | HANK
2. Peter Chandler's Athletic Trainer Request -to be left in ELT's hands and taken up within the budget discussion.
3. Request from students on naming of a field -closed for now, encourage anyone to bring their comments to the board.
4. Request to compare Peak to Peak Food Services to BVSD School Lunch Project; have gone through communication pathways; SAM to initiate Committee to investigate; Admin comment that K-12 nutrition education piece did not go through communication pathways, but agreed that it should be taken up within the overall comparison; voting board comment -board was asked for action, so board should retain control; Sam Todd to initiate committee with voting board members Hank Dalton and Jen Schroeder as board representatives, Cheryl Sack, Elizabeth Begley representing Peak to Peak FS, Annie Sasseville and Raquel Hink joining as parents and Food Service and Wellness Committee members, with Lisa Sicker contributing, and sharing the research she has already garnered when looking into sugar limit per serving of food for the Wellness policy | mid-Feb meeting | SAM, HANK, JEN, LISA
5. COMPLETE | OTHER COMMUNITY RELATIONS ENHANCEMENT items -Lisa to reached out to Rachel Hirt to confirm Board support for band, individual members encourage tables, attendance, donation items/vendors, etc. + LMC old Think Tank repurposing assistance, possible OTHER events | JAN | LISA
6. BOARD FILES HOSTING | FEB | LISA
7. CHANGE WELLNESS COUNCIL PROCESS DOCUMENT need change to reflect that their annual report goes to to the board (not admin) | FEB 15 | KELLY
8. WELLNESS COUNCIL BOARD UPDATE after (next) FEB 15/MAR meeting | FEB 15/MAR 1 | HILLARY MILLER
9. COMPLETE | JEN continues to have issues with JD | working with DON-KELLY | FEB
10. COMMS MEMO 3 -revised memo distributed, to be presented at next meeting | FEB 15 | JEN
11. OPERATIONS HANDBOOK AND DASHBOARD | FEB | SAM
12. FOOD COMMODITIES -look into organic produce/using 2016-17 food commodities (Alison reach out to USDA contacts) | FEB 15 | ALISON, SANDY
13. CLEAN FIFTEEN -report back on any Clean 15 produce that can be purchased with commodities | FEB 15 | SAM
14. COMPLETE | EXTENDED RADON TESTING as a follow-up to rapid tests in higher-radon area(s) -retest showed significantly lower levels, no further testing will be done | FEB | SAM
15. COMMUNICATIONS BOARD-PARENT WORKING GROUP with Jen Dauzvardis -next meeting, board update | FEB 10th, 15 | JEN SCHROEDER, JOANNE HYMAN
16. SPRING COMMUNITY GATHERING PLANNING, AGENDA distributed/presented to board | FEB 15 | JEN SCHROEDER, JOANNE HYMAN
17. BOARD ASSESSMENT DRAFT -to be developed and presented | MAR 1 | JEN, FULL BOARD
18. REPORT ON USDA/FOOD SERVICE | MAR 1 | SAM, SANDY

19. SCIENCE CLASSROOMS COMPETITIVE BIDS + ELECTRICAL ESTIMATE | MARCH 1 MEETING PRESENTATION, MARCH 15 VOTE | SAM, SANDY
20. INDIGO use for board | MAR 1 | LORI
21. EMPANELING OFFICERS earlier -discuss | MAR, after Election Committee meets | FULL BOARD
22. MID-YEAR GOAL MEETINGS -board members may submit input to Gregg/Jen, Sandy | FEB 13, 17 | KELLY -GREGG, JEN; SAM -SANDY -individual meetings; input from, and results shared with FULL BOARD
23. 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 via Carla Flanhofer, Bobby Letter & Sheena Kelly --stock market challenge in Carla's room after school
24. P2P POLICIES Indexed | FEB | ALI CROSS & JEN D

Public Comments

- Jen Dauzvardis thanked Brian Rauscher for a Gap Year Fair with many vendors, excellently done.
- Joanne Hyman noted the Thespian Society Play, The Giver, was one of the best productions, fantastic job, students should be commended.
- Kelly noted that the Peak to Peak replacement policies have been reformatted to include an index, and the revised version of these policies will be posted on the Peak to Peak website soon. Thanks to Ali Cross and Jen Dauzvardis for their work on this project.

2017-18 School Calendar -Traci Schoeneweis

Calendar was presented in the previous board meeting. No further questions or discussion.

Motion to approve the 2017-18 School Calendar, Alison, second, Joanne.

Motion passed, 7-0.

Open Enrollment Policy -Kelly Reeser, Vicki Lundquist

- 2 changes proposed
 - Remove paragraph about 10% limit on preference for children of instructional staff, admin, counselors has never been in effect since our current registrar has been here, as there is no way to implement it if they would reach the 10% limit but still have the child of, e.g., a teacher to place [stated by registrar]
 - ELT still prefers no BVSD resident requirement attached to alumni child preference; expensive to live within BVSD boundaries, so unfair to those who can't afford to live in the district to give preference only to alumni who do, they do not want to pick and choose between alumni, want to treat them the same, fine if alumni preference is not voted on a second time
 - Board member comment -It is not appropriate to simply vote on the very same language on the alumni preference after it was already voted down; Other charter schools even prefer BVSD residents over siblings living outside of BVSD, so contrary to admin concerns, it is possible to link the preference to an in-district residency

requirement -the OE system can accommodate this, and other charters must be thinking of the same considerations mentioned around the alumni preference concerning allowing a mechanism for more out of district students to get in

- Board member comment -in favor of another vote; we are board members of a charter school, not of the district; it is not terribly exclusive -comments made about us seeming to be elite, because we are an excellent K-12 prep school should be dispelled
- Board member comment -not at meeting last time, but part of the discussion before; votes are probably still split in complexity, as there are still bigger questions; could look at it as a one-year issue, but seems to speak to a larger issue(s) about who we are as a school (when the school started, now, and in the future)
- Board member comment -Summit Charter School lists their preference for siblings as preference #3 In District siblings of currently enrolled students and Summit graduates (completed 8th grade at Summit), including those accepted in the current lottery; and three preferences later #6 Out of district sibling of current Summit student or a former Summit graduate. So we are able to link a preference with in-district residency.
- Board member comment -there are several other things in the document to clean up, and would like to first go over those before considering the entire OE policy.
- Will come back to this on a future agenda.

FUNDRAISING / SCHOLARSHIP FUND UPDATE -Rachel Hirt

- Hired Caitie Ramsburg as fundraising assistant; she has been getting up to speed.
- Oct. Annual Golf Outing -fewer foursomes, but raised more money for athletic programs.
- November Grandparents and Special Friends Day was very successful starting with SRO in the cafeteria, experiencing a typical classroom day, and touring the facilities. Guests received a personalized photo listing the many ways to be involved at Peak to Peak.
- King Soopers Cards -\$400-\$600/mo more than in the past; thanks to Sandy for promoting; \$1600 last month; numbers all posted on website; families facilitated and supported
- Annual Gift -"1445 reasons" theme; \$121k net, goal is \$153k; reaching out to recommits (those who gave previously) in specific months, which would total \$30k; Valentine's Day push with entry for drawing for parking space for any donation \$25 or over to encourage participation of new AG donors -heart lollipops given out promoting it
 - \$435 average gift
 - 30% participation as of January
- Gala -"Swanky 60s" theme, April 14 at Omni Interlocken. The team went for food tasting at the Omni yesterday; trying to recruit grade-level liaisons to help motivate good representation from each grade at the gala; hiring professional auctioneer; "That Party Band" (Same band as "The 80's Band") will be returning.
- Run for the Peak -May 4th; a bit concerned with timing so close to the GALA, but trying to reach outside the parent community for participation and broader engagement.
- New Family Orientation Program -Spring; Rachel will be hosting and recruiting ambassadors to contact each new Peak to Peak family.
- Annual Gift may continue into the spring, but may be able to wrap up before that.

Robyn

- Continuing to reach outside community in non-profit and corporate sectors, and though it is taking some time to build relationships, we are starting to see momentum, though farther out - Meetings with CEO, former president of a company. Recent meeting yielded 9 new corporate and foundation prospects and 5 networking opportunities.
- Can really see the success of Peak Scholarship Fund that started in 2014; we are now able to project --of 21 recipients, 18 are projected to graduate in 4 years, one will graduate in 3.5 years; we must be able to demonstrate success, so this great information has been incorporated into messaging. We'd like to see other schools to adopt this model.
- \$75K Peak Scholarship 2016-17 goal -\$27K currently donated, have identified \$40K in Q3 & Q4 to 90% to goal, with about \$7500 left to identify to meet goal.
- \$50K Other Major Gifts 2016-17 goal -currently have \$5,975 raised (Q2) with an Q3 \$6,000 gift to support the music program, projecting \$22,800 total for Q3 & Q4, leaving \$21,405 unidentified (57% to goal); it's just mid-year, still many meetings
- Current donors -continue to thank and steward, continuing to reach out to corporations, foundations. \$20,000 given in Q2 as part of an ongoing pledge.
- Please let Robyn know if you can provide any contacts.

EDE REPORT -KELLY REESER

- BVSD Board members have been invited to visit our campus, and we are hoping to continue to build relationships and inform the board members about our financial operations.
- Kern Family Foundation site visit to Peak to Peak off for the time being.
- OE number update was higher than we first thought, as many people waited until the very last day to open enroll.
- Hiring -High School Social Studies (contingent) and and HS Theater positions are posted.
- Strategic Plan Subcommittee meetings scheduled through February and early March; Jen Dauzvardis and Kelly Reeser developing descriptive visuals using Tableau software platform. Jen is taking training from the district on the platform.
- Explanation in response to voting member question: Unified Improvement Plan (UIP) 9th grade cohort? A: In middle school, we are getting some incoming 6th graders that are below grade level; numbers in SPED will increase in the middle school more than any other; iReady also in place, still collecting baseline data as test recently changed; Look at what PARCC tells us and CMAS tells us, but also other internal assessments.
- In response to voting board member question: Unsure whether OE numbers are higher or lower compared to previous years; Board member noted that kindergarten and half day kindergarten OE applications looked to have been 122 and dropped to 64.
- In response to voting board member question, admin explanation: School's action after getting state's report is to put together UIP; last year was a hold harmless year with the UIP, although we wrote it; use a lot of BVSD language, and modify specifically to us as needed; were warned that scores would go down with new assessments, but overall better assessments.

- PARCC test captures abilities better, so captures growth that TCAP did not. The results may have been affected by changing testing from paper and pencil to testing on Chromebooks in second administration. Last year was the first year kids tested on Math with Chromebooks. We also have a new literacy program this year, and expect to see improvement from that.
- The High School SAT is pretty standard and continuous, so results are more steady, but at Elementary grades 3-5 testing it was cautioned that paper-pencil vs. online testing can have a 14pt delta.
- Principal urged board to focus board on internal assessments and quality of instruction. Urge more student assessment participation to get better data to know how our kids are doing.
- PARCC & i-Ready was only used for 2 years, and PARCC math test was paper and pencil one year and computer the next; i-Ready is now K-8 for data. We are pleased with internal data.

ELECTION COMMITTEE REPORT -Sommer / Hyman

- Election Committee- letter from the Election Committee recommending the following:
 - As Alison Griffin has notified the board that she will resign her position one year prior to the end of her term, The Election Committee requested her resignation be put in writing.
 - The Election Committee urged the board to open the 1 year seat for general election.
- Board members expressed agreement with what election committee recommended; and will vote on it February 15.
- Alison's intention is to fulfill her role until the end of the school year, through June 30th. Voting member expressed appreciation for her professionalism in making the decision and in staying on to finish out the current year.
- Reinterpretation of law surrounding electronic voting now allows the school to use it, and the cost would be less than mailing ballots. Joanne Hyman is researching various platforms and will present findings at next meeting.

EDO Report -Sam Todd

- Facilities & capital projects -ELT will be giving recommendation for technology needs tonight, science classrooms in March.
- Radon -no further testing, as re-testing levels were low.
- John and Sam are working on a Request for Proposal (RFP) for custodial services starting July 1.
- MLO projection (estimate only); 2016-17 \$474K, all targeted to capital projects; 2017-18 close to \$725K, 2018-19 close to \$970K, and 2019-20 close to \$1.2M. \$1.2M would cover the majority of recurring facilities expenses.
- We will need to hold operational mill levy funds in a separate fund (65). This fund cannot be overspent and no transfers in from fund 11; requires separate board approval; specific items are allowed.
- 2017-18 budget discussions have started in FBC and ELT -discussing future spending of the operations mill levy; state level funding is a bit pessimistic, as they might not meet what the governor has proposed, though the governor has offered new ideas for revenue.

- \$1.6M was transferred from great western to COLOTrust, almost doubling interest rate earned.
- Food Services CDE audit -no fines, full report not in yet.
- Commodities -Sandy was able to get the CDE to agree to shift money allocated for DOD back to commodities (or any portion we would like). Sam is trying to get final answer from Kathy Staley from USDA as to whether we can use credits to purchase organic produce. Clean 15 list has been reviewed, but it is not likely that Food Services could use enough from available commodities to take advantage of full \$23K credit.
- The entire \$23K credit is currently unused; we have been getting organics from FRESHPAK, but have not been able to use the USDA credit; Food Services requested to be able to switch back to non-organic produce, as they could “make a significant dent’ in the credit if they were allowed to use it on non-organics produce for the rest of the year.
- Human Resources -hired top candidate for benefits specialist position, will start Feb 13th.
- League of Charter Schools search for new president still underway.

FBC UPDATE -Sam Todd

- Lively discussions in FBC meeting, including balance between capital expenditures versus shifting funds to value our teachers and staff through increased salaries.
- S&P will likely downgrade our rating due to stricter considerations, but they agreed spending \$1.8M to gain a \$10.8M build-out instead of keeping it in reserves was a better choice for the school, and the enterprise profile is great.
- Mill Levy override discussed, if we receive full amount: 2017-18; \$725K 2018-19 \$970K, and 2019-20 \$1.2M; assessment rates are determined in December of each year; county can change assessment rates so numbers may change.

Q2 FINANCIAL UPDATE -Sam Todd

- Revenues- Finished at 50% revenues, right on target.
- Facilities expenses were slightly above budget at 56% due to unexpected repair costs and ServiceMaster summer cost. Voting member Q: Can we see if we can contract with the district to get custodial services as a purchased service? Admin A: The district contracts that out. Voting member: It is a purchased service. Summit MS has switched to using the district. Admin: We can look into that.
- Total expenses were lower than budget at 45.7%.
- Purchased services at 50%
- At FBC discussed a strategic opportunity with new funding. Spending on capital projects lowers risk going forward because it’s a one-time expenditure, whereas salaries are a recurring obligation. Yet it was felt that investing in faculty and staff is important, also a recognition that we have significant capital needs; focus on numbers and financial, but must also look at personnel motivation.
- Financial KPIs -finished above 95 Days Cash On Hand threshold. Salaries and benefits as % revenue are well above threshold of 50%, but want to keep under 65%; debt service as % revenue well below 12% threshold; budget surplus as a % revenue -made strategic decision to spend on buildout -2.2%, rebounding next year to 0-10%;

Supplemental Budget Review -Sam Todd

- 1.5 FTE student loss
- BVSD Purchased Services costs increased, based on an established formula.

Motion to vote on Supplemental Budget, which includes segregated fund 65 for the new Operational Mill Levy revenue and expenses \$474,483 Hank, second Sandy.

Passed 7-0.

FEB 15 WORK SESSION PLAN -KELLY REESER

- Hold off on budget discussion until March, brief board meeting, then go into work session.
- Kelly will bring materials of Strategic Plan-KPI groups' work to date; only 2 of the 4 subcommittee meetings will have occurred at the time of the Board/ELT work session
- 2 sections, first on actual strategic plan, 2nd moving into KPIs
- Come to work session prepared by having read strategic plan with an eye to make changes *Where should we be in 10 years?* is a good starting place -think sequence; on the KPI side, Kelly will send a roadmap of where we are and where we've been.
- Will review things such as innovation that came out of the last working sessions.
- Request for hard-copy packet of materials for working session.

Wrap Up / Future Meeting Topics

- Budget work sessions in March/April -Kelly will update calendar.
- Timeline for newly formed Food Service special committee -briefly report back at next board meeting on plan.
- Student fees
- Gregg & Kelly will discuss changes to OE policy; will bring proposed changes to next meeting, plan to vote 3/15.

Action Items Review

1. COMPLETE | Response to parent email on fracking concerns | JAN 22 | HANK
2. Peter Chandler Athletic Trainer Request -ELT discussions, then within board budget discussions on review of FTEs | FEB, MAR 15 | ELT, FULL BOARD
3. HARD COPIES OF STRATEGIC PLAN-KPI WORKING GROUP RESULTS TO DATE & ROADMAP distributed to board members | before FEB 15 BOD mtg. | KELLY
4. REPORT ON PLAN of COMMITTEE on Request to COMPARE PEAK TO PEAK FOOD SERVICE to BVSD SCHOOL LUNCH PROJECT | FEB 15 | SAM
5. BOARD FILES HOSTING | Mar 1 | LISA
6. CHANGE WELLNESS COUNCIL PROCESS DOCUMENT to reflect that their annual report goes to to the board (not admin) | FEB | KELLY
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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. CUSTODIAL AS PURCHASED SERVICE FROM BVSD -look into this possibility | MAR | SAM
21. CONTACT RACHEL HIRT TO HELP WITH GALA & ROBYN w/FOUNDATION, CORPORATE, NETWORKING CONTACTS | APRIL, ONGOING | VOTING/FULL BOARD
22. 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, Sandy Ray, second, Joanne Hyman.

Approved -7-0.

Meeting adjourned 8:00 pm.

Respectfully Submitted,
Lisa Sicker