



**Minutes of the Peak to Peak Board of Directors Meeting
(Regular Meeting)**

Wednesday, 13 September 2017, 8:00am | 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: Derek Cole, Hank Dalton, Eveline Grady, Joanne Hyman, Jaimee Miller, Gregg Sommer. - Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston, Melissa Christensen

Via Phone: none

Absent: none

Guests in attendance: Jen Dauzvardis, Traci Schoeneweis, Megan Freeman, John Wilcox, Kristianna Vedvik, Beth Custard, Elizabeth Gable, Renee Cooke

*Thank you to Elizabeth Begley and Cheryl Sack for bringing
Freshly-baked homemade muffins to the meeting.*

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

Administrative Business

1) Approval of 08/23/2017 minutes

***Motion by Eveline Grady to approve the 08/23/2017 minutes - second by Joanne Hyman
Motion passes 6-0-0***

Hank Dalton

- ❖ Board meetings will start precisely on time.
- ❖ Committee assignments - In light of the addition of a new board member filling the vacant seat, board members should rethink their committee assignments and communicate with Jaimee Miller directly.

Gregg Sommer

- ❖ Please check dates and times of Board meetings as they are not consistent on different documents.

2) Celebrations/Kudos

Kelly Reeser

- ❖ Kudos to our principals for launching us with fortitude into the first month of school. Thank you to our food services staff for bringing homemade muffins to the board meeting and a big shout out to Linda Willetto who has shared her recipes and expertise with food services and helped train staff.
- ❖ Thank you to Erin Manzanares and Christie French for chairing the Wellness Advisory Council. The minutes of the first meeting are posted on our website.

Derek Cole

- ❖ Thank you to John Wilcox for the 'behind the scenes' tour for new Board members.
- ❖ Thankful for reports from P2Ps directors. The significant increase in volunteer participation is great news (kudos Traci Schoeneweis). Staff retention is at an all time high which is very positive (kudos Kristianna Vedvik). History on professional development at our school is interesting and valuable (kudos Megan Freeman).

Joanne Hyman

- ❖ The college planning night was particularly well done - kudos to Kimberly Gannett and the entire counseling team for the highly valuable informational night.

Kyle Mathews

- ❖ Congratulations to Kristie Letter and members of our Innovation Design class for launching winning proposals in and outside of the classroom. Two Innovation students (Paige Mowery and Naomi Burns, both in 11th grade) have phone interviews next week, because they are finalists for the national Adcap Dominos Transformation Food Challenge. 10 winners will get \$2,000 to promote healthy teen eating and will be flown to Ann Arbor for mentoring.

Melissa Christensen

- ❖ Kudos to our para-staff - their help and support is crucial to the success of our school.

Eveline Grady

- ❖ The back-to-school nights were very valuable and insightful to parents. Thank you to all staff and community members for shaping those evenings so successfully.

Jaimee Miller

- ❖ Echos all kudos - back-to-school nights give parents a good sense of daily life of students.

Sam Todd

- ❖ Our finance staff supported us greatly through the auditing process. Thank you to all involved and in particular Louise Peng.

Public comments

Traci Schoeneweis

- ❖ Thanked all those who work in unseen areas, such as our Think-Tank staff. They are doing an amazing job, bringing vision to their tasks - they are for instance trying to get their students' work published and collaborate with other teachers on projects like these.

Megan Freeman

- ❖ She is currently working on field placement for students coming to us from three different universities and is happy to be involved in that process.

Renee Cooke

- ❖ Thanked the Board for deciding to keep the in-house P2P cafeteria. A lot of good will come out of that decision. This year, her son is a student aid in the cafeteria and it has been a very positive learning experience for him.

Board vacancy - nomination & selection

Eveline Grady

- ❖ The Peak to Peak Board of Directors nominating subcommittee is recommending Ms. Elizabeth Gable to be appointed to the vacant board seat ending June 30, 2018. Ms. Gable has been involved at Peak to Peak in multiple ways - she volunteered for many years on the Hiring Committee, in classrooms, on Accountability and the Volunteer Coordination Team to name a few. She also received the support of the school community as she was elected to the Board for a three year term in 2013.
- ❖ All nominees for the vacant seat are highly qualified and would be a great addition to the board. The subcommittee sincerely hopes that all nominees consider running in the upcoming Peak to Peak Board election and thanks them for their willingness to step up.
- ❖ Parameters that guided the subcommittees process: proven leadership, volunteerism at Peak to Peak, knowledge of our school systems and community, serving as ambassador to our school, value-add to the current Board, ability to quickly onboard, community support through prior elections.

Motion by Eveline Grady to appoint Elizabeth Gable to the vacant Board seat ending June 30th, 2018, second by Hank Dalton

Hank Dalton

- ❖ Thank you to Gregg Sommer and Eveline Grady for their time in developing the nomination process. He would like to acknowledge all community members who were involved in the process and thanks them for their time and commitment to our school.

Derek Cole

- ❖ Thanking the subcommittee for their comprehensive effort.

Gregg Sommer

- ❖ Is excited about Elizabeth Gable joining the Board. He would like to encourage all Board members to speak with all the other nominees and encourage them to run for a Board seat in May.

Motion to appoint Elizabeth Gable to the vacant Board seat passes 6-0-0

Ms. Elizabeth Gable is invited into the meeting and seated as board member.

Principal reports

Kyle Mathews

- ❖ Many thanks to Carla Flanhofer and Sheena Kelly for taking students to the CU Norlin Library for research on their capstone projects.
- ❖ Students and lead teachers Josh Benson and Andy Shedd are preparing for the fall Moab trip which is centered around environmental & literature research. It's a great opportunity.
- ❖ Many thanks to Rosemary Buchtel for her work in the Hub (Kyle's office).
- ❖ Will share big picture challenges as well as a list of action items; requests for proposal will follow.
- ❖ The book "Thank you for Being Late" by Thomas Friedman is a good resource on finding optimism in struggle and has some great ideas that can translate into the education world.
- ❖ Thanking the ELT for their clear-eyed response to an unsubstantiated bomb threat the first day of school. The ELT & Britta Mundhenke were calm and focused; police were almost instantly on site and determined the threat to be unsubstantiated.

● Curriculum Committee proposal - 2017/18 theatre productions

Kyle Mathews

Our new theatre teacher Ms. Mylott brought forth new selections for this years' theatre productions. The curriculum committee has given the green light to submit the following proposals:

- ❖ *Shipwrecked!* - It is a great production and very cost effective
- ❖ *A Wrinkle in Time* - It's another good, low cost production
- ❖ *She Kills Monsters* - A comedic story with depth as well as great role playing parts in the world of dungeons and dragons. Supported by the theatre students.
- ❖ *Next to Normal* - This is a full-length production that was proposed by the Thespians. There is a budget to carry the cost. This piece addresses complex mental health issues. Ms. Mylott as well as the Thespians want to approach the production in a tactful, safe and authentic way. The community has expressed some concerns around this piece as well as praise for the opportunities such a play presents in terms of dialogue.

Motion by Joanne Hyman to replace last year's theatre selections and approve the 2017-2018 Theatre Season Proposal, second by Derek Cole.

Summary of discussions:

- ❖ Concerning *Next to Normal*: The theatre department wishes to partner with The Second Wind Foundation throughout the production to support discussions around mental health issues. There is even a possibility of a post-play talk-back on the topic in collaboration with The Second Wind Foundation.

Motion passes 7-0-0

Principal reports (continued)

Lori Preston

- ❖ Seven middle school teachers have applied to the innovation grant so far, which is wonderful to see.
- ❖ Middle school parent teacher conferences will look different this year. The conferences will be student led which will empower their voices. Teachers and students are excited about this change. Some extended times will be offered (into the evening - 6:30 pm) Kudos to Brian Knox for researching this great model; he has the support of his peers.
- ❖ The Spanish for Heritage class has been in action. It's a 6-12 class and with the mixed age group comes a new set of challenges. It truly feels like a one-room-school. Today, 9News will be filming the class in the auditoria (encourages board members to go there after the board meeting).
- ❖ The Middle School back to school night was a success. A big thank you to those who worked the expo area (booths for college day, counseling, athletics, Friends of P2P)
- ❖ The movie *Screenagers* was a big part of last week. Grade level leads are fired up about conversations they are still having in classrooms about screenagers. Eight out of ten issues at Middle School stem from social media and screen usage.
- ❖ Kudos to the Hiring Committee for recent staff additions: Erin Roof (serving MS & ES) has been a powerhouse and Colleen Mylott is a great new addition to our school.
- ❖ Underscores the importance of thank you notes and positive emails as staff mostly receives difficult and at times wounding words.

Melissa Christensen

- ❖ Teachers and staff members are working hard to getting students placed appropriately.
- ❖ In terms of literacy work, the National Geographic curriculum has been very effective and has contributed to increased achievement levels.
- ❖ Ability groupings will be renormed with a focus on non-negotiables and consistency in communication.
- ❖ All research supports that strong interventions in K-3 grades are crucial for best possible outcomes. Teams are working hard to increase MTSS and effectiveness in that area.

- ❖ School Readiness Assessments: Senate Bill 08-212 requires all kindergarten students to have an individualized plan assessing and monitoring progress of school readiness. There have been technical difficulties implementing the program that stem from the District. Will meet with District representatives to address the implementation. It is for sure a great tool to share with families, but is tied to a lot of work.
- ❖ Scheduling - Staff is working hard on innovative solutions around constraints and preferences and how to create opportunities for new collaborations.
- ❖ Technology: Teachers are looking at ways to meaningfully integrate technologies in new and improved ways and getting students ready for a world we can't yet imagine.

Strategic Plan Update - Board Goals

Kelly Reeser

- ❖ ELT is working on a high-level list of strategic items as well as a visual presentation for the October 18 work session.
- ❖ A subcommittee has been formed to look at alternative calendar and school days. We are seeking input from all stakeholders (specialist teachers, parents etc.)
- ❖ Looking at budgetary considerations of a five class roll

Kyle Mathews - list of possible goals

- ❖ Colleges are transitioning to include capstone projects as a graduation requirement. Peak to Peak needs to prepare students for that type of education. Colleges are shifting their entry requirements - we want to foster solid relationships with them so that we can best support our students.
- ❖ The growth of our scholarship fund remains a good goal for our Board.
- ❖ Encouraging 529 saving plans could be another strategic goal.
- ❖ Shifting enrolment from six rounds to five rounds K-12 - would not mean less staff but more opportunities.
- ❖ Alternative, research-based daily schedule
- ❖ Peak to Peak as innovation hub (maker-space in a new building for example)
- ❖ Micro-credentialing (capstone projects could translate into a tech credential)
- ❖ Maximizing and enhancing the southeast part of campus
- ❖ Non-weighted, unweighted or non graded classes
- ❖ Visit other successful schools and look to them as models
- ❖ Encourages Board members to hone in on top three ideas so that we can start going more in-depth and be more targeted in our work

General discussion:

- ❖ Board members should come prepared to the October 18 meeting.
- ❖ Paying off debt will be a driving factor in enabling innovative initiatives.
- ❖ Board members should hone in on top three ideas so that we can start going more in-depth and be more targeted in our work.
- ❖ Important to get community feedback at front end

EDE report - goals

Kelly Reeser

Executive leadership

- ❖ The hiring team is currently working to filling a long-term substitute position for a FMLA leave. HOD is a strong team this year.
- ❖ Goals: Ensure mission-driven alignment K-12 and updating the strategic plan.

External & internal relationships

- ❖ Goal is to connect with state and federal representatives and/or their staffers and invite them on campus. Invite candidates of the Governor's race.
- ❖ Maintain and fortify good communications and relationships with BVSD

Goals around school culture

- ❖ Foster a positive and welcoming environment (be visible)
- ❖ Go to at least 30 school events per year
- ❖ Use evaluation tools to align actions and programs at all levels
- ❖ Support the Latino parent cohort
- ❖ Support the food services program (ELT will be in the cafeteria working and serving)
- ❖ Support the Wellness Advisory Council and their initiatives.

Administrative and Professional Responsibility Goals

- ❖ Ensuring equity and alignment between all levels
- ❖ Ensure succession plans are in place for all direct reports

EDO report - goals

Sam Todd

- ❖ The track resurfacing project has been delayed. Resurfacing should be completed by the end of September.
- ❖ All capital needs are listed in the EDO report. A majority of projects will be pushed into next summer (carpeting, restroom, sidewalk etc.).
- ❖ Replacements reserves - This last summer reserves were used for asphalt repairs of parking lots and driveway. Upcoming expenditures will address lock hardware.
- ❖ Finances - Completed a comparison with Liberty Commons on internal banking controls and structures. It revealed that P2P is in a better and stronger place than Liberty Commons.
- ❖ The on site audit is now completed.
- ❖ Met with newly elected board members to give a detailed explanation of P2P's budget.
- ❖ External members of the Finance Budget Committee remain the same for the 2017/18 year. Many thanks to their continued service.

- ❖ Fundraising goals were met. Fundraising teams are ahead of the game with preparations for various fundraisers already well under way.
- ❖ Food service staff painted the cafeteria's north wall with chalkboard paint. It will be used for communication and education around nutrition. Staff is working on providing more homemade options such as soups, salad dressings etc.
- ❖ The average teacher salary meets our KPIs.
- ❖ Will participate as a panelist discussing the credit implications of the Net Pension Liability on Charter Schools. The panel will discuss the credit implications of GASB 68.
- ❖ Is board chair of the Colorado League of Charter Schools. This new leadership role provides us with exciting opportunities.

Summary of questions and answers:

- ❖ Innovation fund: Any monies that are not used by the innovation fund will be carried over into the new year. Sam Todd will look into interest-bearing possibilities for those monies.
- ❖ Track resurfacing: John Wilcox confirms that the track resurfacing company will finish the job (ETA of end of September). Sam Todd assures that any weather related potential defaults fall under warranty.
- ❖ Provision GASB 68 requires all Colorado Charter Schools to record their pension liabilities with PERA in their books. This shows as a liability for all Charter Schools. Sam Todd's work on the panel is crucial. The panel may conclude that a legislative fix is in order as no school district would be able to carry such liabilities.
- ❖ Compliments to Peak to Peak's finance team. Other schools are looking to us for guidance and best practices.

HR Director Job Description

Hank Dalton

Explains reasoning behind proposing a modification to the Human Resources Directors Job Description. The reporting structure will remain the same, i.e. the HR director reports to the EDO. However, in the event of a grievance against the EDO, the HR director will report directly to the board of directors (and only in that instance).

Brief discussion points:

- ❖ The practice is already in place. This is a formalization of current practices.

Motion by Hank Dalton to approve the job description as presented in the HR package - second by Eveline Grady

Motion passes 6-1-0 (one abstention Elizabeth Gable)

Board self-assessment/wrap-up

Jennifer Dauzvardis

- ❖ Appointing subcommittee - recommends to record the nomination process, archive those steps and recommend policy around it.
- ❖ Meeting was heavy on oral and written reports. Recommends attaching written reports to the agenda and/or minutes. To check with legal counsel.
- ❖ Board members should bring awareness to their roles as community representatives and notice when they wear a “parent hat.”

Discussion around publishing written reports to the agenda and/or minutes

- ❖ We need to think about unintended consequences before publishing reports with agenda or minutes. Let’s ask legal counsel for guidance.
- ❖ The CPD report as well as HR director provision should become part of a record.
- ❖ Anything that the Board is going to act on should be published.
- ❖ Let’s keep in mind the Open Records Act.

Adjourn the Peak to Peak Board meeting

***Motion to adjourn the meeting by Joanne Hyman, second by Derek Cole
Motion passes 7-0-0.***

Meeting adjourned at 9:50 am.

Respectfully submitted,

Eveline Grady
Secretary
Peak to Peak Board of Directors