



PEAK TO PEAK
CHARTER SCHOOL
800 Merlin Drive • Lafayette, CO 80026

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

Wednesday, 7 Nov, 2018, 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.

Call to Order: Jaimee Miller at 5:01 PM

In Attendance:

Voting Board: Derek Cole, Colleen Elliott, Deea Frisbie, Elizabeth Gable, Eveline Grady, Joanne Hyman, Jaimee Miller

Ex-Officio: Kelly Reeser, Sam Todd, Kyle Mathews, Lori Preston, Melissa Christiansen

Via Phone: None

Absent: None

Guests in Attendance: Traci Schoeneweis, Jen Dauzvardis, Megan Freeman, Glenn Mosher, Rachel Hirt, Diane Scott, Vicki Hankey, Louise Peng, Sherri Taylor, David Fitzgerald, Allison Slife

Consent Grouping:

Approval of Minutes October 17, 2018

Motion to approve: Jaimee Miller

Seconded: Derek Cole

Approved: 7-0-0

Kudos/Celebrations:

Joanne Hyman: Celebrated the theater production "Almost Maine." Kudos to Colleen Mylott and her husband, Jeff Mylott for all their hard work. Celebrated the many kids who participated. Great that kids shared and switched roles, allowing larger numbers of kids to be involved. Large turnout for each showing, which was great. Good job to HOD for a great hire in Ms. Mylott.

Kelly Reeser: Kudos to Traci Schoeneweis, principals, staff, and student volunteers for hosting open enrollment conversations on campus. It is a lot of work, and the time and effort is much appreciated.

Kudos to the “Almost Maine” production. It was great.

Thank you to the Ad Hoc Listening Campaign committee. They are through all surveys and are working hard to get information ready to bring to the BOD. A great group of people.

Lori Preston:

Kudos to students who have been present for open enrollment conversations on campus. Their presence is meaningful to families who are considering Peak to Peak. Thank you to Traci, Anita Chakraborty-Spotts and Sheena Kelly for their hard work as well during this time.

Kudos to the MS team members for finding time after school for collaboration time to meet with the remaining families for student - led conferences.

Thank you to team of parent volunteers who taught Jr. Achievement classes. Thank you to middle school counselor Stephanie Madgic for her volunteer efforts.

Kyle Mathews:

Congrats to the many HS athletes who will be signing letters of commitment to play college sports. Signing day and celebration will be Wednesday, November 14th in the NE gym at 1:00.

Thank you to all staff who coach. It is an extreme commitment and you are appreciated.

Thank you to Sheena Kelly for taking NHS and NJHS students to a leadership conference out of state.

Congrats to everyone involved in getting HS staff and students to college application deadline of Nov. 1. A lot of work has been completed, and it feels good to be in November.

Colleen Elliott:

Thank you to all involved in the K-8 parent meeting. It was a wonderful night with a great speaker.

Public Comments:

None.

2017-2018 Financial Audit Report: Allison Slife, Clifton Larson Allen

The audit went smoothly this year. Excellent preparation by Louise Peng, Amy Skinner and Terri Tarbutton. Our excellent financial staff helped the process move through easily. The general fund balance increased \$113,209 to \$4,064,582. Unrestricted cash decreased \$58,128 to \$5,230,976. Peak to Peak’s net position decreased \$9,081,664 due to an increase in the net pension liability, which had the added OPEB liability this year. Capital assets

increased by \$464,832 to \$26,789,554. No significant deficiencies or exceptions were found by CLS in this year's audit.

FBC Report: Sam Todd

Met October 29, 2018. Items discussed:

End of Year 2017-2018 Financial results for General Fund 11, Food Service Fund 21, Operations & Technology Fund 65, Friends of P2P Fundraising Fund 26. The FBC was satisfied with the positive financial results for 2017-2018.

2018 S&P Credit Review. Peak to Peak received a credit rating of BBB+ from S&P. The FBC was pleased with Peak to Peak's high credit rating. Only two other charters schools in the nation hold this rating.

2017-2018 Audited Financial Statements. The FBC was satisfied with the results of the 2017-2018 financial audit and acknowledged that the net pension liability greatly distorts the school's net position.

2018-19 Final Revised Budget. The FBC reviewed and discussed the proposed 2018-2019 final revised budget. There were no objections voiced by FBC members concerning the budget as presented. The FBC recommended that the proposed 2018-2019 final revised budget be approved by the BOD.

Q1 2018-2019 Financial Reports. General Fund 11 revenues totaled \$4.6 million while expenses were \$3.4 million. A budget surplus of \$1.2 million was generated. Financial reserves in good shape at nearly \$5.3 million. Food Service Fund 21 total revenues in Q1 were \$97K and total program expenses were \$100K. At the end of Q1, Fund 21 balance was \$22k, \$3K less than the beginning balance. Operations and Technology Fund 65 revenues in Q1 were \$211K and total expenses were \$294K, driven largely by large project being completed in Q1. At the end of Q1, Fund 65 fund balance was (\$54K). The Q1 financial results for Friends of P2P Fundraising Fund 26 were not yet available at the time of the FBC meeting. The FBC members were satisfied with the positive financial results in Q1.

Banking Platform Assessment. In 2017 the BOD approved moving the school's banking platform to JP Morgan Access from Chase. Following feedback from those who utilize this platform, including complex and time consuming wire transactions, high costs and glitches in the system, it was recommended to move back to Chase. Amy Smith, Peak to Peak's banking relationship partner at Chase, was able to explain new banking controls that are in place that will protect both the school and those with access to our banking. With these provisions in place the FBC unanimously voted to approve the move back to Chase.com and recommended that the Chase.com platform be reviewed in three years by the FBC.

The FBC recommends that the BOD approve moving the school back to the Chase.com banking platform from the current JP Morgan Access platform, and conduct a review of the effectiveness of Chase.com in three years.

Motion to Approve Moving Banking Platform: Elizabeth Gable

Seconded: Derek Cole

Approved: 7-0-0

Q1 Quarterly Financial Report: Sam Todd

General Fund 11:	The financial results for Q1 are positive for Peak to Peak to Peak. The results are aligned with the goal of being conservative in order to protect the school financially, and ensure long-term sustainability.
Food Services Fund 21:	The 2018-2019 beginning fund balance for the Food Services Fund 21 was \$25,199. At the end of Q1, the fund balance was \$22,394. The budgeted shortfall for 2018-12 is \$28,566, which is planned to be transferred from Fund 11 to Fund 21 in Q4 to keep the food services program operating at a breakeven level.
Operations & Tech Fund 65:	The 2018-19 beginning fund balance for Fund 65 was \$29,274, but at the end of Q1, the fund balance was (\$53,639) due to the large expenditure on the HVAC controls project. An ending fund balance of \$32,163 is budgeted for 2018-19.
Friends of P2P Fund 26;	The 2018-19 beginning fund balance in Friends was \$1,455,695. The ending fund balance at the end of Q1 Was \$1,480,141, of which \$1,434,465 is attributed to the Peak Scholarship Fund.

2018 - 2019 Final Revised Budget: Sam Todd

Motion to approve:	Jaimee Miller
Seconded:	Derek Cole
Approved:	7-0-0

EDO Report/Update on Goals: Sam Todd

Facilities:	Energy Savings Projects of retrofitting fluorescent lights with LED lighting in school hallways and cafeteria serving area. Some work will begin around Thanksgiving. Character Garden work has begun. Stones should be placed soon.
Finances:	2018-2019 Budget. Final student count came in as budgeted with 1,445 student headcount, and an FTE of 1,414.8. Finance and Budget Committee. See above for a detailed report. The next meeting scheduled is Feb. 4, 2019, 3:30PM. Q1 Financial Results. See above for a detailed report. Financial Audit. See above for a detailed report. Athletics & Activities Financial Management. Dan Seidman and Sam Todd reviewed the budget for A&A and established a process for better management of the financial

performance. The A&A budget has also been revised to reflect a more realistic projection of revenues and expenses.

Fundraising:

Major Gifts. The Peak Annual Fund appeal letter was mailed to parents. A new logo and new theme of "Every Family. Every Year" was established. The campaign invited parents to designate a portion of their gift back to the Scholarship fund. There has been some parent feedback about the letter. A \$25K gift for the scholarship has been given, which brought the total to \$40K for the matching Challenge. This will allow us to qualify for a \$10K matching Grant from Community First Foundation.

Fundraising Events and Community Relations. "Peak on the Green" a great success. Next event is Grandparent's Day Nov. 8th. Theme reveal party was Oct. 18th, disco is the plan. Run for the Peak will be May 3rd on campus.

External Leadership:

Sam continues to be active in the Colorado League of Charter Schools and the East Lafayette Advisory Council.

Goals:

Ongoing progress being made on all goals.

EDE Report/Update on Goals: Kelly Reeser

Reviewed Goals:

Kelly reviewed her goals in the following areas: Executive Leadership, External/Internal Relationships, School Culture, and Administrative Responsibilities

Report:

The Listening Campaign is ongoing. Data has been received and is being processed for presentation to BOD in December.

The Ad Hoc Committee has met twice and has two more scheduled.

Succession Planning is ongoing.

Received surveys from parents, students and staff around the 8 period day. Mostly celebratory, and working on some areas of perceived struggle for all groups.

BVSD charter leaders met for the second time this school year. Dr. Rob Anderson, BVSD Superintendent, joined as well. A charter parent group is being organized by Summit Middle School parents, and we hope to have representation from Peak to Peak. Other areas of External Relationships include Jen Dauzvardis and Kelly being asked to present to the Colorado League of Charter Schools annual conference Feb. 28th and March 1.

Policy BGD - School Attorney: Kelly Reeser

Motion to Approve: Jaimee Miller
Seconded: Joanne Hyman
Approved: 7-0-0

Principal Reports/Goals:

Melissa Christiansen: Updated BOD on ES activities.

Lori Preston: Offered apologies for missing mid-year and end-of-year windows of iReady testing for MS in 2017-18 school year. KPIs #1 and #2 will be incomplete. Steps, plans and solutions are in place to correct this going forward.

Updated BOD on MS activities.

Kyle Mathews: Updated BOD on HS activities.

Curriculum Proposals:

Principals

CU SUCCEED:
Motion to Approve: Jaimee Miller
Seconded: Eveline Grady
Approved: 7-0-0

Honors Engineering Course:
Motion to Approve: Jaimee Miller
Seconded: Colleen Elliott
Approved: 7-0-0

8th Grade World History 2 Leveled Course:
Motion To Approve: Jaimee Miller
Seconded: Deea Frisbie
Approved: 7-0-0

Board Election Process:

Joanne Hyman

Eight new questions up for review. The board will talk about this again at next board meeting after discussion surrounding the wording of a question asking about parent involvement at Peak to Peak.

Meeting Adjourned at 7:32 PM:

Motion To Adjourn: Colleen Elliott
Seconded: Eveline Grady
Approved: 7-0-0

Work Session: Peak to Peak Strategic Plan

The work session revolved around understanding and using data from the strategic plan. The work session began at 7:30 PM and ended at 8:00 PM.

Respectfully Submitted,

Deea Frisbie

Secretary

Peak to Peak Board of Directors