



**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 17, 2017, 8:00 am | 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, Jennifer Schroeder, Sandy Ray, Hank Dalton, Alison Griffin and Joanne Hyman. Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston and Melissa Christensen.

**Via Phone:** none

**Absent:** Lisa Sicker

**Guests in attendance:** Jaimee Miller, Eveline Grady, Traci Schoeneweis, John Wilcox, Jen Dauzvardis, Megan Freeman, Kristianna Vedvik, Sarah Miley, Elizabeth Begley, Cheryl Sack, Derek Cole, Heather Shockey, Britney Johnson, and Phil Mehalko

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

### **Administrative Business**

Approval of May 3, 2017, Meeting Minutes

Motion to approve minutes as submitted: Sandy Ray, second Alison Griffin

**Approved, 6-0.**

**Review of Action Items from May 3, 2017:** Moved to end of meeting

### **Public Comments**

- Phil Mehalko recognized Kyle Mathews and Melissa Christensen for getting students more focused on business. Mr. Mehalko provided a handout. NASA will have a big telescope, and Mr. Mehalko guarantees that a P2P graduate will be working on the next item that goes into space. Congratulations to the girls' soccer team for their success. Discussed board engagement with students and believes student representatives should be on Board. Also acknowledged outstanding administration with thanks to Kelly Reeser and Sam Todd.

- Gregg Sommer congratulated school leaders on the recent national and state rankings of Peak to Peak, and thanked all for their contributions and reminded everyone about graduation.
- Kelly Reeser thanked Lisa Sicker and Sandy Ray for their service on the Board. She would like to bring back the “Kudos” at the beginning of board meetings to help advocate a spirit of gratefulness. Kudos to the counselors for “coffee with counselors” and work surrounding suicide prevention. Would prefer moving board calendar to once-per-month format. Mentioned she attended BVSD board meeting and spoke in support of Dr. Messinger.
- Kyle Mathews thanked Lori Preston, Elizabeth Leach and Iliana Peterson for all their work with the Latino Student Union that set a new tone and environment for the engaging of the local community. Will meet with new families in August to help continue to foster a sense of community.

#### **Employee Opinion Survey Results - Mountain States Employers Council**

- Heather Shockey and Brittany Johnson from Mountain States Employment Council presented the results of the Annual Employee Survey. Results were very positive; overall 4.16 score on a 5.0 scale.
- Least favorable questions on the survey were Communication and Compensation, but still a “somewhat positive” at 3.27.
- Lori Preston commented that the survey allows anonymity, she commented that the communication pathways may be a better way to present grievances from employees. MSEC replied that it is the general practice in surveys to provide an opportunity for a responder to state their name but general survey practice is anonymity.
- Kyle Mathews recommended moving towards a model where comments on surveys are not always anonymous in an attempt to bring forth dialog and to train students and families that the school is open to constructive criticism.
- Joanne Hyman mentioned that anonymity is crucial in the Accountability Parent Survey and helps to encourage participation and that she would be opposed to attempts to remove anonymity in surveys.
- Kelly Reeser stated that survey comments can be a point of reflection for all and that there is value in the communication pathways. She recommended that survey comments should be considered and weighed appropriately stating that there is value in anonymity.
- Sam Todd mentioned that we made tremendous progress around compensation.

#### **HR Report - Kristianna Vedvik**

- Highlights include a positive Annual Employee Survey noting that each dimension exceeds scores from last year. She did caution that in subsequent years we shouldn't expect to see scores of 5.0 so the overall rating could drop slightly in the future. She is very pleased with the overall trend.
- Five teachers earned the Peak Option; three staff members earned master's degrees. HOD has filled 4 out of 6 open positions.
- 84% of staff hold masters degrees, 2% hold doctorates. The number of National Board Certified teachers has increased. 36% of staff have obtained Peak Option (ES 35%, MS 25%, HS 43%).
- P2P has the 4th highest teacher pay-scale in Colorado for average teacher salary.

- Peak to Peak is #4 in Colorado for highest average salaries.
- Jessie Rozitis is new benefit specialist.
- Gregg Sommer asked for a list of school districts have mill levies.

**Food Services/Wellness Committee** - Sam Todd, Kelly Reeser

- Kelly Reeser spoke about the most recent Wellness Committee meeting. Meetings are held monthly the 1st Tuesday of the month. It is currently made up of a broad cross-section of K-12 volunteers and staff. They are looking into implementing composting, evaluating carpet samples for indoor air quality, green cleaning products. She stated she felt that the structural/volunteer issues with the committee have been resolved. The committee is benefiting from additional parental involvement.
- Sam Todd spoke about the ELT/Food Service initiatives going forward; they are looking into customizing options and bring in healthier options. ELT members have stepped in to help including serving lunch and bringing new ideas to Food Services.
- A survey to the community has gone out, and he expects results in a week or so.
- The garden project just is going well. Just completed the first “rainbow day” and the education that will go along with that.
- Sam Todd indicated that they planned to hire a baker (with a small FTE) to prepare freshly made muffins and salad dressing as result of ideas that came out of meeting.
- Joanne Hyman shared concerns about adding additional FTE.

**Financial Controls and Policies** - Sam Todd, Gregg Sommer

- Sam Todd went over his/ELT recommendations for aligning the Financial Control internal policy document with the Board Policies that requires Board approval of all transaction over \$10K. The board directive to move to the JP Morgan Access platform by April (that allows for dual approvals on transactions) instead of the current Chase.com banking platform was extensively discussed. There was discussion whether it was necessary to stay with Chase Bank as Sam was recently informed that the Chase-JP Morgan Access platform could not guarantee how long it will support the check-scanning method we currently use and that we may incur additional fees. A spirited discussion ensued about the possibility/necessity of moving to another area bank that could provide dual controls and check scanning, and could provide Peak to Peak with the same financial controls that other charter schools utilize.
- Sam Todd was asked to look into other area banks capabilities and report back to the board at the next meeting (June 7) and update the policy document as necessary.

**Bids for Custodial Services, Asphalt Repair** - J. Wilcox, Board

- John provided bid results for Custodial Services and recommended that we select the current vendor Service-Master for a three-year contract.

Motion to approve Service-Master contract: Sandy Ray, second, Alison Griffin

**Approved, 6-0.**

- John Wilcox discussed the quotation of three asphalt repair vendors. One was quite lower than others, but follow up with the vendor was unsatisfactory as they did not quote what he had specified and did not reply to his second request. John asked the board to approve a \$52K maximum for asphalt repairs to allow him a bit of negotiating room with the vendors.

Motion to approve Asphalt Repair not to exceed \$52K, Hank Dalton, second Allison Griffin.

**Approved, 6-0.**

**Adjusted appropriations for 2016-17 Budget - Sam Todd, Board**

- Sam explained that he and Louise Peng had projected expenses to exceed budgeted amounts in several areas. They are predicting the additional expenses to total about \$137K. Sam asked the board to approve additional appropriations totaling \$245K as follows: Fund 11; total of \$195K (Instructional Program, \$75K, Facilities Program, \$40K, Athletics and Activities, \$80K) and Fund 21; \$50K Food Services.
- The Instructional Program expenses were higher due to curriculum materials that were approved but not budgeted this year.
- Athletics and Activities expenses were higher due to higher participation (creating higher costs) and also due to donation for targeted gifts (these were offset by revenue to Friends),
- Food Services food costs were higher due to higher costs of organic produce and not being able to utilize Commodities credits to pay for organic produce as anticipated.
- Discussion ensued about why the request was to approved \$109K more than projections and Sam indicated that there are no more anticipated expenditures but he was seeking the higher number in case actuals were higher than projections, so he wouldn't have to come back to the board for additional approval. Actuals will be reported in the Q4 numbers.
- The CDE requires board approval for any amounts more than approved budget. It was also noted that estimates of additional appropriations, we will still have a surplus of approximately \$364K after the transfer of \$150K to replacement reserves.

Motion to approve additional budget allocations as stated: Sandy Ray, second Hank Dalton

**Approved, 6-0.**

**2017-18 Preliminary Budget - Sam Todd - Board**

- Sam presented the Preliminary Budget and it was reviewed in the work session and the last meeting; asking for a vote to approve as presented.
- Gregg Sommer mentioned he and Kelly Reeser had spoken about an increase in TAG staffing. ELT did discuss with Tracy Cloninger, and she is OK with staffing as is.

Motion to approve 2017-18 Preliminary Budget as presented: Hank Dalton, second Alison Griffin

**Approved 6-0.**

**Major Gifts Program Update - Gregg Sommer - Sam Todd**

- Sam Todd said he expects to meet the \$75K goal for scholarship program with the majority of donations coming from parents and a few corporate donations.

- The target for other major gifts is \$50K. The largest donation was from Google who matched 1:1 funding for 270 Chromebooks. Sam Todd is anticipating that we will meet goals this year.
- There have been some problems getting other organizations to donate to an another endowment. Robyn Steuer has worked with FBC member Jonathan Fung who recommended looking into allowing external organizations to fund scholarships directly, allowing us to keep endowment money proceeds invested. Robyn Steuer spoke with the major endowment donor(s), and they were supportive of this approach.
- Robyn Steuer is also pursuing external donors to fund specific capital needs.
- Discussion ensued about a request from the counseling team to allow for more flexibility in awarding scholarships and doing more to highlight the benefits of the scholarship to students.

### **Action Items Review**

1. PAVING PROPOSALS - | JOHN WILCOX COMPLETED - DELETE
2. CUSTODIAL SERVICES | JOHN WILCOX COMPLETED -DELETE
3. DASHBOARD PROTOTYPE AND OPERATIONS HANDBOOK -financial KPIs sent out to board; board members to email Sam to define what they would like to see on the dashboard; to discuss at a board meeting in budget session |SAM, SANDY, FULL BOARD – UPDATE - carry over to next year.
4. BOARD FILES HOSTING -obtaining 2nd opinion, and information from District | LISA SICKER, JOANNE HYMAN carry over to next year
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 carry over to next year
7. EMPANELING OFFICERS earlier -discuss |AUGUST| FULL BOARD - will DISCUSS with new board
8. BANKING ISSUES – research the local banks report back 6/7 and meet with COLO Trust | SAM TODD SANDY RAY.
9. LIST OF SCHOOLS WHO RECEIVED MILL LEVIES- |AUGUST| KRISTIANA VEDVICK|SAM TODD report to Board.

Motion to Adjourn from Hank Dalton, seconded by Sandy Ray

**Approved, 6-0.**

Meeting adjourned 10:13 a.m. moved into work session; out of work session 11:20 a.m.

Respectfully Submitted,

Joanne Hyman/Sandy Ray for Lisa Sicker