



Minutes of the Peak to Peak Board of Directors

Meetings (Regular Meeting)

Wednesday, February 09, 2022

Videoconference: Zoom Meeting
<https://us02web.zoom.us/j/86815527324>

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.

1. **Call to Order:** Colleen Elliott @ **5:04 PM**

In attendance by video conferencing:

Voting Board: Brian Boonstra, Eveline Grady, Chirag Shah, David Woo, Colleen Elliott, Heather Caruso

Ex-Officio: Melissa Christensen, Kyle Mathews, Kelly Reeser, Sam Todd, Clara Quinlan

Absent:

Guests: Rick DelaCastro, Jennifer Dauzvardis, Kristianna Vedvik, Keri Dunphy, Dorothy Bass, Brian Hoffer, Cathy Rein, Lindsay Wright, Tracy Durland, John Wilcox, Traci Schoeneweis, Allison Cross, Alison Berman, Jennifer Douglass, Katie Valencia Hoffer, Macaela Holmes Fuller, Kate Martin, Vicki Lundquist, John Wilcox and several other unidentified (phone numbers and first names only)

2. **Consent Grouping:** Colleen Elliott @ **5:07 PM**

- a. Approval of minutes: 01/19/2022
- b. [Policy Approval](#)

Motion to Approve: Chirag Shah

Seconded: Eveline Grady

The motion was approved 5-1-0:

Yay	Abstain	No
Brian Boonstra Chirag Shah Colleen Elliott David Woo Eveline Grady	Heather Caruso	

3. Public Comments: Colleen Elliott @ 5:09 PM & 5:43 PM

Lindsay Wright @ 5:09 PM

Nicole Harrison @ 5:43 PM

4. Kudos and celebrations: @ 5:11 PM

- Kyle Mathews: Secondary Curriculum Leaders worked hard to align all the course recommendations to the master schedule for next year as well as going over teaching assignments and equitable teaching loads.
- Melissa Christensen: Custodian crew for their hard work in the last several weeks keeping the school grounds safe and maintaining a clean environment for all.
- Colleen Elliott: Food services and everyone who jumped in to assist ensuring the cafeteria continues to meet all children’s needs.
- Eveline Grady: Rachel Hirt and all the volunteers for their continued work behind the scenes and working on the putting together the upcoming GALA.
- Kelly Reeser: Teachers and the Parents who attended the Parent/Teacher conferences last week virtually and for being flexible during the snow day.
- Clara Quinlan: Gratitude to the HOD for stepping in to collaborate and putting in the time to review a variety of hires.
- Sam Todd: Shout out to the students for their gratefulness and politeness as always.

5. Employee Opinion Survey Results: @ 5:16 PM

Rick DelaCastro: From **Employers Council** (Employment Law, HR, Training, Surveys) to share the results of the 2022 Employee Opinion Survey Results. 147 out of 184 participants completed the survey, roughly 80% response rate.

Magnitude (how high) and Direction (trending)

The 5-dimension measured are:

- Communication
- Culture & Climate
- Compensation & Benefits
- Operational Trust
- Overall, 2022

Green: Strongly Agree or Agree
 Yellow: Neither Agree or Disagree
 Red: Disagree or Strongly Disagree



6. Marshall Fire Fund: @ 5:45 PM

Brian Boonstra:

- Working with Rachel Hirt and Tracy Durland to send out communication via P2P digest to reach affected families to assist and distribute the funds to cover their unmet needs.
- There are no end dates currently, the goal is to distribute the funds in a way that is most equitable to families that most need the help first.

7. EDE Search Update: @ 5:48 PM

Eveline Grady, Brian Boonstra, Chirag Shah:

- The Search team continues to review and breakdown the applications into categories. The next steps will be to review the final potential applicants for selection to interview. Interviews will take place around February 22nd-23rd via virtual.
- Secondary Interview will take place sometime during March with the whole board after the Search team filtered the pool of applicants down to a final select few.

8. Board Goals: @ 5:55 PM

Board, Jennifer Dauzvardis:

- Bylaws
 - Get a version that can be published out to the community for feedback and vote at the next Board meeting on March 9th before it can be shared out to the community.
 - Bylaws will need to be reviewed by Barry Arrington (Arrington Law Firm) to ensure nothing in the new version stands out as a concern.
 - Bylaws will then be reviewed by the board annually.
 - Consideration to providing a recorded session as an option to highlight what has changed so the community can understand and provide feedback via google form.
- Committee Updates
 - Accountability Committee – Text message and email resulted in a 50% participation rate in the annual survey.
 - Election Committee – will meet on the 23rd to discuss (pending there are no conflicts with the board meeting [Placeholder]) and scheduling the board candidate session next week (one in the morning and one in the evening) for potential volunteers that wish to serve on the board.
- Goals Update
 - Board agreed to postpone RFP to pick up next year with all new board, committee members, and leaders. The board agreed to put this on hold as no bandwidth available to explore this further. Discussion about refreshing everyone's memory is a good idea to understand what this RFP is for and why.
- Strategic Plan Update
 - Jen provided a **Peak-to-Peak Strategic Plan Renewal Update** slides that highlights milestones and phases.
 - Link of recording to be in the digest from the previous night.

9. 2022-23 School Calendar: @ 6:40 PM

Traci Schoeneweis:

- Shift of the two calendars, with a few exceptions on the days will be corrected.
- Breaks and holidays with BVSD will still be in alignment on the calendar.
- Melissa Christensen discussed the rationale for the late starts for elementary school.
- Traci Schoeneweis discussed instructional time offered to all elementary school children so parents can continue to drop their child(ren) off at the same time as usual.
- Heather Caruso’s question was answered that early drop off with activities will ensure parents can still drop off the children will be free of charge.
- Time change will impact in 8 days out of the school year.
- Communication will likely be on the Friday’s digest article for this proposal and possibly a survey to ask parents for feedback as well as Q&A event to allow parents for their input.
- The board will wait until the feedback comes from the parents before a vote can take place on this proposal.

Brian Boonstra had to leave at 7:00PM

**** Break from 7:07pm to 7:17pm ****

10. EDE Report: @ 7:18 PM

Kelly Reeser:

- K-12 Curriculum Documents
- Innovation Grants (Round 2)
- Employee Opinion Survey
- Open Enrollment
- Policy Update (discuss at the next section 11)
- New Staff/Hiring
 - K-5 Special Education
 - Open positions for the 2021-22 school year
 - Open positions for the 2022-23 school year – all positions begin August 2022 unless otherwise notes

11. [Policy Review](#): @ 7:21 PM

Kelly Reeser:

- 9 policies (Last set)

Code	Title	Action/Summary of Changes
AFC-1	Evaluation of Professional Staff, Teachers	Retire; content consolidated and covered in GCN-2

AFC-2	Evaluation of Professional Staff, Administrators	Retire; content consolidated and covered in GCN-2
AFD	Evaluation of Support Staff	Retire; content consolidated and covered in GCN-2
GCN-2	Staff Evaluations	Update to reflect all staff positions and to indicate that evaluations are based on job descriptions for each position.
GDN	Evaluation of Support Staff	Retire; content consolidated and covered in GCN-2
IIAE	Right to Inspect Instructional Materials: Research or Experimentation Projects Funded by the United States Department of Education	Retire; BVSD retired their version in 2018 and replaced it with IJ . For reference, linked here is Peak to Peak's version of IJ .
JFCC	Student Conduct on School Buses	Retire JFCC - duplicated by EEACC . JFCC is not needed
KLMA	Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers in High Schools	Update language to align with BVSD's version , including references to statute/policies
KLMA-E	Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers in High Schools	Update language to align with BVSD's version , including references to statute/policies

The board will continue to review the policies before a vote at the next Board Meeting.

12. EDO Report: @ 7:25 PM

Sam Todd:

- Facilities
 - Electric School Buses
 - Final stages of getting contract completed
- Finance
 - Web Chromebook Program
 - Commercial Credit Card Program Rebate
 - 2022-23 Preliminary Budget
 - FBD Meeting
- Food Services
 - Food Service Update
- Fundraising and Community Relations
 - Annual Fund
 - Annual Auction and Gala (March 11th)
- Human Resources
 - Granting Prior Year's Work Experience to Teachers and Counselors
 - Employee Opinion Survey
- External Corner Affordable Housing Development

13. FBC Report: @ 7:30 PM

Sam Todd:

- Q2 financial report, general funds are healthy.
- Budget for next year will be submitted in April for a vote in May.

14. Finance Director Job Description and Hiring Process: @ 7:34 PM – VOTE

Sam Todd:

- This role will report to Sam, this position is driven by an urgent need to find someone to transition institutional knowledge to create redundancies and supervision as Sam is planning to retire in 2023 (summer).
- Why we need this position filed in operations
 - As the budget has doubled in the last 10 years, the increased complexity and accounting to ensure transparency has resulted in a need to provide continuing expertise.
 - The department has operated on a shoestring budget and with Sam’s impending retirement, it is urgent to find a Finance Director.
- The value of this position
 - Not limited, but will cover: Budget, audit, financial reporting, bonds, banking operations, risk management, etc....
- Proposed salary range will be from 90-110k.

Motion to approve the new Finance Director job description: Chirag Shah

Second: Eveline Grady

The motion was approved 5-0-0:

Yay	Abstain	No
Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

15. Board Reflection: @ 7:47 PM

Jennifer Dauzvardis:

- Brainstorm better way to prepare the communication

- March 1-2 Colorado Charter League of schools, funding covered by the school. Currently, there are no board members attending due to scheduling conflicts.

16. Adjourn @ 7:51 PM – VOTE

Motion to adjourn the Peak-to-Peak Board of Directors meeting: Chirag Shah

Second: Eveline Grady

The motion was approved 5-0-0:

Yay	Abstain	No
Chirag Shah Colleen Elliott David Woo Eveline Grady Heather Caruso		

Respectfully submitted,

David Woo

David Woo – Board Secretary
 Peak to Peak Board of Directors