



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, May 3, 2017 5:00 pm | 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: Jennifer Schroeder, Sandy Ray, Lisa Sicker, Hank Dalton and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston and Melissa Christensen.

Via Phone: none

Absent: Gregg Sommer, Alison Griffin

Guests in attendance: Sarah Miley, Traci Schoeneweis, Eveline Grady, Jaimee Miller, Ellen Bagnato, Jen Dausvardis, Megan Freeman, Cheryl Sack, John Wilcox, Brian Rozinsky, Kristianna Vedvik, Dave Reynolds, Elizabeth Begley, Derek Cole.

Call to Order: Ms. Schroeder called the meeting to order at 5:00 pm.

Administrative Business

1) Approval of April, 19, YEAR Meeting Minutes:

Motion to approve minutes, noting that the working session on the budget was encompassed in this set by mentioning at the end of the minutes that the board adjourned to move into a working session on the budget, Lisa , second, Sandy.

Approved, 5-0.

2) Review of Action items from April 19, 2017:

1. PAVING PROPOSALS -present to board | MAY 3 | SAM
2. CUSTODIAL SERVICES AS PURCHASED SERVICE FROM BVSD -look into this possibility further -any flexibility with more students per sqft, what is included in the purchased service? | MAY 3 | SAM TODD, JOHN WILCOX

3. DASHBOARD PROTOTYPE AND OPERATIONS HANDBOOK -board members to email Sam to define what they would like on the dashboard; Sam to send out financial KPIs; to discuss at board meeting in budget session | MAY 17 and JUNE 7 | SAM, SANDY, FULL BOARD
4. BOARD FILES HOSTING -obtaining 2nd opinion, and information from district |MAY 17| LISA SICKER, JOANNE HYMAN
5. Peter Chandler Athletic Trainer Request -within board budget discussions on review of FTEs | MAY | ELT, FULL BOARD
6. COMPLETE | MID-YEAR GOAL MEETINGS: SAM -one more meeting with EDO & EDE, then sent to board for final review -input to Gregg & Sandy to finalize; KELLY -Gregg & Jen -results shared with FULL BOARD | MAY | GREGG, JEN, SANDY, FULL BOARD
7. INDIGO & BOARD ASSESSMENT DRAFT / GOALS -Indigo initial board presentation complete; Jen to work with Sheri Smith (Indigo) to develop board assessment, present to board | JUNE 7 | JEN
8. EMPANELING OFFICERS earlier -discuss |MAY | FULL BOARD
9. COMPLETE | SHARK TANK -innovative design course will include this as a culminating assessment panel including outside professionals

Public Comments

- Voting board member: Excellent US News & World Report High School ranking #34 nationally, and #1 in Colorado!

ES Principal Report

- Continue to work on Wellness initiatives -BOKs very successful, healthy snack recommendations made, eliminated hand sanitizers in classrooms and using safer one in cafeteria
- numerous competitions & grants awarded & won
- great incoming Kindergarten event, incoming Kindergarteners will be on campus next week
- Thrilled with the new grade 1-5 National Geography literature program this year: non-negotiables [standards] are being developed with the pilot year nearly completed; consistency improved and continuing to be improved; still waiting for data to come in, but seems successful
- SPED recommendation to increase from .5FTE to 1.0FTE due to increased caseload numbers, notably in MS next year, and to keep with district recommendations, as the load was already at the top of what was recommended, and this may also increase candidates for the open position by changing it from half time to full time

Motion to approve increased SPED FTE from .5 FTE to 1.0 FTE for 2017-18 SY Sandy Ray, second Joanne Hyman.

Approved, 5-0.

MS Principal Report

- Thank you to HOD for new hires, and continued efforts to hire SPED teacher.
- Battle of the Books -6th grade took first overall. Thank you to teachers -this requires great skill.
- 6th-8th Spanish Heritage course required adjustments on the part of world languages department.

- Chromebooks were used for testing, then distributed to classrooms and teachers were thrilled to have dedicated devices in the classroom.
- Thank you to the Math department, especially Anita C-Spotts for running Mathcounts.
- Flexible seating proposals are being researched and developed by teachers.
- Character -access period will look very different next year, from focusing on passion areas, such as science fair, to teachers playing softball with their students to advanced art projects.
- Thank you to Viki Hankey, Tracy Durland, and Andrea Salvo who filled in Libbi Petersen's Middle School Assistant Principal position, who we welcomed back today. Also, thank you to grade level leads who took on extra work during that time. New grade level leads will be stepping into those roles for next year.
- Personal reflection -candidness around what staff survey revealed. Pleased with 80% response, and take all feedback very seriously.
- New MS counseling coffee will be held on May 15th; PLT -latino parent group is coming to board meeting as part of their training to be liaisons between school staff and families. Richard Garcia, BVSD board member is leading the training of this group.
- History Day / Science Fair -students will have the new opportunity to choose History Day instead of Science Fair.
- Sphero digital robots have been acquired; Planning for students to view the eclipse in August, at the beginning of school.
- Voting member comments: Congratulations on a successful first year. Great work, so much to report every time.

HS Principal Report / Graduation Update

- Many upcoming events: Culminating Awards, Frosh Character Awards, music, K-12 Art show, letting go night for seniors last night to work on transitions, Thursday before graduation reflection night.
- Kurt Schaeffer in New York City with our Peak to Peak team who are in the top 8 and competing in the International Public Policy Forum speech & debate,
- Senior wrap up events, culminating in graduation at 9 - 10:30am on May 20th. Briggs Gamblin, BVSD admin and Rich Garcia BVSD board member attending as special guests. Briggs will be moving on to California after 11 years of service in BVSD, contributing much legislative experience and communication. First year we are doing tickets for graduation, so email Tracy Durland if you need one -board members get one spot for themselves, but need tickets for others.

Q3 Financial / Budget

(numbers in percent of annual budget)

- In good shape financially: at 75% charter fund, 79% local fund revenues to increase with transfer from Gala; total revenues 75.6%
- Instructional expenses at 65.6% Q3 so we will probably be at 100% this year; 65.5% salary & benefit renewal; admin counseling and library expenses 69.2%? + Q4 salary accrual items later; facility 79.4% so probably slightly over 100% due to increased utilities costs and some additional

repairs; 75% debt service on flat schedule; local expenses 74.1%; food services is higher without commodities offset for organic salad bar

- Purchased services from district at 75%
- Surplus \$367,000, 1.1million at end, but eaten up with Q4 salary & benefit accrual; transferred \$150k \$3.8M for general fund balance at end of year
- FBC met, voicing no concerns over quarterly reports. Discussed increases over what the board initially approved in Food Services, Fundraising, etc., so EDO will be coming back to board with proposed amendment, after working with Louise on projected year end balance. FBC very pleased with BBB+ credit review, and trends; 2017-18 budget recommended board approve it under the current assumptions, but waiting for approval of PPR from legislature -Senate floor proposal to increase PPR, but must also pass House; Purchased Services costs from BVSD likely to go up, but waiting for final numbers to finalize budget.
- New changes to previous budget: 1) SPED FTE increase, 2) ELT recommends to increase allocation of \$20k to FS to retain organic salad bar; any upside would be allocated to capital projects. Please send new budget to full voting board. Will also send FBC minutes to board.

Review Bids for Custodial Services & Asphalt paving -John Wilcox

- Custodial proposals were due back Friday morning, but we needed some time to work through them. Solicited bids from 5 groups: SV Clean,, ServiceMaster, Summit Service Group, Open Works, KG Clean, JanPro, based on word of mouth recommendations from other charter schools. Eliminated KG Clean due to being late and not addressing several items, Jan Pro chose not to quote.
- Recommend ServiceMaster at \$177,540 for Annual Contract, Summer \$22,985 for total of \$200,525. Annual nightly cleaning decreased \$200/month, summer cleaning remained the same as last summer.

Voting member Q: Why did they reduce the rate? ? A: It's a nice contract for them, and now it's competitive [since we are bidding it out]. Also, must consider that Service Master has demonstrated that they really care about the state of our buildings.

Voting member comment: Thanks to John Wilcox for all the hard work, putting together a very detailed bid.

Voting member Q: Next steps? A: approval by board

- Also spoke with BVSD -standard charge is PPR and totals about \$400k, although BVSD could look at an adjustment since we have less students per square foot than other schools, BVSD is not willing to look at this any time soon as it would take a good bit of their time, and it has to make sense for them, plus with the low unemployment rate it is hard for them to staff.
- Asphalt repairs and repaving -difficulty in finding asphalt contractors that do this specific type of work. APEX, who we have used in the past responded immediately, the 2nd did not respond, the 3rd does not do the infrared heat patch. Found Straightline, who did work in Centaurus parking lot, and contacted another company who doesn't do it and recommended PLM Asphalt who gave the final bid, all within about \$1000 of each other, from \$42-\$52 dollars. John will send out numbers and considerations to the board and work with the vendors on pricing in

anticipation of the vote at the next meeting, for paving in July, the next fiscal year, but out of replacement reserve funding, and already scheduled.

Future Meeting Topics

- Vote on custodial & paving
- Vote on budget
- Vote on amended budget for 2016-17

Action Items Review

1. PAVING PROPOSALS -discussed in meeting, John Wilcox to assemble and send formal proposal to board this week for board vote next meeting | MAY 8, MAY 17 vote | JOHN WILCOX
2. COMPLETE | CUSTODIAL SERVICES AS PURCHASED SERVICE FROM BVSD -discussed in meeting, see above | MAY 3 | JOHN WILCOX
3. DASHBOARD PROTOTYPE AND OPERATIONS HANDBOOK -financial KPIs sent out to board; board members to email Sam to define what they would like on the dashboard; to discuss at board meeting in budget session | MAY 17 dashboard presentation and JUNE 7 handbook presentation | SAM, SANDY, FULL BOARD
4. BOARD FILES HOSTING -obtaining 2nd opinion, and information from district | MAY 17 | LISA SICKER, JOANNE HYMAN
5. Peter Chandler Athletic Trainer Request -ELT discussions, then within board budget discussions on review of FTEs | MAY | ELT, FULL BOARD
6. INDIGO, BOARD ASSESSMENT DRAFT & SCHOOL GOALS -Indigo initial board presentation complete; Jen to work with Sheri Smith (Indigo) to develop board assessment, develop/define goals, present to board | JUNE 7 | JEN
7. EMPANELING OFFICERS earlier -discuss | MAY | FULL BOARD

Adjourn

Motion to adjourn Sandy Ray, second Lisa Sicker.

Motion passed, 5-0.

Meeting adjourned 5:55 pm.

Respectfully Submitted,
Lisa Sicker